



**Benedictine
University[®]**

AT MESA

Mesa Campus

**Annual Fire Safety Report on
Student Housing**

Calendar Year Jan. 1 – Dec. 31, 2015

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**Benedictine University
Mesa Campus
Annual Fire Safety Report on Student Housing
Calendar Year Jan. 1 – Dec. 31, 2015**

The Annual Fire Safety Report is required by (HEOA of 2008) for any Title IV institution that maintains an on campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

Procedures for Preparing and Distributing the Annual Fire Safety Report

Benedictine University Police Department collects fire statistics, composes the Annual Fire Safety Report. The Associate Vice President for Student Life maintains a log of fire statistics. The Annual Fire Safety Report is published annually by October 1st and contains three years of fire statistics in accordance with (HEOA). This is the 2015 Annual Fire Safety Report which contains the statistics for calendar years 2012-2014.

Distribution and Notification of Annual Fire Safety Report

Annually by October 1, an e-mail notification is sent to all current students, faculty, and staff providing the website <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm> to access to this report. Upon request:

- A written paper copy of the report is also available for public view with the Associate Vice President for Student Life, located on the main floor of Gillette Hall (Room 103); or
- By calling the Associate Vice President for Student Life, at (602) 888-5507.

Newly enrolled students receive written notification providing the website <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm> to access this report.

- Notification will be provided to newly enrolled students in their Admitted Students Packet and their New Student Advising Handbook.
- A link to the report is also available at Office of Admissions webpage at <http://www.ben.edu/mesa/admissions/> for students enrolled in the traditional undergraduate programs (both for freshmen and transfer), Mesa Graduate programs, Mesa Adult Accelerated Undergraduate Programs.

Upon request, prospective students and employees:

- May obtain a written paper copy of the Annual Fire Safety Report from the Associate Vice President, Benedictine University, 225 E. Main Street, Mesa, AZ 85201; or
- By calling the Associate Vice President for Student Life, at (602) 888-5507; or
- By visiting Benedictine's University's web site at: <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm> .

Prospective employees are notified about this report via Benedictine University's Personnel Resources jobs website at: <http://www.ben.edu/personnel-resources/index.cfm> or <http://www.ben.edu/personnel-resources/employment-opportunities.cfm>

New employees are provided a document containing a link to <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm> in their new hire training materials during new hire orientation. Each new employee certifies that they have knowledge as to where the Annual Fire Safety Report is located.

Prospective students and parents of students can also read about and reference Clery Act information on the Office of Admissions webpage at <http://www.ben.edu/admissions/>; or the office of the Associate Vice President for Student Life, Gillette Hall (Room 103) <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm> .

Current Employees receive notification of the Annual Security Report and Annual Fire Safety Report weekly via email in the Benedictine University Campus Notebook.

Annual Security Report

Benedictine University - Mesa Campus has a separate Annual Security Report for Calendar Year 2015, which may be viewed at: <http://www.ben.edu/mesa/campus-resources/publicsafety.cfm>

Fire Log

- A fire log is maintained for public view with the Associate Vice President for Student Life, located on the main floor of Gillette Hall (Room 103); or
- A request can be made by calling the Associate Vice President for Student Life, at (602) 888-5507; or
- A written request can be sent to the Associate Vice President for Student Life, Benedictine University, 225 E. Main Street, Mesa, AZ 85201.

Residence Life - Safety Brochure

Benedictine University – Mesa Campus provides its students with a brochure titled [Residence Fire - Safety Brochure](#) detailing fire safety tips, which also are addressed in this Report.

On-campus Student Housing Fire Safety Systems

The on-campus student housing facility is the Phoenix Mesa Marriott Hotel. The facility is equipped with modern, interior fire alarm systems with horns and strobe lights, which are monitored 24 hours per day, 7 days per week. The hotel is equipped with automatic full sprinkler and smoke detection systems, fire extinguishers, and evacuation placards. These systems are tested at least once per year.

On-campus Student Housing Facility Addresses

Facility	Address
Phoenix Mesa Marriott Hotel	200 N. Centennial Way

Number of Fire Drills Held During Calendar Year 2015

During calendar year 2015, one fire drill was conducted at the on-campus student housing facility.

Policy on Portable Electrical Appliances, Smoking and Open Flames

Portable Electrical Appliances - The following items are not allowed: space heaters, cooking appliances with heating elements, toaster ovens, outside antennas or satellite dishes, incense, and candles. Halogen lamps are not permitted in Founders' Woods apartments due to the high risk of room fires.

Smoking - Arizona law prohibits smoking in virtually all public places and workplaces, which includes educational institutions and their properties. This includes the hotel. Smoking is permitted if you are at least 15 feet away from any building, with the understanding that cigarette butts must be properly disposed of. If a resident is observed smoking within 15 feet of a prohibited area a warning will be first issued. From that point the student will be charged \$75 for each subsequent occurrence. If the violator is not a student, then the resident responsible for them will be fined.

Open Flames – The following items are not allowed: incense and candles.

Procedure for Student Housing Evacuation in the Case of a Fire

Should you discover a fire, remember **RACE**:

- **R**emove anyone from immediate danger.
- **A**ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call 911 and then the University Police at ext. 6666.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

The hotel is equipped with fire alarm systems which activate at certain temperature levels or smoke conditions. However many small fires will require a fire alarm pull station to be manually activated.

Should you be in a building when an alarm is activated, take the following actions:

- Evacuate IMMEDIATELY in a calm, orderly manner closing doors.
- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.
- After evacuating the building, proceed to the evacuation assembly area for that particular building. Supervisors, faculty and resident assistants will take a head count at the evacuation area and notify the Mesa Fire Department if anyone is unaccounted for. Be prepared to move to another location if the evacuation assembly area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you become trapped in a building during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire.

Remember **PASS**:

- **P**ull the pin from the fire extinguisher.
- **A**im the fire extinguisher at the base of the fire.
- **S**queeze the handles together.
- **S**weep the spray from side to side across the base of the flames

If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

EVACUATION

An “EVACUATION” is a temporary and controlled rapid removal of people from a building, disaster area or campus as a rescue or precautionary measure. If the removal extends to more than a few months or becomes permanent, it is called “relocation.”

It is the policy of Benedictine University at Mesa to have defined procedures to protect the life and safety of students, staff and guests should there be a hazard that causes the University to decide to evacuate.

If you hear the direction to “EVACUATE” over the public address (PA) system or classroom telephones, or an administrator announces the evacuation in person, or by any other means of communication, you are to follow the procedures provided by the evacuation announcement.

What to do if outside during a building evacuation:

1. Do not enter any building being evacuated.
2. Get to the Evacuation Assembly Area for the building being evacuated (if you are near a building).
3. Listen for specific directions.
4. An authorized person will announce via campus PA system or bullhorn when the building is safe to reenter.

Evacuation Assembly Areas for Campus Buildings

- **Gregory Enrollment Center** – Parking lot behind bank or parking garage
- **Gillette Hall** – Southside parking lot or parking garage
- **Marriott Hotel** – The south side of the hotel

Evacuation of the Mobility Restricted and Mobility Impaired

Mobility Restricted Individuals

Mobility restricted individuals are those with disabilities which might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

Mobility Impaired Individuals

Mobility impaired individuals are those with disabilities which require the use of wheelchairs or other mobility devices. To assist those individuals, proceed as follows:

1. Call Public Safety at (602) 888-5516. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform Public Safety of the individual's new location.

Campus Evacuation

Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Director of Student Services. In situations requiring immediate action, the Mesa Police or Fire Department also can order a local area evacuation. When evaluating possible evacuation, consideration will be given to the following:

- Specific threat – Bomb, fire, storm, earthquake, explosion, hazardous materials incident
- Context – Time of day, likelihood
- Recommendations of the public safety officials

In all cases when the decision has been made to evacuate the following basic procedures will be used.

1. The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
2. Other areas may then be evacuated, depending on the nature of the threat.
3. A gradual evacuation is preferable to a total, immediate evacuation, if possible, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.
4. In all cases, evacuees would be directed away from the vicinity of the threat.

Policy on Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students in on-campus housing and all employees that have an association with on-campus housing are held at the beginning of each academic year and throughout the calendar year. Public Safety evaluates the effectiveness of the fire evacuation drills, and makes recommendations for improvement to University employees including the Residence Life Staff. If it is determined that additional training of employees is needed, the training will be coordinated by Public Safety.

The Mesa Fire Department is present during all evacuation drills. The Director of Student Services, working with Public Safety, conducts training sessions, which include fire extinguisher training, evacuation planning and execution, educational materials, informational displays/booths, new employee orientation, publishing and posting of the University's Emergency Response and Recovery Plan annually, investigations, and referrals regarding fire safety issues. Training of Residence Life Staff is conducted each semester for new members. Awareness and educational programming also may be provided by the Mesa Fire Department. If a fire occurs, students are instructed to leave hazardous areas via the

evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so First Responders can determine whether all students have left the building. This information also is provided in the University's Emergency Response and Recovery Plan, which is updated and published annually.

Who should students and employees notify in the event of a fire?

- Dial 9-1-1 Mesa Fire Department
- Activate fire pull-station
- Dial 602-888-5516, Public Safety
- Director of Student Services 602-888-5507

Future Improvements in Fire Safety

The University has adopted the National Incident Management System (NIMS) and continues to train students, employees and campus first responders in fire/disaster response and recovery. The University plans to continue student and employee training provided by the Federal Emergency Management Agency (FEMA), and emergency/disaster response and recovery. Fire evacuation drills in the residence facility will be enhanced by utilizing trained Resident Assistants. Live fire extinguisher training will be added to resident student training and awareness.

Definitions

Official - An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Log - Contains the date the fire was reported; the nature of the fire; the date and time of the fire; and the general location of the fire.

Public - Any university student, employee or, any person not associated with the institution.

**Annual Fire Safety Report on Student Housing
Benedictine University - Mesa Campus**

2012 – 2014

Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Calendar Year	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 a Fire	Value of Property Damage Caused by Fire
Marriott Hotel	2012	0	N/A	N/A	N/A	N/A	N/A
	2013	0	N/A	N/A	N/A	N/A	N/A
	2014	0	N/A	N/A	N/A	N/A	N/A