

Ursuline College - 2016 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.

The 2016 Annual Security Report is also available on the Ursuline College website separate from this report. The report can be located on the same web page as this security report or: <https://www.ursuline.edu/inside-ursuline/consumer-information/campus-security-policies-crime-statistics-and-crime-log>.

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 2013, 2014 and 2015. The listing below is for all on-campus residential buildings.

Statistics and Related Information Regarding Fires in Residential Facilities for 2013						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Grace Residence Hall	0	0	N/A	N/A	N/A	N/A
Murphy Residence Hall	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	0	0	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2014						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Grace Residence Hall	0	0	N/A	N/A	N/A	N/A
Murphy Residence Hall	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	1	1	Unintentional/ Stove fire	0	0	\$ 1,200

Statistics and Related Information Regarding Fires in Residential Facilities for 2015						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Grace Residence Hall	0	0	N/A	N/A	N/A	N/A
Murphy Residence Hall	0	0	N/A	N/A	N/A	N/A
Smith Residence Hall	1	1	Unintentional/ Open flames	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, other Pepper Pike safety services, and Ursuline College Security Department respond to emergency calls and fire alarms. The College is currently not planning any modifications or improvements to the fire safety systems.

Smith Residence Hall

Smith Residence Hall is a 31,000 square foot residential building built in 2005 with a total occupancy of 72. 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 operation.

Grace Residence Hall

Grace Residence Hall is a 34,700 square foot residential building built in 1965 with a total occupancy of 118. 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 50. The fire safety system is a multi zone system by floor or pull station indication. 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	3
Murphy Residence Hall				X	X	X	3
Smith Residence Hall			X	X	X	X	3

FIRE DRILL POLICIES AND PROCEDURES FOR STUDENT HOUSING EVACUATION

Fire drills will be conducted three times 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 (i.e. candle or microwave) will result in both roommates being fined \$25.00. Students could also be asked to meet with the Director or Assistant Director of Residence Life 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, please remember to clean up after yourself.

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 in 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) will be discarded.

Corridors and Stairwells

Corridors and stairwells are emergency exits and must be kept free of clutter and obstructions. Shoes, 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 Associate Director of Residence Life (ADR).

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 two-sided tape and scotch tape) are not to be used on residence structures. Signs and decals should not be affixed to College property. Rooms may be decorated using wall molding 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, stereos, 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 only one small television, one small refrigerator, and one small stereo be used in each room (please work out the details with roommate).
- 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 Assistant Dean of Students and Director of Residence Life (ADS/DRL) or the Associate Director of Residence Life (ADR) 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 \$75.00 fine will 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.

- Fire drills will be conducted at least monthly in accordance with state and federal law. 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.
- 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.

Any 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, etc.) and other materials that were not accounted for on the Room Condition Form must be removed. Residents will be billed for their removal.

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 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; however, ceiling fans are not permitted.

Break Closings

Leaving during breaks

When leaving campus over long vacations, residents are required to follow break closing procedures. The Break Procedures are:

1. Unplug all appliances (Personal refrigerators only need to be unplugged for fall, winter and spring breaks. Kitchen refrigerators in Smith remain plugged in for all breaks.)
2. Empty trash
3. Close window
4. Open blinds

Notify Resident Assistant of departure (by taping break closing sheet to the outside of the door)

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. Members of Pepper Pike Fire Department also presents material to the team regarding safety, protocol, evacuation, etc.
- 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.

- Fire safety and education presentation by Pepper Pike Fire Department to all resident students.

The following activities are scheduled annually.

- Present fire safety information at Freshmen Orientation which includes information about safe evacuation and fire hazards in the residence halls.
- Fire extinguisher training for Resident Assistant Team.
- The Pepper Pike Fire and Police Departments participate in at least one of the fire drills scheduled throughout the academic year to ensure all occupants exit the building.

All students are provided with the *Ursuline College Student Handbook and Planner* which 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 Affairs, Dean of Students.....440.646.8320
Residence Life.....440.646.8336
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 15 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 St. Ursula House
Guide #13 Dauby Science Center - Lobby outside DB101
Guide #14 Maintenance Garage - Security Office
Guide #15 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 fire fighting 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.