

Ursuline College 2019 Annual Fire Safety Report

INTRODUCTION

In accordance with the Higher Education Opportunity Act (HEOA), Ursuline College provides information to current students, prospective students and employees on fire safety and statistics for on-campus housing. This report includes information on fire safety systems for resident housing, fire drill procedures, resident housing policies on electrical appliances, smoking and open flames, policies for fire safety education and training programs, and fire reporting.

This report can be found at <https://www.ursuline.edu/inside-ursuline/consumer-information/campus-security-policies-crime-statistics-and-crime-log>. The 2018 Annual Security Report is also available on the Ursuline College website separate from this report. Each year, a pdf copy and a hyperlink to the online Annual Fire Safety and Security Reports are sent to all enrolled students, faculty, and staff via an email notification. Copies of the reports also may be obtained from the Security Department and the Office of Compliance.

FIRE STATISTICS

The Ursuline College campus has three on-campus residence halls with the following address:

Grace Residence Hall
 Murphy Residence Hall
 Smith Residence Hall
 2550 Lander Road
 Pepper Pike, OH 44124

Below is a summary of information for the calendar year 2016, 2017 and 2018. The listing below is for all on-campus residential buildings.

Statistics and Related Information Regarding Fires in Residential Facilities for 2016

				Number of Injuries That Required Treatment at	Number of Deaths Related to Fire	Value of Property Caused by
Residential Facilities	Total Fires in Each	Fire Number	Cause of	Medical		
Grace Residence Hall	1	1	cookin	N/A	N/A	0
Murphy Residence	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	0	0	0	0	0	\$0-

Statistics and Related Information Regarding Fires in Residential Facilities for 2017

				Number of Injuries That Required Treatment at	Number of Deaths Related to Fire	Value of Property Caused by
Residential Facilities	Total Fires in Each	Fire Number	Cause of	Medical		
Grace Residence Hall	0	0		N/A	N/A	0
Murphy Residence	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	0	0	0	0	0	\$0-

Statistics and Related Information Regarding Fires in Residential Facilities for 2018

				Number of Injuries That Required Treatment at	Number of Deaths Related to Fire	Value of Property Caused by
Residential Facilities	Total Fires in Each	Fire Number	Cause of	Medical		
Grace Residence Hall	0	0		N/A	N/A	0
Murphy Residence	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	0	0	0	0	0	\$0-

FIRE SAFETY SYSTEMS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

The following information describes the fire safety systems for each Ursuline College residence hall (on-campus student housing facility). A summary table follows the written description for the buildings. Fire alarms are monitored by a private security company and dispatched to the City of Pepper Pike from the City of Beachwood dispatch center. The Pepper Pike Fire Department (PPFD), other Pepper Pike safety services, and Ursuline College Security Department respond to emergency calls and fire alarms. The Residence Life team also responds and directs the PPFD.

Smith Residence Hall

Smith Residence Hall is a 31,000 square foot residential building built in 2005 with a total occupancy of 75. The fire safety system is a multi-zone addressable system, consisting of smoke and heat detectors. Smoke detectors are located in each suite, including each suite bedroom and in two common area locations within each suite. Smoke and heat detectors are installed in interior corridors, stairwells, laundry room, and the third floor computer room. Heat detectors are located in all mechanical areas and closets. The building is equipped with sprinklers. The common area kitchen on the third floor is equipped with an exhaust hood and fire suppression system, which includes automatic and manual suppression system.

Grace Residence Hall

Grace Residence Hall is a 34,700 square foot residential building built in 1965 with a total occupancy of 121. The fire safety system is a multi-zone addressable system consisting of smoke and heat detectors in each residential room and building hallways. The kitchen area on the first floor is equipped with a sprinkler system. The kitchen area is also equipped with an automatically operating fire suppression system.

Murphy Residence Hall

Murphy Residence Hall is an 11,100 square foot residential building built in 1968 with a total occupancy of 52. The fire safety system is a multi-zone system by floor. The system consisting of smoke and heat detectors in each residential room, hallway and stairwell landing. The kitchen area has an exhaust hood equipped with an automatically operating fire suppression system.

Description of On-Campus Student Housing Facility Fire Safety

Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler system	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Grace Residence Hall		X		X	X	X	0
Murphy Residence Hall				X	X	X	0
Smith Residence Hall			X	X	X	X	0

In 2016, there were three fire drills in each residence hall. For 2017, there were four fire drills in Grace Hall, two fire drills in Murphy Hall, and one fire drill in Smith Hall. For 2018, there were no formal fire drills.

FIRE DRILL POLICIES AND PROCEDURES FOR STUDENT HOUSING EVACUATION

Fire drills will be conducted annually. Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will result in judicial action.

Fire evacuation information is posted on the back of residence hall doors (Grace and Murphy) and posted next to the entryway door in every suite in Smith Hall.

Information on fire alarm procedures is provided to each resident in the fire evacuation information posted in the residence hall as described above. A fire alarm sound in any campus building demands an immediate response. All occupants must leave the building and are expected to participate and cooperate with emergency personnel. Do not use the elevators. Grace Residence Hall evacuates to the island in the Grace Residence Hall Parking Lot. Murphy Residence Hall evacuates to the Grace Residence Hall Parking Lot or Soccer Field. Smith Residence Hall evacuates to the Soccer Field.

COLLEGE POLICIES REGARDING ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN STUDENT HOUSING

The following describes the College policies regarding the before mentioned topics in residence halls (on-campus student housing). These policies are also contained in the Student Handbook.

Candles/Incense/Potpourri Burners

The use of candles, incense, or potpourri burners are a fire hazard; therefore, possession and use are prohibited in the residence halls. Any illegal items found in students' rooms during room inspections will result in both roommates being fined \$25.00. Illegal items include, but are not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. Students could also be asked to meet with the DRL to discuss the violation.

Cooking Appliances

Cooking in the residence halls is limited to the kitchen areas in Grace, Murphy and Smith Residence Halls. For health and safety reasons, cooking in the rooms is prohibited. Microwave ovens are provided by the College

and may only be used in the designated kitchen areas. **All unauthorized cooking appliances will be confiscated.** Arrangements will be made to return the appliances when the student is making a trip home. Microwaves are provided in the kitchenettes of Murphy, Grace and Smith Residence Hall and in the suites in the Smith Residence Hall. When cooking in the kitchen, students are expected to clean up after themselves.

Students may use the refrigerator within the kitchen areas under the following conditions: All food within the refrigerator must be clearly marked with the name of the student, room number and date on which the food was purchased. Failure to properly label the food will result in it being thrown away. The refrigerator will be cleaned regularly each semester and all foods left for long periods of time (a couple weeks) or which are expired will be discarded.

Corridors and Stairwells

Corridors and stairwells are emergency exits and must be kept free of clutter and obstructions. Shoes, athletic bags, books, bicycles and other furnishings are never permitted to be stored in corridors or stairwells. Items left in these areas will be confiscated by hall staff. Large items may be subject to a maintenance removal charge. Recovery of confiscated items may occur by scheduling a meeting with the Director of Residence Life.

Decorations and Modifications

Students may not make any permanent structural changes in their rooms. Paper or other flammable materials are not permitted in the room and should not cover ceiling tiles. This includes wallpapering, contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws and adhesives (including, but not limited to DUCT tape, two-sided tape and scotch tape) are not to be used on residence structures, around door frames, on walls or ceilings. Signs and decals should not be affixed to College property. Rooms may be decorated using 3m-type adhesives and hooks, twine and fishing line. Poster putty can be used, but residents will be held accountable for any damage to paint or woodwork caused by these items. Please check with a member of the residence life staff if you have any questions.

Electrical Appliances

The electrical wiring of the college residences is designed to allow for the safe use of 'ordinary electrical appliances' (hair dryers, televisions, etc.) in the student rooms. Overuse of any electrical system can create problems. Please review the following guidelines:

- The College requests students use UL approved appliances with a maximum draw of 15 amps (approximately 1700 watts) per appliance. In addition, we request that roommates communicate with each other regarding electrical items for the room. The Department of Residence Life encourages students to have only one mini refrigerator in each room.
- Due to the surge factor of air conditioners, we cannot permit air conditioners for any reason.
- For the safety of all residents, electrical cooking appliances, space heaters, and irons are not permitted in student rooms. If you have an appliance you are unsure about, please have it approved by the DRL before bringing it to campus.
- The College requires the use of surge protectors which have built in circuit breakers (as opposed to extension cords) for electrical convenience; this allows the student to plug several items in at once.
- Extension cords and multi-outlet extenders are not permitted.
- Refrigerators should be plugged directly into the wall outlets.
- Halogen lamps and Lava lamps are not permitted.
- Please check appliances for frayed or damaged cords before bringing them to the College.

Students can be held accountable for fires caused by their negligence. The College is not liable for any losses that occur to student rooms. (See the Insurance of Personal Property and the Liability for Loss sections of this handbook.) In addition, any unauthorized appliance will be confiscated until it can be removed from campus, and the student may be subject to fines and/or judicial actions.

Fire Safety Equipment and Procedures

Residence Hall fires are extremely dangerous and it is essential that the fire safety equipment be in good condition. Therefore, it is a serious offense to tamper with fire safety equipment such as fire extinguishers, pull stations, fire alarms, and smoke detectors. It is also a very serious offense to set fire to anything in the residence halls. A fine could be issued to anyone who tampers with fire safety equipment. Any person involved in the misuse of fire equipment may be subject to prosecution and/or College disciplinary action which could include removal from the residence halls.

- Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will result in judicial action and include a \$75.00 fine.
- Residents are not permitted to leave belongings in the hallway or stairwells because this creates an obstacle to allowing easy access to and exit from the building. Open flames (including candles, incense and potpourri burners) are not permitted anywhere in the residence halls.
- The fire alarm system in Grace Hall is very sensitive. It is advised that students open a window and their room door when using blow dryers, flat irons or any other styling devices that generate heat. Please do not leave these items unattended or they will be confiscated. Any student who is responsible for triggering the fire alarm more than 2 times could be fined by the Pepper Pike Fire Department and/or Ursuline College and be subject to disciplinary action. Ursuline College maintains a daily fire log on the college website (under Facilities and Security/Security Resources) in accordance with the HEA Title IV, Part G, Section 485 (i). Facilities and Security makes an annual report to the campus community on these fires.

Room Condition

The following policies apply to all Ursuline College residence hall rooms:

- No alterations may be made to electrical fixtures or wiring.
- Built-in furniture may not be removed or altered.
- Any drapes (or other hanging fabric) or carpet that is installed in a residence hall room must be certified as fire retardant.
- Carpet must not be glued or taped to the floor. Area rugs are recommended rather than wall-to wall carpeting.
- Any materials installed on walls or ceilings must be nonflammable.
- Tacks, screws and nails should not be used on the walls or ceilings.
- All tapes and adhesives must be fully removable from the wall/ceilings. Duct tape should not be used.
- Stickers and decals must be fully removable from walls, ceilings and windows.
- Screens must be kept in the windows at all times.
- Students are responsible for all College furniture that is in their room on opening day.
- Students will be fined for any furniture removed or exchanged from their room. All College furniture must stay in student's designated rooms. Students will be billed for any furniture that cannot be accounted for at the end of the year. All furniture, decorations (borders, posters, stickers, tape adhesive, etc.) and other materials that were not accounted for on the Room Condition Form must be removed. Residents will be billed for the removal of any remaining items. Students will be billed to cover the costs of repair for

damages to the room, College furniture, and/or College furnishings. All residents of a particular room are responsible for damages within their room.

Air Conditioners

Students are not permitted to install any type of air conditioners in their rooms or living areas due to the design of our residence halls and to the potential damages of electrical overload that may result from their usage. Students may use window, box and pedestal fans to help circulate air. Ceiling fans are not permitted.

Break Closings

Leaving during breaks. The residence halls close for fall, Thanksgiving, spring, Easter and summer breaks. Students are required to leave the halls by noon of the first day of the designated college break period. Any student failing to leave by this designated time will be fined \$50.00. Students may obtain permission from the DRL to stay later on closing day. Only timely requests may be honored without incurring the \$50.00 penalty. In order to obtain permission to stay later, or to request to stay for some or all of the break period, students must contact the DRL in a reasonable amount of time; no later than 48 hours prior to 49 hall closing. Students making requests less than 48 hours before break closing may be denied their request and/or issued a fine. The residence halls close completely during Winter Break.

Leaving during finals. It is recommended that students move out of the residence halls twenty-four hours after their last final exam. Residence Life reserves the right to ask individuals to leave the halls prior to hall closing if past judicial infractions, current pending judicial infractions, current pending legal action, or disruptive behavior is negatively impacting the community and prohibiting other community members from preparing for their final exams. Please refer to the Finals Week Conduct section.

Required Pre-Break/Break Closing Procedures. All residence hall occupants are required to complete all of the following Break Closing Procedures before leaving campus: 1. Unplug all appliances. Personal refrigerators only need to be unplugged for fall, winter and spring breaks. Kitchen refrigerators in Smith should remain plugged in for all College Breaks. 2. Empty all trash. 3. Close window completely. 4. Raise blinds, except any room on the first floor of the building. Failure to complete any of the five procedures listed above will result in a warning for the first violation and a fine of \$10.00/resident for any subsequent violation.

Room Inspections

- Ursuline College Residence Hall staff members conduct a visual safety and security inspection inside all student rooms after the halls have officially closed for break. The inspection will consider whether all five of the procedures listed above have been accomplished and will look for conditions that may pose a health or safety hazard. Rooms will be entered by at least two Residence Life staff persons.
- During the visual inspection, the Residence Life staff is instructed not to open drawers or closets or search through personal belongings and will observe only those things which are in plain sight in the room.
- No alcoholic beverages are permitted in the student residence hall rooms. Prohibited use or possession of alcohol will result in its confiscation and disposal. Specifically, any unconsumed alcohol found in a student's room will be confiscated.
- Any illegal or prohibited items found during the visual inspection will be confiscated in accordance with College policy and the residents of the room may be subject to judicial action. In addition, both roommates will be fined \$25.00 for any illegal items found during room inspections. Illegal items can include, but is not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. The student(s) who occupy the residence hall room/suite may be asked to meet with the DRL to discuss the violation.
- Suspicion of illegal materials based on items that are in plain view, e.g. shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the

residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.

- Students will be given a receipt for all belongings removed. These belongings may be returned after disposition of the case by College judicial action or civil authorities, when it is lawful to do so.
- If the student(s), is present during break room inspection, the student will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. Students will be given a receipt for all belongings removed. These belongings will be returned after disposition of the case by College judicial action or civil authorities, when it is lawful to do so.
- Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification.

Staying on campus during breaks. Ursuline College maintains various housing for breaks. Prior to each break, residents will be notified of the available housing and the proper procedure to obtain break housing. Break housing will be available for summer and holidays such as Easter and Thanksgiving. Break housing is not available over the Christmas/Winter Break. General student conduct and judicial records will be taken into consideration when determining if a student will be permitted to stay on campus over a break. Students who request break accommodations or exceptions less than 48 hours in advance of the break closing may be denied their request.

Student Athletes approved to stay during break. Resident Student Athletes may stay in the residence halls during break periods as requested per the team coach. Break fees are not assessed to student athletes required to be in the halls during break for team obligations. If a resident student athlete wishes to stay in the halls during a break, with the exception of Winter Break, outside of their athletic obligation, the student may be billed the break fee. Contact the Director of Residence Life for additional information. As a student athlete, it is a privilege, not a guarantee, to stay in the residence halls during any break period. Resident student athletes granted this privilege are expected to adhere to all college and residence life policies during the break period. Break housing privileges may be limited or revoked based on judicial records, policy infractions and incomplete sanctions, and/or at the discretion of the Director of Residence Life.

Students who live Outside of Ohio or Outside of the Country. Contact the DRL to discuss any potential challenges in regard to finding appropriate housing over breaks. Students who live out of state may be accommodated. Athletes who request to stay during break, outside of days required by their coach, must submit a request to the DRL. Approval will be granted on a case by case basis. Judicial records and incomplete sanctions, or other issues of concern, could impact approval/denial of break housing requests. Students must contact the DRL and indicate the exact dates in which they will remain on campus and must receive a response from the DRL that their break housing request has been approved. Failure to request break housing within the designated timeframe could prevent students from having access to the halls during that time and/or could incur additional break-related fees. The cost for break housing is \$10/night. Please note that there is no Food Service available over breaks. Students may use the kitchen areas in their respective hall to prepare meals. During breaks, there may be limited Residence Life staff available. Residents may leave their car in the parking lot over most breaks with the permission of the DRL. However, all cars must be removed from the College parking areas over Winter Break. Any cars left in the lot will be ticketed and towed at the owner's expense. In addition, the student may be fined.

End of year closing

- Students who fail to formally check-out with a member of the Residence Life Team and have their room inspected will be fined \$50.00. Additional fees can be assessed. This includes, but is not limited to any keys not returned, excessive damage, trash left in rooms and/or the need for additional housekeeping services.

- Residence Life is not responsible for personal items left in residence halls. Residence Life is not responsible for packaging and/or mailing personal items left by residents. Items left in residence hall rooms will be discarded without notification at the end of the summer term.
- Mail will not be forwarded home during summer break. Before you leave school for summer vacation, or if permanently moving out, you must fill out a change of address form with the United States Postal Service.

POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY, AND STAFF

The following are regularly scheduled activities for education and training programs at the beginning of fall and spring semester.

- Review Emergency Protocol Manual for the Resident Assistant Staff which includes updated policy and procedures for fire emergencies.
- Resident Assistant Staff training on fire safety.
- Residence Life team members host freshmen meetings and hall/floor meetings where fire safety issues were discussed including safe evacuation procedures, fire hazards and illegal items that students may not have in their rooms such as microwaves, any item with open flame or heating element (candles, George Foremen grills, etc.). Students are also informed to keep hallways cleared of items at all times for safe evacuation should the need arise.

The following activities are scheduled annually.

- Fire safety information (which includes information about safe evacuation and fire hazards in the residence halls) is presented during the “New Resident Session” of Freshmen Orientation and at each opening floor meeting for both first year and returning students in all three residence halls the evening before classes begin every August.

All students are provided with the Ursuline College Planner which provides the link to the electronic Handbook http://www.ursuline.edu/docs/student_life/handbook.pdf and students are offered the opportunity to pick up a hard copy of the Handbook at the Student One Stop Center in Mullen 203. The handbook details the college’s fire safety policies and procedures, and outlines specific policies pertaining to candles/incense/potpourri burners, cooking appliances, decorations and modifications, and electrical appliances. These are distributed whenever a student begins taking classes.

REPORTING A FIRE

The titles of each person or organization to which individuals should report that a fire has occurred are listed below. It is the policy of Ursuline College for emergencies to be reported directly to the City of Pepper Pike Emergency Services through a call to 911, followed by contacting Ursuline College Security, as listed below. Reports that are not considered emergencies may also be made to Residence Life, Vice President for Student Affairs, and Director of Security.

- City of Beachwood Emergency Services Dispatch.....911 or 9-911 from a campus telephone
- Security.....440.449.4204 or cell: 440.221.9025
- Vice President for Student Affairs440.646.8320
- Residence Life.....440.646.8334
- Security Director.....440.684.6119

The following information is contained in the Ursuline College Emergency Planning Quick Reference Guide. This document is available on the P drive for faculty and staff, the Ursuline College web site, and by hard copy in 14 locations around campus including:

- Guide #1 Mullen Administration Building - Reception Desk 2nd floor
- Guide #2 Mullen Administration Building - Strawbridge Board Room 2nd floor
- Guide #3 Besse Library - Circulation Desk 1st floor
- Guide #4 Stano Athletic Center - Front Reception Desk 1st floor
- Guide #5 Fritzsche Center - Art Department Administrative Office 1st floor
- Guide #6 Wasmer Gallery - Gallery Director Office
- Guide #7 Pilla Student Center - Atrium Reception Desk 1st floor
- Guide #8 Grace Residence Hall - Reception Desk 1st floor
- Guide #9 Murphy Residence Hall - Reception Desk 1st floor
- Guide #10 Smith Residence Hall - Reception Desk 1st floor
- Guide #11 St. Mark Center
- Guide #12 Dauby Science Center - Lobby outside DB101
- Guide #13 Maintenance Garage - Security Office
- Guide #14 Parker Hannifin Center - Administrative Assistant area 2nd floor

How to Report a Fire

- 1.) Remain calm.
- 2.) If fire is present, pull a fire alarm to evacuate the building. If a burning odor or smoke is detected, call 9-1-1 (9-911 from a campus telephone). Report the location of the fire and, if known, what is burning.
- 3.) If you can help control the fire without personal danger, take action with available firefighting equipment. If not, leave the area.
- 4.) Never allow the fire to come between you and an exit. Check your doors for heat, which could provide information on the location of the fire.
- 5.) Evacuate all persons from the danger area. Close doors behind you to confine the fire. Become familiar with your closest exit and periodically check your evacuation map.
- 6.) Once in a safe area, notify Security at:

Extension 4204 from a campus telephone,
440-449- 4204 from an outside campus telephone, or
via cell phone at 440-221-9025.

Response to Audible Fire Alarms

- 1.) Remain calm. If the audible horn alarm sounds, evacuate the building.
- 2.) Do not use the elevators.
- 3.) If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
- 4.) Leave all parcels and personal property inside.
- 5.) Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
- 6.) Return to the building only when instructed to do so by Police or Fire officials.

Explosions: Chemicals, Leaking Gas, Faulty Boilers, or Falling Aircraft Could All Be The Cause Of Life-Endangering Explosions

- 1.) Remain calm.
- 2.) Be prepared for possible further explosions.
- 3.) Be guided by Police or Fire Department personnel. If evacuation is ordered, proceed to one of the designated exits.
- 4.) Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
- 5.) Open doors carefully. Check the temperature of the door prior to opening in the event of fire following an explosion.
- 6.) Watch for falling objects.
- 7.) Do not use elevators.
- 8.) If requested and you can help without personal danger, accompany and assist persons with disabilities who appear to need direction or assistance.
- 9.) Do not use matches or lighters.
- 10.) Avoid using telephones.

A one-page reference guide is also available on the Ursuline College P drive for faculty and staff, on the Ursuline College web site and is distributed in New Student Orientation information. For fire and explosions the following information is listed.

Fire & Explosions

Activate the nearest fire pull alarm.

Evacuate the building at the nearest exit; notify and help others on your way out if you are willing and able.

Close the door as you leave.

Do Not use the elevator.

Do Not reenter the building.

Be Aware of your evacuation path wherever you are on campus.

Ursuline College has adopted the National Incident Management System (NIMS) for all of its emergency and non-emergency event. The adoption of NIMS will improve the college's responses to emergencies and hazards, especially fires.