

Westminster College

Fire Safety Report

Updated 11/29/11

Institution Policies:

Emergency Procedures:

All residence halls and many administrative buildings are equipped with fire alarms and fire suppression systems that are inspected annually. Residents and their guests are reminded, both verbally and in the *Handbook for Westminster Students*, to pay close attention to posted directions in residence halls regarding emergency procedures. Four fire drills will be conducted annually in each residence hall. The first fire drill will be conducted within the first ten days of occupancy. Additionally fire drills will be scheduled throughout the year to replicate different activity periods on any given day. A minimum of one drill will be conducted after dark. When the alarm sounds, Pennsylvania law requires that everyone be evacuated, even though it may be a false alarm. A complete report of monthly fire drills is available in the Student Affairs Office or online.

Policies on portable electrical appliances, smoking and open flames in student housing:

Electrical appliances: Refrigerators are permitted in student rooms; they must be stamped with a visible and acceptable Underwriters Seal of Approval and may not exceed 4.3 cubic feet in size. Microwave ovens are permitted in student rooms only if they have a power rating of 1100 watts or less. Refrigerators, stoves and dishwashers are provided in Berlin Village.

Other appliances such as hot pots, fans, coffeemakers, and popcorn poppers are allowed for individual use in rooms. Open coil appliances such as George Foreman grills, toasters and toaster ovens are not permitted, with the exception of Berlin Village.

To conserve energy and minimize the risk of power failure, the College reserves the right to restrict or limit the use of electrical appliances. In addition, the College does not allow students to regulate thermostats or have air conditioners in rooms. (*Handbook for Students*, p. 14)

Smoking is not permitted in any campus building and only permitted in designated smoking areas on campus. (*Handbook for Students*, p. 19)

Prohibited items include firearms, ammunition, weapons, fireworks, candles (including candles with wicks removed), incense, open flames, gasoline, flammable materials and motor vehicles. (*Handbook for Students*, p. 16)

Procedures for student housing evacuation:

When an alarm sounds in a building, Pennsylvania Law requires that everyone immediately evacuate the building. Emergency evacuation routes are posted on each floor of every Residence Hall indicating several building exits that could be used for egress in an emergency situation. Students upon exiting the building are instructed to meet at a designated meeting place away from the building and

remain outside the building until an all clear notification is received. If an extended period of evacuation or inclement weather occurs, a temporary gathering point would be Old 77 or Memorial Field House. (Handbook for Students, p.15)

Policies for fire safety education and training programs:

Residence Life staff (RDs, CAs, RAs) are trained each August. Training includes information about federal and state laws, fire drill requirements and procedures, evacuation procedures, and accountability procedures. All first-year students received fire safety training during Fresh Start (Orientation). Students living in residence halls receive fire safety education on the first night in the residence halls. During these meetings, RAs discuss fire safety policies, fire drills, and evacuation procedures. Finally, four scheduled fire drills are conducted through the year. If the evacuation during a drill does not go well, the Residence Life staff will conduct individual conversations with students and/or additional fire safety programming as deemed appropriate.

Individuals who should be notified that a fire has occurred:

Public Safety Department – (724) 946-7777
Residence Director of building or Residence Director on duty
Director of Public Safety
Student Affairs Office
Physical Plant Office

Fire Statistics:

Statistics that are gathered and reported for each fire in an on-campus student housing facility. The statistics are reported to the U.S. Department of Education yearly.

Date	Location	Cause of Fire	Damage Estimate	Injury/Death
none				

Fire Log:

The Fire Log is a document similar to the Crime Log which is required for the CLERY Act. The Westminster College Fire Log is prepared by the Public Safety Supervisor. The Fire Log includes the following information for each fire:

- The nature of the fire,
- The date of the fire,
- The time of day the fire occurred, and
- The general location of the fire.

The Fire Log for the most recent 60 day period is open to public inspection, upon request, during normal business hours. The Fire Log is available in the Westminster College Public Safety Office 165 McKelvey Campus Center.

Fire Protection Systems in Residence Halls:

Building	Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Eichenauer	Simplex	control panel	4002-8001	Aug. 2011	1988	Good
	Simplex	pull stations	20	Aug. 2011	1988	Good
	Simplex	smoke detectors	67	Aug. 2011	1988	Good
	Simplex	thermal detectors	7	Aug. 2011	1988	Good
	Simplex	a/v units	19	Aug. 2011	1988	Good
	Simplex	annunciator	1	Aug. 2011	1988	Good
	Simplex	visual only units	1	Aug. 2011	1988	Good
	Kidde	fire extinguishers	19	Aug. 2011		
		sprinkler system	wet	May-11	2003	Good
Browne	Simplex	pull stations	9	Aug. 2011	1987	Good
	Simplex	smoke detectors	34	Aug. 2011	1987	Good
	Simplex	thermal detectors	6	Aug. 2011	1987	Good
	Simplex	a/v units	9	Aug. 2011	1987	Good
	Simplex	annunciator	1	Aug. 2011	2010	Good
	Kidde	fire extinguishers	11	Aug. 2011		
		sprinkler system	wet/dry	May-11	2004	Good
Ferguson	Simplex	control panel	4010	Aug. 2011	2003	Good
	Simplex	pull stations	13	Aug. 2011	2010	Good
	Simplex	smoke detectors	58	Aug. 2011	2010	Good
	Simplex	thermal detectors	18	Aug. 2011	2010	Good
	Simplex	a/v units	30	Aug. 2011	2010	Good
	Simplex	annunciator	1	Aug. 2011	1987	Good
	Simplex	strobes	11	Aug. 2011	2010	Good
	Kidde	fire extinguishers	7	Aug. 2011		
		sprinkler system	wet/dry	May-11	2003	Good
Hillside	Simplex	control panel	4002-8001	Aug. 2011	1987	Good
	Simplex	pull stations	17	Aug. 2011	1987	Good
	Simplex	smoke detectors	56	Aug. 2011	1987	Good
	Simplex	thermal detectors	10	Aug. 2011	1987	Good
	Simplex	a/v units	14	Aug. 2011	1987	Good
	Simplex	annunciator	1	Aug. 2011	1987	Good
	Kidde	fire extinguishers	14	Aug. 2011		
	Star	sprinkler systems	2 dry	May-11	1959	Fair

Jeffers	Simplex	control panel	4010	Aug. 2011	2003	Good
	Simplex	pull stations	11	Aug. 2011	2010	Good
	Simplex	smoke detectors	7	Aug. 2011	2010	Good
	Simplex	thermal detectors	6	Aug. 2011	2010	Good
	Simplex	a/v units	8	Aug. 2011	2010	Good
	Simplex	strobes	3	Aug. 2011	2010	Good
	Simplex	annunciator	1	Aug. 2011	1987	Good
	Kidde	fire extinguishers	5	Aug. 2011		
		sprinkler system	wet	May-11	2003	Good
Thompson Hse.		smoke detectors	12	Aug. 2011	2006	Good
	Kidde	fire extinguishers	4	Aug. 2011		
		annunciator (sprinkler)	1	May 2011	1987	Good
		sprinkler system	wet	May-11	2006	Good
Russell	Simplex	control panel	4001-8001	Aug. 2011	1987	Good
	Simplex	pull stations	19	Aug. 2011	1987	Good
	Simplex	smoke detectors	54	Aug. 2011	1987	Good
	Simplex	thermal detectors	15	Aug. 2011	1987	Good
	Simplex	a/v units	19	Aug. 2011	1987	Good
	Simplex	visual only	1	Aug. 2011	1987	Good
	Simplex	annunciator	1	Aug. 2011	1987	Good
	Kidde	fire extinguishers	13	Aug. 2011		
		sprinkler system	wet	May-11	2004	Good
Galbreath	Simplex	control panel	4002-8001	Aug. 2011	1987	Good
	Simplex	pull stations	21	Aug. 2011	1987	Good
	Simplex	smoke detectors	87	Aug. 2011	1987	Good
	Simplex	thermal detectors	19	Aug. 2011	1987	Good
	Simplex	a/v units	20	Aug. 2011	1987	Good
	Simplex	annunciator	1	Aug. 2011	1987	Good
	Kidde	fire extinguishers	18	Aug. 2011		
		sprinkler system	wet	May-11	2004	Good
Shaw	Simplex	control panel	4002-8001	Aug. 2011	1987	Good
	Simplex	pull stations	12	Aug. 2011	1987	Good
	Simplex	smoke detectors	57	Aug. 2011	1987	Good
	Simplex	thermal detectors	12	Aug. 2011	1987	Good
	Simplex	a/v units	19	Aug. 2011	1987	Good
	Simplex	visual only	1	Aug. 2011	1987	Good
	Simplex	annunciator	1	Aug. 2011	2011	Good
	Kidde	fire extinguishers	11	Aug. 2011		
		sprinkler system	wet	May-11	2004	Good
Berlin Village #1 (units 1-4)	Simplex	control panel	4010	Aug. 2011	2006	Good
	Simplex	pull stations	6	Aug. 2011	2006	Good
	Simplex	smoke detectors	31	Aug. 2011	2006	Good
	Kidde	fire extinguishers	4	Aug. 2011		

		sprinkler system	1 wet	May 2011	2006	Good
		sprinkler system	1 dry	May 2011	2006	Good
	Simplex	annunciator	1	Aug. 2011	2011	Good
		stand pipe connection	wet	May 2011	2006	Good
Berlin Village #2	Simplex	control panel	4010	Aug. 2011	2006	Good
(units 5-9)	Simplex	pull stations	7	Aug. 2011	2006	Good
	Simplex	smoke detectors	38	Aug. 2011	2006	Good
	Kidde	fire extinguishers	5	Aug. 2011		
		sprinkler system	1 wet	May 2011	2006	Good
		sprinkler system	1 dry	May 2011	2006	Good
	Simplex	annunciator	1	Aug. 2011	2011	Good
		stand pipe connection	wet	May 2011	2006	Good
Berlin Village #3	Simplex	control panel	4010	Aug. 2011	2006	Good
(units 10-15)	Simplex	pull stations	8	Aug. 2011	2006	Good
	Simplex	smoke detectors	45	Aug. 2011	2006	Good
	Kidde	fire extinguishers	6	Aug. 2011		
		sprinkler system	1 wet	May 2011	2006	Good
		sprinkler system	1 dry	May 2011	2006	Good
	Simplex	annunciator	1	Aug 2011	2006	Good
		stand pipe connection	wet	May 2011	2006	Good
Berlin Village #4	Simplex	control panel	4010	Aug. 2011	2011	Good
(units 16-20)	Simplex	pull stations	7	Aug. 2011	2011	Good
	Simplex	smoke detectors	38	Aug. 2011	2011	Good
	Kidde	fire extinguishers	5	Aug. 2011	2011	Good
		sprinkler system	1 wet	Aug. 2011	2011	Good
		sprinkler system	1 dry	Aug. 2011	2011	Good
	Simplex	annunciator	1	Aug. 2011	2011	Good
		stand pipe connection	wet	Aug. 2011	2011	Good
Berlin Village #5	Simplex	control panel	4010	Aug. 2011	2011	Good
(units 20-25)	Simplex	pull stations	7	Aug. 2011	2011	Good
	Simplex	smoke detectors	38	Aug. 2011	2011	Good
	Kidde	fire extinguishers	5	Aug. 2011	2011	Good
		sprinkler system	1 wet	Aug. 2011	2011	Good
		sprinkler system	1 dry	Aug. 2011	2011	Good
	Simplex	annunciator	1	Aug. 2011	2011	Good
		stand pipe connection	wet	Aug. 2011	2011	Good

All residence halls have annunciator systems to notify the Public Safety Department by radio of a building alarm.

All of the above listed systems are inspected and tested by manufacturer representative or outside agency yearly.

The Simplex control panels, pull stations, smoke and thermal detectors that were installed in 1987 are in excellent working condition, however due to age, replacement/repair parts have been discontinued and are hard to locate.

Plans for future improvements in the Fire Protection Systems:

Significant progress had been made in upgrading the fire protection systems since 2003. The college has installed fire suppression systems (sprinkler) in all residence halls and administration buildings. The installation/upgrade of Simplex control panels, pull stations, smoke and thermal detectors in residence halls continues. The projected plan is to install a new fire alarm system or upgrade an older fire alarm system in a building yearly.

Fire Drills held in Residence Halls during previous calendar year:

Residence Halls	Alarms 2009 January thru December	Alarms 2010 January thru December	Alarms 2011 January thru July
Browne/Galbreath Hall	19	25	5
Eichenauer Hall	19	10	1
Ferguson Hall	16	17	5
Hillside Hall	11	12	6
Jeffers Hall	11	10	7
Russell Hall	13	8	8
Shaw Hall	12	14	2
Thompson House	13	10	3
Berlin Village	17	29	20