

2017 Annual Fire Safety Report

This annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the University Safety and Security Department. This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at the University of St. Francis.

This report can be viewed online at stfrancis.edu/about/your-right-to-know/. Hard copies of the report are available for public review by calling (815) 740-3200 or by visiting the Safety and Security Department located in Tower Hall.

The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate actions before such conditions result in a fire emergency.

This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled (at least once per semester) fire drills in all University buildings
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards

Fire Safety

Each building on campus has its own independent fire alarm system. All buildings contain smoke, heat, or beam detectors to detect smoke/fire, pull stations to sound the alarm, and strobe light/audible horns to alert that an alarm has been tripped. Emergency lighting is provided in all buildings. The lighting will activate automatically in a power failure and will last at least 20 minutes. Illuminated exit signs are provided throughout the buildings. Some office/classroom buildings contain a speaker alert system. All resident buildings are protected by a wet pipe sprinkler system that is integrated with the fire alarm system. The fire alarm system is continuously monitored and supervised by the Safety and Security Department at the security office. Multi-purpose ABC dry chemical fire extinguishers are installed on each floor as well as throughout the common and mechanical areas of each building. Smoke detectors are installed in each resident's room. Pamphlets about fire safety are available in the Safety and Security Department. For additional fire

safety tips, contact the Office of the Illinois State Fire Marshall
<http://www.sfm.illinois.gov/>.

General Evacuation Guidelines

If the fire alarm sounds:

1. Feel the door.
2. If the door is hot and smoke is seen or smelled, DO NOT open the door. Place a rolled towel at the base of the door. Call down to front desk for further instructions (Marian 815-740-3434 and Tower 815-740-3200 or 0.)
3. If the door is NOT hot, proceed to open and exit the building immediately. Exit the building and go to the front side of the Library.
4. It is your responsibility to evacuate your room during all fire alarms. Make sure the door is shut as you leave the room.
5. When the smoke detector beeps it may mean that the battery is low. If this happens, contact the front desk.

Be Prepared for Emergency Situations

1. Know the location of the nearest escape route. This will reduce panic in the case of an emergency.
2. Know the location of a pull box and alarm.
3. Know emergency phone numbers

-Campus Security Office 815-740-3200

-Fire Department 911

If You Discover a Fire

1. Sound the alarm and leave the building by the nearest exit.
2. Call the Fire Department by dialing 911. Give as much information as you can to the dispatcher. Do not hang up until the dispatcher tells you that he/she has all needed information.
3. Do not attempt to put out fires or rescue others unless you can do so safely.

If You Cannot Leave Your Room or Exit to Safety

1. Remain calm. Seal up the openings around the door using sheets, towels, or clothing to prevent smoke from entering your room. If possible, these items should be wet.
2. If there is smoke in the room, drop to the floor and stay low. Smoke inhalation is often fatal. Feel the door before opening it. IF IT IS HOT, DO NOT OPEN THE DOOR. If it is cool, brace against the door and open slowly. If heat or smoke is present, close the door and remain calm.
3. Hang an object out the window (sheet, jacket, shirt) to attract the attention of the Fire Department.
4. Call Security at 815-740-3200 or the Fire Department at 911 to report that you are trapped and to give your location.
5. Stay near a window and low to the ground.
6. A wet cloth over your nose and mouth will aid in breathing if smoke is in the room

Fire Drills

Take all fire drills seriously! Drills will make you familiar with evacuation procedures and will be conducted at least once per semester. Residents and their guests who do not observe emergency procedures will be subject to immediate disciplinary sanctions under the Student Code of Conduct. All rooms will be checked during drills by authorized personnel. When an alarm sounds, you must leave the building immediately.

Appliances and Furniture

Cooking is not permitted in student rooms. Hot plates, toasters, toaster ovens, electrical frying pans, microwaves, and appliances with open coils are not permitted in student rooms. In addition, space heaters and other heating appliances are not allowed. Permitted appliances include hot pots, coffee makers, popcorn poppers, stereos, personal computers, TVs, clock radios, automatic shut off irons, electric blankets, study lamps, small refrigerators (maximum of 300 watts or 3.5 cubic feet) and small fans. Electrical outlets are not to be overtaxed. All extension cords must be in good condition and placed where they will not be damaged. UL approved power strips (with a breaker) are recommended. Aerials and antennas must not be affixed to the exterior of a building.

Cooking and Grilling

Cooking and grilling are not permitted inside or outside of the residence halls or on University property except for at the pavilion and officially sanctioned University events.

Smoking Policy

The University of St. Francis complies with the provisions of the Illinois Clean Air Act (P.A. 86 1018). No smoking is permitted in any building on campus. Smoking is allowed in the following areas:

1. East entrance of the Donovan Hall
2. Area facing North on Taylor Street at the East Wing of Marian Hall
3. Back entrance of Tower Hall
4. Receptacles for cigarette waste are provided to reduce litter on campus grounds.

Fire Safety & Education Programs

All Resident Assistants are trained in safety and fire extinguisher use with the Security Department. Resident students are also educated by the Residence Education staff on safety and evacuation. All students, faculty, and staff must participate in all fire drills in order to gain education and understanding of fire safety procedures. There is currently no plan for modification of procedures.

Fire Safety and Equipment Logs

Fires Reported

Month	Reported Fires	Nature/Cause of Fire	Number of Injuries	Number of Fatalities	Value of Property Damage	Incident Number
Jan-16	0	N/A	N/A	N/A	N/A	N/A
Feb-16	0	N/A	N/A	N/A	N/A	N/A
Mar-16	0	N/A	N/A	N/A	N/A	N/A
Apr-16	0	N/A	N/A	N/A	N/A	N/A
May-16	0	N/A	N/A	N/A	N/A	N/A
Jun-16	0	N/A	N/A	N/A	N/A	N/A
Jul-16	0	N/A	N/A	N/A	N/A	N/A
Aug-16	0	N/A	N/A	N/A	N/A	N/A

Sep-16	0	N/A	N/A	N/A	N/A	N/A
Oct-16	0	N/A	N/A	N/A	N/A	N/A
Nov-16	0	N/A	N/A	N/A	N/A	N/A
Dec-16	0	N/A	N/A	N/A	N/A	N/A

Fire Drills/Alarms

Semester	Drill Date	Alarms/Pulled
Spring	N/A	4
Summer	N/A	5
Fall	N/A	7

Equipment Inspections

Main Campus

Equipment/System	Frequency of Inspection	Last Completed Inspection
Fire Extinguishers	Annual-rotation	August 2016
Fire Panel	Annual-rotation	May 2016
Sprinkler System	Annual-rotation	May 2016
Kitchen Hoods	Annual-rotation	June 2016
Ansul System- Kitchen/Bistro	Annual-rotation	June 2016
Ansul System- Data Room	Annual-rotation	2016

Robert W. Plaster Free Enterprise Center

Equipment/System	Frequency of Inspection	Last Completed Inspection
Fire Extinguishers	Annual	August 2016
Fire Panel	Annual	May 2016

St. Clare Campus

Equipment/System	Frequency of Inspection	Last Completed Inspection
Boiler	Every 2 years	March 2017
Fire Extinguishers	Annual	April 2017
Fire Panel	Annual	April 2017
Fire Alarms	Annual	April 2017