

# ANNUAL FIRE SAFETY REPORT

## 2013



**ub** UNIVERSITY OF BALTIMORE  
POLICE DEPARTMENT

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## Fire Log

The university's fire log lists the following for **any fire that occurs in an on-campus student housing facility**:

- the date the fire was reported
- the nature/cause of the fire
- the date/time the fire occurred
- the general location of the fire

UB's fire log for at least the most recent 60 day period is open to public inspection during normal business hours at the Varsity main office that is located at 30 West Biddle Street. Any portion of the log that is older than 60 days and that is not immediately available will be made available not later than two business days of a request for public inspection. Fire logs are kept for three years following the publication of the last annual report to which it applies.

The University of Baltimore Fire Log can be found or obtained:

- at the UBPD headquarters, Charles Royal Building, 1<sup>st</sup> floor;
- by sending an email request to [ubpolicedepartment@ubalt.edu](mailto:ubpolicedepartment@ubalt.edu)
- downloaded at <http://www.ubalt.edu/about-ub/offices-and-services/university-police/campus-safety/fire-log.cfm>

## On-Campus Student Housing Fire Safety Systems

The Varsity located at 30 West Biddle Street is inspected at least semi-annually and has the following fire safety systems:

- Complete automatic sprinkler system
- Fully addressable fire alarm system monitored by Simplex Grinnell
- Smoke alarm in each sleeping area
- Fire rated egress corridors and stairwells
- Speaker in each room that is connected to the Mass Emergency Voice Communication System which will receive emergency messages
- There are two fire extinguishers located on each floor – one on the west side of the building and the other on the east side of the building.

Fire drills are conducted and evaluated each semester in the on-campus residence facility by Varsity personnel.

## Hazardous Practices Prohibited

These activities are prohibited in the on-campus residence facility:

- Smoking. UB is a smoke-free campus.
- Using lighted candles or other open flames devices.
- Cooking in unapproved areas, such as bedrooms, or using toaster ovens or other appliances that have open heating elements.
- Space heaters
- Misusing extension cords.
- Tampering with or blocking fire protection equipment.
- Possessing fireworks.

## Student Housing Evacuation Procedures

Residential facilities must be evacuated any time the fire alarm sounds.

Residents should:

- Dress for the weather and put on shoes.
- Use the nearest exit or another exit if the nearest is blocked by smoke or fire. Go back to your room if all exits are blocked. Do not use the elevators.
- Feel the door knob and upper door with the back of your hand before opening any door. Do not open the door if it is hot or even warm to the touch. Brace yourself against the door and open it slightly if the door knob or door is cool to the touch. You should close the door and stay in your room if fire, heat or smoke is present on the other side of the door.
- Keep low to the floor where the air is fresher if you encounter smoke in a room or corridor. Try to wet a cloth and hold it to your mouth and nose to filter some of the smoke.
- Close doors behind you as you leave if possible.
- Exit the building and go to the exterior assembly area. If you exit the building from the front, walk south across the street Unit W. Biddle Street and if you exit the building from the rear, go to the Northeast corner of Maryland Avenue and West Preston Street. You will be guided to an indoor assembly area (Student Center) if there is inclement weather or if the evacuation may last more than 30 minutes.
- If you cannot leave a room and it is possible, attempt to open windows from the top and bottom to let heat out and fresh air in. Hang a bed sheet or piece of clothing out of the window to attract attention. Wave a flashlight at night. Dial 911 to report your location.
- Follow all staff and emergency personnel's instructions.

- The University Housing Office asks that you assist residents with disabilities to evacuate and to ensure that they are aware of the alarm if these actions do not place you in personal danger.
- If you spot smoke or fire, pull the alarm, evacuate the building and from a safe location outside of the building, dial 911 and #4444 by cell phone.
- All fires, even if extinguished, must be reported to Saba Younis, Community Manager, Varsity At UB.
- All fire alarms, even if suspected of being false or accidental, must be reported to 911.

Residents with temporary or permanent mobility disabilities are responsible for informing Residence Life staff of this fact. Your name, room number, and nature of disability will be placed on a list that will be given to the fire department in an emergency. Follow the previously described procedures for students who cannot leave their rooms. Residents and staff may help you to evacuate only if this does not place them in danger.

## **Fire Safety Education Policies & Training Programs for Students & Employees**

Residency Life provides these policies and training programs:

### Policies: Residency Life

- Employee Safety Programs-Fire Safety Procedures & Office Fire Prevention
- Fire Emergency Policy
- Fire Watch Policy & Procedures
- Residence Facility Emergency Evacuation Procedures
- Decorations Policy
- EMSA Resident Life Policies and Procedures
- Smoking Policy

### Training Programs: Residency Life

- Resident Assistant/Resident Staff Fire Safety Training
- State Fire Marshall Crowd Control Certification Training Video
- Semi-Annual Fire Drills
- RA Floor Fire Safety Training

### Other Fire Safety Resources:

- National Safety Council's Dorm Safety 101
- "In Case Of Fire" Evacuation Procedures (posted on all bedroom doors)

## Fire Reporting

University policies require that all fires must be reported immediately to the Baltimore City 911 Center and the UBPD. Call 911 from any on-campus, off-campus, or cell phone, and call UBPD at 410-837-4444 or #4444 by cell phone if in or adjacent to the Varsity.

Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the University of Baltimore Police Department may already be aware. If you find evidence of such a fire or if you hear about a fire, please contact one of the following:

- Saba Younis, Community Manager Varsity At UB 410-637-3730
- Kathleen Anderson, Dean of Students 410-837-5429
- Shelia Burkhalter, Associate VP for Student Affairs 410-837-4271
- The University of Baltimore Police Department 410-837-4444

## Future Fire Safety Improvements

Plans for future improvements in fire safety, if determined necessary by the Varsity and/or university shall be completed as expeditiously as possible.



## ANNUAL SECURITY REPORT

The University of Baltimore's annual security report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University of Baltimore, and on public property immediately adjacent to and accessible from the campus. The annual security report is prepared in cooperation with the Baltimore Police Department, and the Office of Student Affairs.

Campus crime, arrest and referral statistics include those reported to the UBPD, the Baltimore Police Department, and identified campus security authorities. Moreover, a procedure is in place to anonymously capture crime statistics disclosed confidentially to a counselor.

Copies of the report can be obtained:

- at the UBPD headquarters, Charles Royal Building, 1<sup>st</sup> floor;
- by sending an email request to [ubpolicedepartment@ubalt.edu](mailto:ubpolicedepartment@ubalt.edu)
- downloaded at <http://www.ubalt.edu/about-ub/offices-and-services/university-police/annual-campus-security-report.cfm>

As students, faculty, staff or visitors to our campus you each have specific goals and/or purposes that bring you to UB. The purpose of this information is both to comply with the legal requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and to inform and alert you to the role that you play in the safety and security of yourself and others.

The information compiled in this section includes safety practices, standards, and all fire-related on-campus statistics required by the Higher Education Opportunities Act of 2008.

I encourage everyone to act as an extra pair of "eyes and ears" and report anything that looks suspicious to the university police department at 410.837.4444. As partners, we have a shared responsibility to ensure that UB remains a desirable learning and working environment. To that end, I look forward to working with you.