



**Benedictine
University[®]**
AT SPRINGFIELD

Springfield Campus

Annual Fire Safety Report on Student Housing

Calendar Year Jan. 1 – Dec. 31, 2014

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Benedictine University - Springfield Campus Annual Fire Safety Report on Student Housing Calendar Year Jan. 1 - Dec. 31, 2014

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 at Springfield Campus Police Department collects fire statistics and maintains a log of fire statistics. Benedictine University Police Chief in Lisle composes the Annual Fire Safety Report for the Springfield campus. 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 2014 Annual Fire Safety Report which contains the statistics for calendar years 2011-2013.

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/police/index.cfm> to access to this report. Upon request:

- A written paper copy of the report is also available at the Benedictine University at Springfield Campus Police Department, at 1500 N. 5th Street, Angela Hall (room A-16), Springfield, Illinois 62702; or
- By calling the nonemergency telephone number, (217) 306-8031.

Newly enrolled students receive written notification providing the website <http://www.ben.edu/springfield/student-life/police.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 has been added on all of our Admissions and Advising websites for students enrolled in the Springfield Adult Accelerated Undergraduate and Graduate Programs.

Upon request, prospective students and employees:

- May obtain a written paper copy of the Annual Fire Safety report at the Benedictine University at Springfield Campus Police Department at 1500 N. 5th Street, Springfield, Illinois 62702; or
- By calling the nonemergency telephone number (217) 306-8031; or
- By visiting Benedictine's University's web site at: <http://www.ben.edu/springfield/student-life/police.cfm> or <http://www.ben.edu/about/consumerinfo.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/police/index.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/>, <http://www.ben.edu/police/index.cfm> and <http://www.ben.edu/about/consumerinfo.cfm>

Annual Security Report

Benedictine University at Springfield (the "University") has a separate Annual Security Report for Calendar Year 2014, which may be viewed at: <http://www.ben.edu/springfield/student-life/police.cfm>

Fire Log

- A fire log is maintained at the offices of Benedictine University at Springfield Campus Police in Angela Hall (room A-16); or
- A request can be made by calling the nonemergency telephone number (217) 306-8031; or
- A written request can be sent to Benedictine University at Springfield, Campus Police at 1500 N. 5th Street, Angela Hall (Room 130), Springfield, Illinois 62702

Residence Life - Safety Brochure

The University provides its students with a brochure titled [Residence Life - 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 facilities are Mueller Hall, Mueth Hall, Hanlon Hall, and Dockson Plaza apartments. All of these student housing facilities are equipped with modern, interior fire alarm systems with horns and strobe lights, which are monitored 24 hours per day, 7 days per week. All housing facilities are equipped with 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
Mueller Hall	541 E. Black St.
Mueth Hall	1400 N. 5 th . St.
Hanlon Hall	1401 N. 6 th . St.
Dockson Plaza Apts.	1520 N. 7 th . St.
Hayley Hill	1622 N. 5 th . St.

Number of Fire Drills Held During Calendar Year 2014

At least one fire drill is conducted each calendar year at each on-campus student housing facility.

Policy on Portable Electrical Appliances, Smoking and Open Flames

<http://www.ben.edu/springfield/student-life/upload/Housing-Policies.pdf>

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

Smoking - Illinois law prohibits smoking in virtually all public places and workplaces, which includes educational institutions and their properties. This includes all residence halls and the Dockson Plaza apartment complex. 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 Campus Police at 217-306-8031.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

All buildings are 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 all office and classroom 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 preliminary designated assembly area for that particular building. Supervisors, faculty and resident assistants will take a head count at the evacuation area and notify the Campus Police if anyone is unaccounted for. Be prepared to move to another location if the preliminary designated 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 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” by Campus Police 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.

Evacuation Assembly Areas for Campus Buildings

Mueller Hall: Grassy area south of main entrance.

Becker Library: Grassy area southeast of building.

Brinkerhoff Home: Grassy area south of house.

Weaver Science Building: Grassy area just east of the building.

Dawson Hall: Grassy area just west of the building.

Angela Hall: East Entrance - Grassy area south of the building.

West Entrance - Grassy area northwest of the building.

Hanlon Hall: Grassy area north of building.

Beata Hall: Parking area just north of building.

Mueth Hall: Grassy area just north of building.

East Gym: Parking lot north of the gym.

Dockson Plaza: Parking lot south of the buildings.

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 the Campus Police at 217-306-8031. 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 the Campus Police 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 Chief of Campus Police. In situations requiring immediate action, the Springfield 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

Although the specific procedures for a campus-wide evacuation will vary depending on the nature of the event, 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. The training and education programs include fire evacuation drills and a personal recap of expectations and compliance with existing policies and procedures. The University's Office of Emergency Preparedness, working with the Campus Police, conducts training sessions, which include fire extinguisher training, evacuation planning and execution, educational materials, informational displays, 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 and student Resident Assistants is conducted each semester for new members. Awareness and educational programming also may be provided by the Springfield Fire Department.

If a fire occurs, students are instructed to leave hazardous areas per 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 Springfield Fire Department
- Activate fire pull-station
- Dial 217-306-8031, Campus Police
- Residence Life Staff, 217-717-9263
- Physical Plant staff at 217-718-3522

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. Installation of fire suppression systems in Residence Halls is planned for completion in 2013. The University plans to continue student and employee training provided by the Federal Emergency Management Agency (FEMA), Illinois Terrorism Tasks Force (ITTF), Illinois Emergency Management Agency (IEMA) and the Illinois Law Enforcement Alarm System (ILEAS) by providing instruction on Campus-Community Emergency Response Training (C-CERT), emergency/disaster response and recovery. Fire evacuation drills in residence facilities will be increased to twice a year.

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 - Springfield Campus**

2011 - 2013

Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Address	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
Mueller Hall	541 E. Black St.	0	N/A	N/A	N/A	N/A	N/A
Mueth Hall	1400 N. 5 th . St.	0	N/A	N/A	N/A	N/A	N/A
Hanlon Hall	1401 N. 6 th . St.	0	N/A	N/A	N/A	N/A	N/A
Dockson Plaza Apts.	1520 N. 7 th . St.	0	N/A	N/A	N/A	N/A	N/A
Hayley Hill	1622 N. 5 th . St.	0	N/A	N/A	N/A	N/A	N/A