

# College of the Desert Fire Safety Policy

It is the Desert Community College districts policy that any fire that is a result of negligence or purposely set requires the Fire Department as well as the Public Safety Department to be contacted. Public Safety will be responsible to follow up with the local police department to file a report.

The cause of fire will be determined by the appropriate fire department personnel. The report will include the cause of the fire as well as the estimated value of property damage. The property damage will include the value of the loss of structure and contents, in terms of the cost of replacement. It is the Public Safety Department's responsibility to request a copy of the report 10 days after the incident and maintain a copy for their file as well as provide a copy to the appropriate College personnel.

**Responsibility of Supervisors, Managers, and Faculty:** The supervisor, manager, and instructor are to supervise the clearing of his/her area during an emergency evacuation, in an orderly manner using the designated evacuation paths to the designated safety areas. Attendance will be taken of each area evacuated with a census form. The Dean of each department will be responsible to ensure that all instructors have a copy of the census form.

**Fire Drills:** Eastern Valley Campus (EVC) and the Western Valley Campus (WVC) and Mecca Thermal Campus will do a fire drill annually as set up by their Education Site Directors and coordinated with the Public Safety Department. College of the Desert's main campus will hold a fire drill semiannually consisting of full evacuation of at least two buildings with the assistance of the Public Safety Department. The Child Development Center will do monthly fire drills as required by law.

## **Fire Safety System:**

College of the Desert's Palm Desert, Eastern Valley, Western Valley, Mecca Thermal, Palm Springs Campuses use Simplex as its fire system. The Simplex 4100 fire system has 4 general functions.

1. It monitors fire alarm initiating points (smoke detectors, heat detectors, and pull stations)

2. It activates fire alarm notification appliances (horns, strobes, audio evacuation messages) when an initiating point activates.
3. It monitors and controls auxiliary building equipment (fan dampers, relays, security devices).
4. It contacts appropriate departments and outside public safety agencies.

The main fire control panel is in the Maintenance and Operations Building located at the North West side of campus. The Public Safety Department has a computer terminal that identifies the type of alarm and the location. Fire Department personnel can view a real-time campus map showing the physical location of the alarm on campus. This map is also available in the Public Safety Department office.

College of the Desert's Golf Center and KCOD Fire System Information:

Fire life safety system @ K.C.O.D use BOSCH FPD-7024 Control Panel, Golf Range use Honeywell Vista 32FB Control Panel.

Both systems have the same functions:

1. Monitors fire alarm points (Smoke Detectors, Pull Stations)
2. All input and output circuits are supervised.
3. Activation of notification appliances (Horn, Strobe) when fire inputs are activated.
4. System will notify Central Station who will notify local Fire Dept and Public Safety.