

Policies for Fire Safety

Disclosure of the existence of fire suppression system in campus housing

In accordance with Senate Bill 63, Residence Life informs all residential students that we currently have fire suppressant systems in Anniversary, Kennedy, Newman, Petrik, Siena Primo Siena Secondo, Siena Terzo and Siena Quarto Residence Halls. All residence halls are within regulated fire code of the state of Kentucky and fire safety information is covered at required residential floor meetings and in the Bellarmine University Student Handbook.

Procedures for Evacuation

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, call 911. Then, if possible, call the Department of Public Safety at 502-272-7777.

Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until the Department of Public Safety or firefighters arrive. Individuals should notify Department of Public Safety officers or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Department of Public Safety officers or firefighters if they suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue evacuating the building. Warn others who may enter the building after the alarm stops.

Individuals should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by the Public Safety officers or other authorized personnel.

When a fire alarm has been sounded or a fire otherwise reported to the Department of Public Safety, the Department of Public Safety dispatcher will initiate the notification procedures for contacting appropriate personnel.

Specific Evacuation Procedures for Residence Halls

All residents must be familiar with their primary assigned exit and an alternate exit. Students must also be prepared to direct guests to the proper exits and to ensure their compliance. Exit procedures will be checked by Public Safety, firefighters, and Residence Life staff.

Kennedy Hall:

Descend the stairwell closest to your room. Exit through the front lobby or the emergency fire door on the ground floor. Assemble in the parking lot area below the residence halls.

Newman Hall:

Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.

Siena Halls:

Descend the stairwell closest to your room. Exit through the front lobby or the rear emergency fire door. Assemble in the lower parking lot area.

Petrik Hall:

Descend the stairwell closest to your suite. Exit through the front or rear exit. Do not use the elevator. Assemble in the lower parking lot area.

Anniversary Hall:

Descend the stairwell closest to your room. Exit through the lobby or the emergency fire door on the first floor. Assemble in the parking lot next to the building.

1816 Norris:

Descend the stairwell closest to your apartment. Exit through the front or rear exit. Assemble in the parking lot behind the building.

How to Report That a Fire Has Occurred

For purposes of counting and disclosing fires in the University's annual fire statistics, individuals should notify the Department of Public Safety at 502-272-7777 that a fire has occurred. The individuals managing the statistics are the Assistant Director of Public Safety and the Public Safety Coordinator.

Fire Safety Improvements

The University assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The University continues to evaluate and improve smoke/heat detection systems, as necessary, to meet life safety requirements and protect University assets. It periodically assesses the need for other improvements in fire safety, making recommended improvements as soon as possible.

Policy for appliances in regard to fire safety concerns

Limitations are imposed on electrical appliances because of fire safety concerns. Acceptable appliances include: iron, radio, stereo, TV, study lamp, video game console, electric razor, hair dryer, personal computer and VCR/DVD. Small coffeepots and hot air corn poppers with an automatic cutoff element and enclosed heating unit are permitted, provided they do not exceed 5000 watts or 120 volts. Hot plates, toasters, toaster ovens, electric grills, space heaters and other open element electrical appliances are not permitted in the residence halls. In addition, halogen lamps are not allowed in the residence halls for safety reasons. Prohibited electrical equipment will be confiscated and returned at semester break.

Policy for giving students with disabilities priority for first floor housing

Students requesting first floor housing should contact the Disability Services Office at 502-272-8490. The Director of Disability Services enforces University's policies and services for students with disabilities. The Director of Disability Services also maintains records of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities

If students require any assistance evacuating the residence halls in an emergency, they must notify the Director of Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Department of Public Safety.

Policy for maintaining a record of any on campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities

If students require any assistance evacuating the residence halls in an emergency, they must notify the Director of Residence Life at the beginning of the semester and include the nature of assistance needed. This information will be shared with the Residence Life, Security and Fire Department personnel.

Notification from the Director of Residence Life is made to the Department of Public Safety. Once this notification is received, it is forwarded in letter from the Director of Public Safety to Louisville Metro Emergency Services. The letter will state what room the resident lives in and the needs of the resident during an emergency evacuation.

Procedures Used to Educate the Campus Community about Fire Safety

The University's Department of Public Safety is assigned the task of educating and informing the campus community on safety and emergency response procedures. Each year throughout the semester the following information, training, and drills are made available to students, faculty, and staff.

- Fire drills at each building annually
- Quarterly Campus Safety Committee meetings
- Building evacuation training for all student Resident Assistants
- Campus wide email sent to students, faculty, and staff, on fire safety concerns as needed.
- The *Concord* (Student newspaper) news articles on fire and safety concerns.
- Campus wide Annual Safety Week in September.

Location of Fire Extinguishers

There are fire extinguishers' in every building, 330 total on campus. All fire extinguishers are inspected monthly by the Department of Public Safety and inspected bi-annually by a vendor selected by the department of Public Safety. All inspections records are maintained in the Office of Public Safety.

University Smoking Policy

Tobacco Use Policy

In keeping with Bellarmine's intent to provide a safe and healthy learning environment, tobacco use is not permitted in any University buildings, on the campus property, or in University-owned vehicles. Tobacco may be used in an individual's own personal vehicle. Tobacco products means all forms of tobacco including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products. This policy applies to all individuals including but not

limited to faculty, staff, students, volunteers, patients, customers, contractors, and visitors to the campus.

Smoking Policy for Residence Halls

All residence halls are smoke-free. No smoking is allowed anywhere within the residence halls. Students found smoking inside the residence halls will be subject to conduct sanctioning.

Fire Safety Systems in Residential Facilities

Name of Residence Hall	Address	Fire Sprinkler Protection (Full or Partial)	Detection Type	Audio/Visual Type	System Monitored by	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation Drills Each Calendar Year (How Often)	Fire Safety Inspection (How Often)
Anniversary Hall	2450 Ursuline Drive	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Kennedy Hall	2417 Ursuline Drive	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Newman Hall	2416 Ursuline Drive	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Petrik Hall	2407 Ursuline Drive	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Siena Primo	2552 Thomas Merton Lane	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Siena Quarto	2556 Thomas Merton Lane	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Siena Secondo	2560 Thomas Merton Lane	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Siena Terzo	2554 Thomas Merton Lane	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually
Norris Place	1816 Norris Place	Full	Smoke/Heat	Audio	Public Safety	Yes	Yes	Annually	Annually

Fire Incident Reports for 2015-2017

There are no fires, fire related deaths, fire related injuries or property cost damage to report for 2015-2017.