

CLERY HANDBOOK 2016: [HTTPS://WWW2.ED.GOV/ADMINS/LEAD/SAFETY/HANDBOOK.PDF](https://www2.ed.gov/admins/lead/safety/handbook.pdf)

- Chapter 11 Fire Safety Disclosures: Requirements and Definition of a Fire
- Chapter 12 The Fire Log: Recording Fires in On-campus Student Housing Facilities
- Chapter 13 Fire Statistics: Classifying and Counting Fires in On-campus Student Housing Facilities
- Chapter 14 The Annual Fire Safety Report: Publishing Policy Statements and Fire Statistics

	Yes	No	NA
1. General			
Was your Clery-Fire report published by October 1?			
Was your Clery-Fire report combined with your Clery Crime report? If published separately from the Clery Crime, the information provided in each report must include how to directly access the other report? (Note that this means that you can't simply say that the other report is available; you must describe how an individual can obtain that report.) If the Clery-Fire and Clery-Crime reports were combined, does the title of the document clearly indicate that it contains both reports?			
Have fire statistics been uploaded to the Department of Education web survey?			
If the Campus has a "separate campus" with on-campus student housing facilities is there a separate Clery-Fire Report published or is the separate campus' policies, procedures and statistics included in the main Clery-Fire Report?			
<p><i>Descriptions of what your institution does regarding fire safety must be accurate and clear. For example, anyone reading your procedures for student housing evacuation in the case of a fire should be able to understand exactly what those procedures are, and the order in which they should be followed. In general, you may not simply place links to other sources in the report.</i></p>			
2. Description of each on-campus student housing facility fire safety system.			
Does your report contain a description of each on-campus student housing facility fire safety system? <i>A "fire safety system" is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.</i>			

	Does the report document the fire safety systems on each of the on-campus student housing facilities, e.g., does <u>each</u> building have a listing with its fire safety systems?			
	If the words "full" or "partial" are used to describe the fire safety system, are the terms defined in the report?			
	Does your statement of fire safety systems describe the current systems in place?			
3. Number of fire drills held during the previous calendar year.				
	Does the report list the number of fire drills held during the previous calendar year for <u>each</u> Residence Hall? <i>A "fire drill" is defined as a supervised practice of a mandatory evacuation of a building for a fire. False alarms cannot be counted towards the drill total.</i> <i>Note that NYS requires at least 4 drills per Residence hall per year. One must be in the first 10 days of the beginning of school and at least one must be held at night.</i>			
4. Procedures for student housing evacuation in the case of a fire.				
	Does the report disclose your institution's procedures for evacuating a student housing facility in the case of a fire? If specific exits should be used or relocation procedures should be followed, state this. If the procedures differ by student housing facility, your statement must describe the specific procedures for <u>each</u> facility. (Note the procedures must be listed in the report and not just linked.)			
5. Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.				
	Does the report disclose all of your institution's policies or rules on (1) portable electrical appliances in your on-campus student housing facilities? It's not adequate to state that you have such policies or rules; you must disclose the specifics and you must address all three categories: portable electrical appliances, smoking and open flames. If some rules apply to certain facilities only, state this.			
	Does the report disclose all of your institution's policies or rules on (2) smoking in your on-campus student housing facilities. See note above.			
	Does the report disclose all of your institution's policies or rules on (3) open flames in your on-campus student housing facilities? See note above.			

6. Policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.				
	Does the report disclose all of your institution's policies related to fire safety education programs and fire safety training programs associated with on-campus student housing facilities? Include in-person and online programs, as applicable. Describe all procedures that students should follow in the case of a fire, as well as all procedures that employees should follow in the case of a fire. The policy statement must cover all employees involved in student housing and areas related to student housing, for example, residential life staff, student affairs staff, student personnel services staff, residence hall directors, residential education staff and summer housing staff. If any of your student housing facilities has an attached parking garage or dining hall include employees associated with those areas. You may include other employees as well.			
7. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.				
	Does the report list the titles of the people or organizations that should be told after the fact that a fire occurred? It is not a list of whom to notify that there is a fire emergency.			
8. Plans for future improvements in fire safety, if determined necessary by the institution.				
	Does your report detail plans for improvement if they exist? If there are no plans, you should state that fact.			
9. Fire statistics				
	Are fire statistics from the three most recent calendar years included? Statistics must be separated for each of the calendar years.			
	Are fire statistics presented for each on-campus student housing facility? Note: If there were no reported fires in any of your on-campus student housing facilities in the three most recent calendar years, you may simply list the name and address of each facility in your annual fire safety report and state that there were no reported fires in the facilities for the reporting years.			
	Is each facility identified by name and street address?			
	For each facility is the number and cause of each fire included? "Cause of fire" is defined as the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature. See page Figure 16 on page 13-2 in the Clery Handbook. Causes include things like			

	cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural, and other.			
	Does the report include for each fire, the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including the on-campus health center?			
	Does the report include for each fire, the number of fire-related death?			
	Does the report for each fire, list the value of property damage? Include property damage even to property not owned by your institution. (Note: The campus may use the actual costs or the estimate ranges found in the Clery Handbook page 13-5.)			