

Fire policy #5 Policy on future plans for improvement

We will be updating fire extinguishers, along with creating and dispersing a building evacuation map for public viewing. By reviewing and updating these topics it will help ensure the safety among our campus community, and visitors.

Fire Policy # 6 Persons or organizations responsible for carrying out oversight of this process.

- Organization: Toccoa Falls College
- Individual: **Oversight**—Director of Safety & Security

Electronic Messaging System maintenance—IT Supervisor and **Landline Phone System maintenance**—Supervisor of Electrical Department.

Fire Policy # 7 Procedure to disseminate emergency information

In the event that an emergency occurs and the campus community is in need of communication, notification will occur by our e2Campus electronic messaging system or landline phone system. Officials that have the ability to send out a notification by the e2Campus system include:

- The President’s Cabinet
- Associate VP of Operations
- Supervisor of Safety Department

In the event a message needs to be transmitted via phone system, the individual to perform this would be:

- Supervisor of Electrical Department

Fire Policy # 8 Procedure to test the emergency response and evacuation, publicizing and documenting each exercise.

The Supervisor of the Safety Department or IT will test the electronic messaging system and the landline phone system will be tested by the Supervisor of Electrical Department. These systems will be tested twice per year. The test results, date and time are recorded each time.

Fire Systems In Place

Alys Reeder Terr.	Smoke detectors, fire alarms, heat detector, sprinklers, monitored
Cora Houston Terr.	Smoke detectors, fire alarms, heat detector, sprinklers, monitored
Damron Terr.	Smoke detectors
Fant Hall	Smoke detectors, fire alarms
Forrest Hall	Smoke detectors, fire alarms, heat detector
LeTourneau Hall	Smoke detectors, fire alarms
Louise Bell Terr.	Smoke detectors, fire alarms, heat detector, sprinklers, monitored
McDuffie Terr.	Smoke detectors
Powell Terr.	Smoke detectors, fire alarm, heat detector
Prentice Cott.	Smoke detectors
Roose Terr.	Smoke detectors
Brown Cottage	Smoke detectors
Hilyard Cott.	Smoke detectors
Tyler Cott.	Smoke detectors
Boykin Apts.	Smoke detectors
Pinecrest	Smoke detectors
Chalet	Smoke detectors
Oakvale	Smoke detectors



**ANNUAL
FIRE SAFETY
REPORT**

TOCCOA FALLS COLLEGE
Toccoa Falls, Georgia

Reporting year 2021

Residential Fire Statistics Safety Reports

	FIRES			INJURIES			DEATHS			PROPERTY VALUE LOSS* CURRENT YEAR
	2019	2020	2021	2019	2020	2021	2019	2020	2021	
Alys Reeder Terr.	0	0	0	0	0	0	0	0	0	N/A
Cora Houston Terr.	0	0	0	0	0	0	0	0	0	N/A
Damron Terr.	0	0	0	0	0	0	0	0	0	N/A
Fant Hall	0	0	0	0	0	0	0	0	0	N/A
Forrest Hall	0	0	0	0	0	0	0	0	0	N/A
LeTourneau Hall	0	0	0	0	0	0	0	0	0	N/A
Louise Bell Terr.	0	0	0	0	0	0	0	0	0	N/A
McDuffie Terr.	0	0	0	0	0	0	0	0	0	N/A
Powell Terr.	0	0	0	0	0	0	0	0	0	N/A
Prentice Cott.	0	0	0	0	0	0	0	0	0	N/A
Pinecrest	0	0	N/A	0	0	N/A	0	0	N/A	N/A
Roose Terr.	0	0	0	0	0	0	0	0	0	N/A
Hilyard Cott.	0	0	0	0	0	0	0	0	0	N/A
Tyler Cott.	0	0	0	0	0	0	0	0	0	N/A
Brown Cottage	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	N/A
Boykin Apts.	0	0	0	0	0	0	0	0	0	N/A
Chalet	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	N/A
Oakvale	0	0	N/A	0	0	0	0	0	0	N/A

* Property values are in dollars.

Fire Policy #1 Policy on portable electric appliances

Due to fire code regulations, certain types of electrical appliances are not permitted in sleeping areas. These include but are not limited to: toasters, grills, microwaves, space heaters, and hot plates. Small refrigerators, coffee pots and game systems are permitted. Fire regulations also prohibit the presence of any open flame or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns.

Fire policy #2 Procedures for student housing evacuation

Depending on the circumstance, a building may be either partially or totally evacuated. Under partial evacuation, occupants may be asked to relocate to another part of the building that is deemed safe. Complete evacuation will result in all persons leaving the building and moving to a designated area outside.

The Resident Director or Resident Assistant will make the decision to evacuate the building when a

fire has been confirmed, the fire alarm system in place has been activated, and/or other situations in which considerable damage has occurred. The Resident Director and/or Resident Assistant is responsible to know the assembly areas located near their buildings. They are also responsible for making sure that everyone clearly understands that all occupants are to evacuate to that area for accountability reasons.

Fire Policy #3 Policies for fire safety education

Each school year the institution will provide the opportunity for our Faculty and Staff to attend a class on Fire Safety. This class will teach the participant the proper procedures to follow in the event there is a fire. The training will also include the proper use of a fire extinguisher. Students that are in a leadership position will attend a mandatory class that will include the proper use of a fire extinguisher as well as the proper procedures that they will follow in the event of an emergency.

Fire Policy #4 Policy on who to report a fire to If the fire is not contained:

911	Emergency System to Fire Department
9-911	From a campus phone
404-426-1048 (cell)	Caleb Faircloth, Fire Marshal
706-886-7299, x5444	Security Center
706-599-9227 (cell)	Merlin Schenck, Associate V.P. of Operations
706-244-0483 (cell)	Stephen Johannes, Director of Security

On call personnel:

706-491-4470 (cell)	Bob Nickerson (after hours)
404-426-1048 (cell)	Caleb Faircloth, Fire Marshal
706-599-9227 (cell)	Merlin Schenck, Associate V.P. of Operations

If the fire is contained, on call personnel:

706-491-4470 (cell)	Bob Nickerson (after hours)
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