

# ANNUAL FIRE SAFETY REPORT

All upper and lower campus residential housing facilities and educational buildings are equipped with an integrated automatic sprinkler and fire alarm system, which is monitored at all times by the Campus Safety Department. The University Art Studio area, a leased property, is separately alarmed in association with the connected parent building. Any observed fires, outside of the alarmed area or not detected by the automatic system, should be immediately reported to the Campus Safety Department at 570-674-6300. The Back Mountain Regional Fire and EMS Dept. can be contacted directly by calling 911.

## BUILDING EVACUATION PROCEDURES AND FIRE SAFETY AWARENESS

- Sounding the fire alarm by activating a pull station will facilitate building evacuations.
- All occupants are to leave in a calm and orderly manner by the nearest marked exit.
- Do not use the elevators.
- Proceed to your respective evacuation site. Do not return to a building until authorized.
- Assist persons with a disability to exit the building. This may mean carrying a person down steps. If you cannot assist, call Campus Safety at (ext. 6300) 570-674-6300 and report your location.
- Faculty members and staff supervisors should be the last persons to leave a room. Close the door and report any persons who have not, or refuse to evacuate and their location to Campus Safety.
- If the source of the fire prevents safe exit, find an alternative route.
- Before you open the door, feel for excessive heat.
- If the door temperature feels normal, exit the building. Do not use the elevator.
- If the door feels hot, do not open it.
- Seal the cracks and openings with towels, sheets, etc.
- To attract attention, hang clothes or bedding out of the window and shut the window promptly.
- Don't break the window or leave it open unless the room is filling up with smoke.

**All fires, regardless of the size or intensity, must be reported to the Campus Safety Department.** If for some reason you cannot report a fire to the Campus Safety Department, make a report to one of the Campus Security Authorities (CSA's) as listed earlier in this document. CSA's include employees of the Student Life Department, Residence Life Department, faculty members, coaches and other employees involved in the coordination and management of students or other personnel.

The Campus Safety Department maintains and will continue to increase participation and communication with local fire and emergency responders to insure familiarization with campus building layout and design, system upgrades and protocols followed during fire alarm activations.



## CAMPUS EVACUATION SITES

The general upper campus evacuation site is the Amphitheater at the center of campus. Employees and students who have evacuated a building are urged to avoid parking areas and roadways near building entrances in order to provide clear passage for emergency responders. Specific evacuation staging areas for all buildings are listed below.

### Building Evacuation Staging Areas

<b>Residence Halls</b>	<b>Evacuation Area</b>
Alumnae/McGowan Halls	Rosenn Plaza
Gildea Hall	Amphitheatre
McHale Hall	Outdoor Basketball Courts
MacDowell Hall	Grass Lot towards Mercy Hall
Rasmussen-Rosary Hall	Parking Lot – Rear (keep entrances clear)
Pauly (Blue) House	Passan Hall Parking Lot (keep entrances clear)
Townhouses	Parking area opposite affected building (keep entrance clear)
Machell Ave. Residence Hall	Parking lot towards Dallas Borough Bldg.
Leadership (White) House	Passan Hall Parking Lot (keep entrances clear)
Yellow House	Parking Lot - Rear (keep entrances clear)
111 Lake Street Residence Hall	Grass Lot - Rear
<b>Non-Residential Buildings</b>	<b>Evacuation Area</b>
Science Building	Parking Lot - Rear towards Mercy Center
Facilities Building	Facilities Parking Lot - Rear towards restaurant
Banks Student Life Center	Amphitheatre
Bevevino Library	Amphitheatre
Mercy Hall	Grass Lot towards MacDowell Hall
Anderson Center	Rear Parking Lot (keep entrances clear)
McAuley /Walsh	Grass Lot towards MacDowell Hall
Insalaco Hall	Amphitheatre
Metz Field House	Football Field
Passan Hall	Parking Lot – Rear (keep entrances clear)
Art Studio	Passan Hall Parking Lot (keep entrances clear)
President’s House	Grass Area towards White House
Henry Commuter Lounge	Rosen Plaza
Erwine Hall - 199 Lake Street	Parking Lot – Pines Housing Complex

## FIRE SAFETY TRAINING

All resident students receive fire safety training at the beginning of the academic year. Residence Life staff (RA’s and RD’s) are provided live fire training and familiarization exercises with fully functional fire extinguishers. Fire Safety/Hazard Inspections are conducted in individual rooms by the Residence Life staff. Any deficiencies are documented and corrected.

These electrical appliances are authorized for use in student rooms: clocks, fans, hair dryers, curling irons, electric curlers, hot pots with closed heating elements only, popcorn poppers, micro refrigerators (4.6 cu. ft. max.), microwave ovens (.9 cu. ft. max.), radios, shavers, stereo equipment, televisions, computers, printers, VCR’s, DVD and DVR players, telephone chargers and accessories.

Electrical appliances not included on this may be confiscated. Halogen lamps and open flames including candles are prohibited.

Smoking, including electronic devices and vaporizers, is prohibited in all campus buildings. Smoking is allowed 20 feet from building entrances.

## FIRE DRILLS AND DAILY FIRE LOG

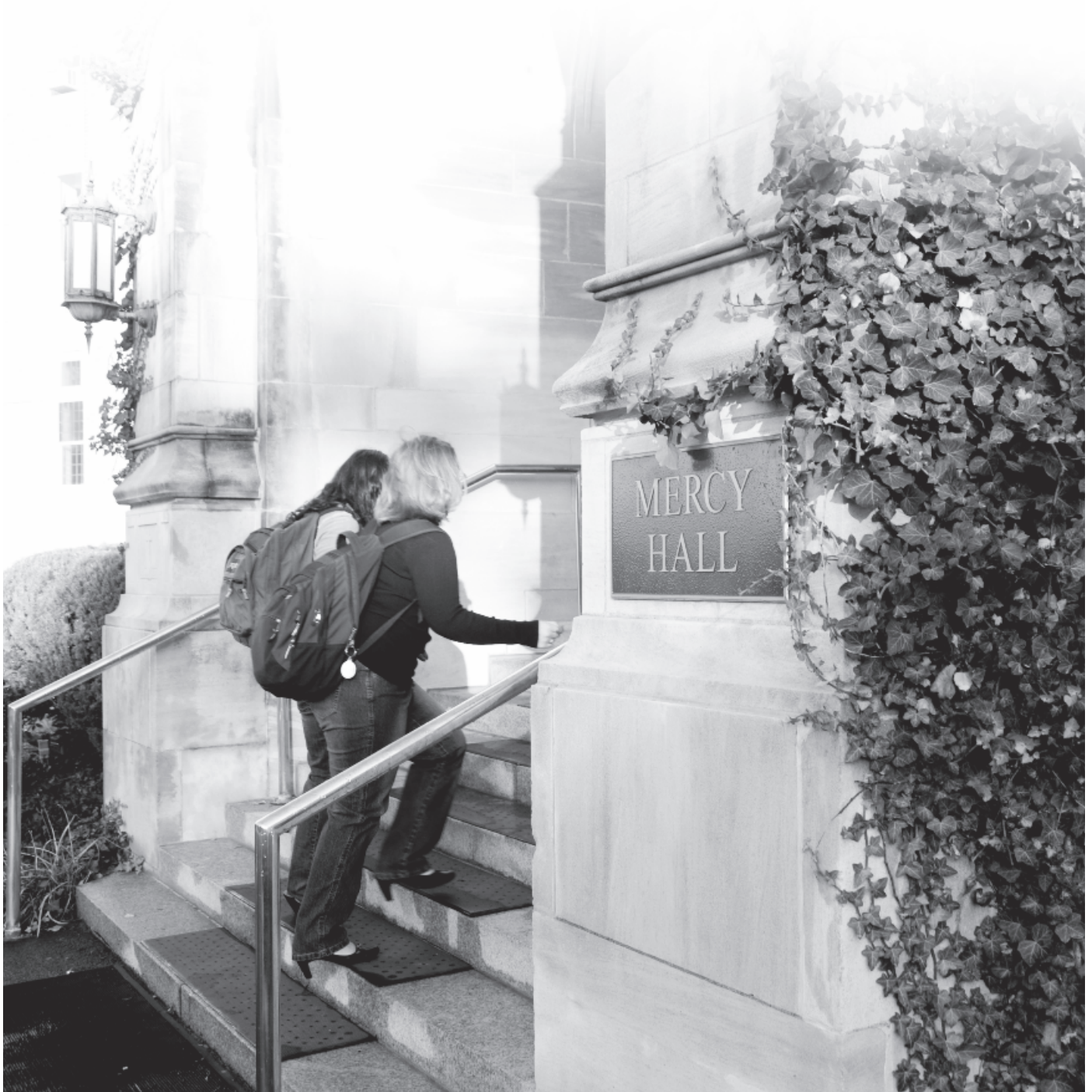
In 2015, there were 21 planned, but unannounced evacuation drills conducted in residential buildings in coordination with Residence Life staff. In 2014, 18 evacuation drills; in 2013, 21 evacuation drills.

In non-residential buildings, multiple evacuation drills were conducted by the same method—respectively, 2015 (11), 2014 (14), 2013 (22). Additionally, in 2015, Campus Safety responded to 100 incidents of an activated fire alarm involving various buildings on campus. No actual fire was present during any of these incidents, however, all were recorded on the daily crime and fire log and all resulted in monitored, controlled, precautionary evacuations. Fire drills are conducted to allow the occupants of the buildings to become familiar with the sounds of the fire alarm, the location of exits, and building evacuation plans. In 2015 there were no fire incidents resulting in property damage or injury in any University building, grounds or facility.

## LOCKDOWN DRILLS

In the interest of effective response and preparedness for a wide variety of possible dangerous and potentially violent situations, the Campus Safety Department has instituted lockdown training drills involving residential and non-residential buildings. Methods to facilitate the announcement of the drill requiring that building occupants were to observe lockdown conditions include transmissions through the MUAAlert system and/or simultaneously through the University's phone system internal intercommunication. The message may

indicate a specific building, a group of buildings or an entire area of campus, are to observe lockdown conditions until the area is cleared by Campus Safety Officers. For the purpose of the drills, members of the campus community are asked to lock their respective doors, turn off amplified sounds, refrain from using phones and remain inside the nearest, safest room until completion of the drill. A full description of lockdown conditions and procedures can be found in the Emergency Response Safety Reference Guide.





# EMERGENCY RESPONSE SAFETY REFERENCE GUIDE

**POLICE • FIRE • AMBULANCE: CALL 911**

**CAMPUS SAFETY (EXT. 6300) 570-674-6300**

**Campus Safety Officers are on-duty at all times and available to respond to emergency situations. Use the above numbers to report a serious injury, illness or other emergency on campus.**

## **IN THE EVENT OF A FIRE**

- Sound fire alarm by activating a wall mounted pull station.
- Promptly, but safely exit the building. Follow evacuation procedures.
- Once evacuated from the building, notify Campus Safety at (Ext. 6300) 570-674-6300.
- Stay clear of the building.

## **EVACUATION PROCEDURES**

- Leave by the nearest exit unless the hazardous situation is present at that location.
- Do not use the elevators.
- Proceed to the evacuation staging site listed below.
- Do not return to a building until authorized.
- Assist disabled persons to exit buildings. If unable to assist, contact Campus Safety at (Ext. 6300) 570-674-6300.
- Report location and disabled person's name if possible.
- Faculty members, staff supervisors and management personnel should be the last persons to leave a room.
- Close doors when leaving.

## **EVACUATION STAGING AREAS**

<b>Residence Halls</b>	<b>Evacuation Area</b>
Alumnae/McGowan .....	Rosenn Plaza
Gildea Hall.....	Amphitheatre
McHale Hall .....	Outdoor Basketball Courts
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Pauly (Blue) House.....	Passan Hall Parking Lot
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111 Lake Street Residence Hall.....	Grass Lot – Rear