

The residence halls with common entrances, Clare Hall, Bonzel Hall and Trinity Hall, have evacuation drills once per semester. (In the event that an actual fire alarm occurs resulting in the building being evacuated, the alarm response is documented and considered as a drill for that semester.)

All fire alarms received are responded to and result in an incident report being filed. These reports are kept in the Incident Report system.

All portable heating devices used at the university must be approved and provided by the Operations Department.

As of August 1, 2010, the university is a tobacco-free campus. All forms of tobacco are prohibited on the campus.

All open-flame devices are prohibited in all buildings. Cooking appliances, whether provided by the university or the student, are for use only in residence hall kitchens or lounges. Cooking is not permitted in residents' rooms.

All university fire systems are inspected annually in accordance with local and state law by licensed, qualified inspection companies.

Bonzel Hall has devices throughout the entire building that when a station is pulled or a detection device activated, the entire building goes into alarm. Simplex-Grinnell provides off-campus monitoring and notifies Campus Security in the event of an alarm. All rooms and common areas are covered by a sprinkler system.

Padua Hall suites have smoke detectors in each bedroom and all common areas, with all rooms protected by a sprinkler system. Padua Hall features a suite style living arrangement with each suite of rooms exiting directly to the outside and having independent sounders. Due to this layout, evacuation drills are not performed for this building. Koehlinger-Kruse monitors the alarm panel and a dialer also calls Campus Security.

Clare Hall has smoke detectors in every student room and all common areas. The panel is monitored by Simplex-Grinnell to notify Campus Security directly in the event of an alarm. All rooms and common areas are covered by a sprinkler system.

Trinity Hall (unoccupied 2015-2017) has devices throughout the entire building that when a station is pulled

or a detection device activated, the entire building goes into alarm. Koehlinger-Kruse notifies Campus Security in the event of an alarm. Electricity and gas are automatically shut off in the kitchen when an alarm is generated in any area. Trinity Hall is not covered by a sprinkler system.

Training for Residential Life Staff

The residential life and housing staff is trained in the use of portable fire extinguishers and evacuation procedures during fire alarms and drills.

Fire Safety Procedures

The university takes a number of precautions to prevent fire in the residence halls. Evacuation drills are held each semester and participation is mandatory. Fire extinguishers are placed on each floor and are inspected monthly by authorized safety personnel. The use of electrical appliances is regulated.

In the case of a fire:

- Call 9-911 and Security at 399-7888. Be sure to report both the building name and the address of the university.
- Activate a pull station to sound the alarm.
- Confine the fire by closing all windows and doors as you proceed to the exit.
- If the fire is small enough to use an extinguisher on and you have had proper training, do so.
- Hall Directors and Resident Assistants will direct the evacuation by making sure everyone proceeds in an orderly manner and all doors are pulled shut as people leave.

- 2) If you are in your room, feel the door. If it is hot, do not open it.
 - Seal the crack at the bottom of the door.
 - Signal rescuers from the window or try to telephone for help.
 - Do not jump.
- 3) If you can leave your room:
 - Take your key.
 - Close the door when you leave.
 - Proceed to the nearest exit.
 - If you encounter heavy smoke, turn around and go to another exit.
- 4) Once outside, move away from entranceways and off driveways.
 - Bonzel Hall – wait in the parking lot, close to the Cougar Den.
 - Padua Hall – wait in the employee parking lot west of Trinity Hall.
 - Clare Hall – wait in the parking lot, close to the Cougar Den.
 - Trinity Hall – wait in the employee parking lot west of Trinity Hall.
- 5) If you suspect the alarm is false, you must still exit the building.
- 6) **DO NOT GO BACK INSIDE THE BUILDING UNTIL CLEARANCE IS GIVEN FROM SECURITY OR RESIDENTIAL LIFE & HOUSING.**

When you hear a fire alarm in the residence hall:

- 1) Leave the building. Never ignore an alarm.

Report to Secretary of Education

Institutions of postsecondary education that participate in the federal student financial assistance programs have been required by Section 485 (a) and (f) of the Higher Education Act (HEA) to provide the Secretary of Education with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorizes the Higher Education Act of 1965, as amended. The HEOA made a number of additions to campus security reporting requirements. The university must report the statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available. This information must be reported to the Secretary of Education on an annual basis. The first report was due October 1, 2010.

For current fire statistics and system information, please refer to the brochure "Campus Fire Report" or log on to the USF home page at sf.edu and go to the Security site.

Number of Fires	2017	2018	2019
Bonzel Hall	0	0	0
Clare Hall	0	0	0
Trinity Hall	0	0	0
Padua Hall	0	0	0

Number of Injuries	2017	2018	2019
Bonzel Hall	0	0	0
Clare Hall	0	0	0
Trinity Hall	0	0	0
Padua Hall	0	0	0

Number of Deaths	2017	2018	2019
Bonzel Hall	0	0	0
Clare Hall	0	0	0
Trinity Hall	0	0	0
Padua Hall	0	0	0

Value of Property Loss	2017	2018	2019
Bonzel Hall	0	0	0
Clare Hall	0	0	0
Trinity Hall	0	0	0
Padua Hall	0	0	0



UNIVERSITY of
SAINT FRANCIS™

Security Office
2701 Spring Street
Fort Wayne, IN 46808
260-399-7888

