

FIRE SAFETY POLICIES AND PROCEDURES BELLARMINE UNIVERSITY

PROCEDURES FOR EVACUATION IN CASE OF FIRE:

Any employee, student, or visitor who becomes aware of a fire should immediately activate the building fire alarm system, via one of the pull-stations. All building occupants will regard any activation of the fire alarm system as a true fire emergency, unless previous notification is given indicating that the fire alarm system is being tested.

The assigned Building Emergency Coordinator (as assigned by the Director of the Department of Public Safety), or his/her designee, will contact the Department of Public Safety at extension 7777 (cell #379 -3675) and notify someone in the office that a fire alarm has been activated. In the event that the caller cannot get through to the Department of Public Safety using either line, the Coordinator should dial 9-911.

All occupants should immediately leave the building via posted escape routes. Anyone coming into contact with other building occupants should direct them to evacuate the building. **DO NOT USE ELEVATORS.** (*Disaster Preparedness Manual*, posted on the employee page of myBellarmine and the student portal).

DISCLOSURE OF THE FIRE SUPPRESSION SYSTEM IN ON-CAMPUS HOUSING

In accordance with Senate Bill 63, Residence life personnel should inform all residential students that there are fire suppressant/sprinkler 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 is addressed at required residential life floor meetings and included in the *Bellarmino University Student Handbook*, available online on the student portal.

The Department of Public Safety exercises control of alarm systems for fire, weather related emergencies and environmental hazards. The department maintains inventories of fire extinguishers, conducts training on how to use fire extinguishers and checks to ensure that emergency exits are clear and unobstructed. The Department of Public Safety maintains a contract with Midwest Sprinklers to perform semiannual and annual tests of fire sprinklers and Simplex, to perform testing, maintenance and upgrades of fire alarm systems.

FIRE EXTINGUISHERS: There are 330 fire extinguishers on campus, and each building has them available. 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 inspection records are maintained in the Department of Public Safety.

Fire Drill 2013/2014		
Buildings	Date Scheduled	Date Completed
Allen Hall	3/22/2014	4/11/14
Alumni Hall	3/22/2014	4/11/14
Anniversary Hall	11/14/2013	2/25/14
Art Building	3/22/2013	4/11/14
BAC Building	3/24/2014	4/11/14
School of Comm.	3/14/2013	4/11/14
Brown Library	3/20/2014	4/11/14
Chapel	11/7/2013	4/10/14
Flynn Building	3/22/2013	4/4/13
Horrigan Hall	3/14/2014	1/15/14
Kennedy Hall	11/7/2013	2/25/14
Knights Hall	3/25/2014	4/11/14
Miles Hall	3/19/2014	4/11/14
Music	3/18/2013	4/11/14
Newman Hall	11/7/2012	2/25/14
NHSC	3/19/2013	4/11/14
Pasteur Hall	3/19/2013	4/11/14
Petrick Hall	11/8/2013	2/25/14
Siena Primo	11/8/2013	2/28/14
Siena Secondo	11/8/2013	2/28/14
Siena Terzo	11/8/2013	2/28/14
Siena Quarto	11/8/2013	4/11/14
SURF Center	3/25/2014	4/11/14
Wyatt Hall	3/20/2014	4/11/14