2024 Westminster College Annual Fire Safety Report

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. Two fire drills will be conducted annually in each residence hall. When the alarm sounds, Pennsylvania law requires that everyone be evacuated, even though it may be a false alarm. A complete report of all 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 unless approved by the Office of Disability Services.
- Smoking is not permitted in any campus building and only permitted in designated smoking areas on campus.
- Prohibited items include firearms, ammunition, weapons, fireworks, candles (including candles with wicks removed), incense, open flames, gasoline and flammable materials.

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.

Policies for fire safety education and training programs

Residence Life staff (ACs, 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 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, two 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. Fire Extinguisher training is provided yearly during each fall semester.

Individuals who should be notified that a fire has occurred

Public Safety Department – (724) 946-7777
Resident Advisor of building

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
2022	0	0	0	0
2023	0	0	0	0
2024	Hoyt Science Center	Unknown	$926,000.00	0

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 Director of Public Safety. 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
- 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 267 McKelvey Campus Center.

Fire Protection Systems in Residence Halls

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.

Fire extinguishers indicated with a (*) were made by one of the following manufacturers: Ansul, Badger, Buckeye, Kidde.

Eichenauer Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4002-8001	Aug. 2024	1988	Good
Simplex	pull stations	20	Aug. 2024	1988	Good
Simplex	smoke detectors	67	Aug. 2024	1988	Good

Simplex	thermal detectors	7	Aug. 2024	1988	Good
Simplex	a/v units	19	Aug. 2024	1988	Good
Simplex	annunciator	1	Aug. 2024	1988	Good
Simplex	visual only units	1	Aug. 2024	1988	Good
Cintas	fire extinguishers	21	Aug. 2024	2024	Good
Simplex	sprinkler system	wet	Aug. 2024	2003	Good

Browne Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	pull stations	9	Aug. 2024	1987	Good
Simplex	smoke detectors	34	Aug. 2024	1987	Good
Simplex	thermal detectors	6	Aug. 2024	1987	Good
Simplex	a/v units	9	Aug. 2024	1987	Good
Simplex	annunciator	1	Aug. 2024	2010	Good
Cintas	fire extinguishers	12	Aug. 2024	2024	Good
Simplex	sprinkler system	wet/dry	Aug. 2024	2004	Good

Ferguson Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2003	Good
Simplex	pull stations	13	Aug. 2024	2010	Good
Simplex	smoke detectors	58	Aug. 2024	2010	Good
Simplex	thermal detectors	18	Aug. 2024	2010	Good
Simplex	a/v units	30	Aug. 2024	2010	Good
Simplex	annunciator	1	Aug. 2024	1987	Good

Simplex	strobes	11	Aug. 2024	2010	Good
Cintas	fire extinguishers	10	Aug. 2024	2024	Good
Simplex	sprinkler system	wet/dry	Aug. 2024	2003	Good

Hillside Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4002-8001	Aug. 2024	1987	Good
Simplex	pull stations	17	Aug. 2024	1987	Good
Simplex	smoke detectors	56	Aug. 2024	1987	Good
Simplex	thermal detectors	10	Aug. 2024	1987	Good
Simplex	a/v units	14	Aug. 2024	1987	Good
Simplex	annunciator	1	Aug. 2024	1987	Good
Cintas	fire extinguishers	14	Aug. 2024	2024	Good
Star	sprinkler systems	2 dry	Aug. 2024	1959	Fair

Jeffers Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2003	Good
Simplex	pull stations	11	Aug. 2024	2010	Good
Simplex	smoke detectors	7	Aug. 2024	2010	Good
Simplex	thermal detectors	6	Aug. 2024	2010	Good
Simplex	a/v units	8	Aug. 2024	2010	Good
Simplex	strobes	3	Aug. 2024	2010	Good
Simplex	annunciator	1	Aug. 2024	1987	Good
Cintas	fire extinguishers	5	Aug. 2024	2024	Good

Simplex	sprinkler system	wet	Aug. 2024	2003	Good

Thompson House

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
	smoke detectors	12	Aug. 2024	2006	Good
Cintas	fire extinguishers	4	Aug. 2024	2024	Good
Simplex	annunciator (sprinkler)	1	Aug. 2024	1987	Good
Simplex	sprinkler system	wet	Aug. 2024	2006	Good

Russell Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4001-8001	Aug. 2024	1987	Good
Simplex	pull stations	19	Aug. 2024	1987	Good
Simplex	smoke detectors	54	Aug. 2024	1987	Good
Simplex	thermal detectors	15	Aug. 2024	1987	Good
Simplex	a/v units	19	Aug. 2024	1987	Good
Simplex	visual only	1	Aug. 2024	1987	Good
Simplex	annunciator	1	Aug. 2024	1987	Good
Cintas	fire extinguishers	16	Aug. 2024	2024	Good
Simplex	sprinkler system	wet	Aug. 2024	2004	Good

Galbreath Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4002-8001	Aug. 2024	1987	Good
Simplex	pull stations	21	Aug. 2024	1987	Good
Simplex	smoke detectors	87	Aug. 2024	1987	Good
Simplex	thermal detectors	19	Aug. 2024	1987	Good
Simplex	a/v units	20	Aug. 2024	1987	Good
Simplex	annunciator	1	Aug. 2024	1987	Good
Cintas	fire extinguishers	20	Aug. 2024	2024	Good
Simplex	sprinkler system	wet	Aug. 2024	2004	Good

Shaw Hall

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4002-8001	Aug. 2024	1987	Good
Simplex	pull stations	12	Aug. 2024	1987	Good
Simplex	smoke detectors	57	Aug. 2024	1987	Good
Simplex	thermal detectors	12	Aug. 2024	1987	Good
Simplex	a/v units	19	Aug. 2024	1987	Good
Simplex	visual only	1	Aug. 2024	1987	Good
Simplex	annunciator	1	Aug. 2024	2011	Good
Cintas	fire extinguishers	12	Aug. 2024	2024	Good
Simplex	sprinkler system	wet	Aug. 2024	2004	Good

Berlin Village #1 (Units 1-4)

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2006	Good
Simplex	pull stations	6	Aug. 2024	2006	Good
Simplex	smoke detectors	31	Aug. 2024	2006	Good
Cintas	fire extinguishers	8	Aug. 2024	2024	Good
Simplex	sprinkler system	1 wet	Aug. 2024	2006	Good
Simplex	sprinkler system	1 dry	Aug. 2024	2006	Good
Simplex	annunciator	1	Aug. 2024	2011	Good
Simplex	stand pipe connection	wet	Aug. 2024	2006	Good

Berlin Village #2 (Units 5-9)

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2006	Good
Simplex	pull stations	7	Aug. 2024	2006	Good
Simplex	smoke detectors	38	Aug. 2024	2006	Good
Cintas	fire extinguishers	10	Aug. 2024	2024	Good
Simplex	sprinkler system	1 wet	Aug. 2024	2006	Good
Simplex	sprinkler system	1 dry	Aug. 2024	2006	Good
Simplex	annunciator	1	Aug. 2024	2011	Good
Simplex	stand pipe connection	wet	Aug. 2024	2006	Good

Berlin Village #3 (Units 10-15)

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2006	Good
Simplex	pull stations	8	Aug. 2024	2006	Good
Simplex	smoke detectors	45	Aug. 2024	2006	Good
Cintas	fire extinguishers	12	Aug. 2024	2024	Good
Simplex	sprinkler system	1 wet	Aug. 2024	2006	Good
Simplex	sprinkler system	1 dry	Aug. 2024	2006	Good
Simplex	annunciator	1	Aug. 2024	2006	Good
Simplex	stand pipe connection	wet	Aug. 2024	2006	Good

Berlin Village #4 (Units 16-20)

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2011	Good
Simplex	pull stations	7	Aug. 2024	2011	Good
Simplex	smoke detectors	38	Aug. 2024	2011	Good
Cintas	fire extinguishers	10	Aug. 2024	2024	Good
Simplex	sprinkler system	1 wet	Aug. 2024	2011	Good
Simplex	sprinkler system	1 dry	Aug. 2024	2011	Good
Simplex	annunciator	1	Aug. 2024	2011	Good
Simplex	stand pipe connection	wet	Aug. 2024	2011	Good

Berlin Village #5 (Units 20-25)

Manufacturer	Type	Number	Last Tested	Year Installed	Condition
Simplex	control panel	4010	Aug. 2024	2011	Good
Simplex	pull stations	7	Aug. 2024	2011	Good
Simplex	smoke detectors	38	Aug. 2024	2011	Good
Cintas	fire extinguishers	10	Aug. 2024	2024	Good
Simplex	sprinkler system	1 wet	Aug. 2024	2011	Good
Simplex	sprinkler system	1 dry	Aug. 2024	2011	Good
Simplex	annunciator	1	Aug. 2024	2011	Good
Simplex	stand pipe connection	wet	Aug. 2024	2011	Good

Fire Alarms & (Drills) in Residence Halls during previous calendar year

Residence Halls	Alarms 2022 January thru December	Alarms 2023 January thru December	Alarms 2024 January thru December
Browne/Galbreath Hall	4 (2)	13 (2)	11 (2)
Eichenauer Hall	2 (2)	2 (2)	6 (2)
Ferguson Hall	2 (2)	2 (2)	4 (2)
Hillside Hall	0 (2)	0 (2)	0 (2)
Jeffers Hall	1 (2)	4 (2)	2 (2)
Russell Hall	0 (2)	6 (2)	9 (2)
Shaw Hall	2 (2)	4 (2)	3 (2)
Thompson House	0 (2)	0 (2)	0 (2)
Berlin Village	50 (2)	80 (2)	68 (2)

Simplex/Johnson Controls test every smoke detector and control panel on campus during August of each year.

(#) Indicates a planned Fire Drill

There were no reported fires in on-campus student housing facilities during 2024.