

1912



SAINT JOSEPH'S
COLLEGE

Annual Fire Safety Report

Reporting Year – 2013

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Introduction & Director's Note

Dear Students, Faculty and Staff,

In compliance with the Jeanne Clery Act and the Higher Education Opportunity Act (HEOA), as they pertain to campus crime and fire safety annual reporting, this document is intended to inform you about the fire safety practices at Saint Joseph's College and to provide you with the compiled statistics for fire alarms during 2010, 2011 and 2012. Crime statistics for these same years, which are also required by the Jeanne Clery Act, can be found in a separate annual report on the SJC website by accessing the Security page and selecting the Annual Security Report heading.

The Campus Safety Department, in conjunction with the Office of Campus Life and the Facilities Management Department, strives to maintain a safe campus atmosphere with regard to fire safety and utilizes a Simplex Monitoring system to provide hard-wired fire detection and alarm capability. Our College agencies also work closely with the Town of Standish Fire Department and various service vendors to ensure that all fire safety inspections and service are completed on a regular basis in order to keep the campus systems in top working order.

The Campus Safety Department takes the commitment to both physical and fire safety very seriously and we encourage all members of the Saint' Joseph's community to do the same. If you should have any questions, concerns or suggestions, please do not hesitate to contact me.

Sincerely,

Ian MacEachen
Director of Campus Safety

Campus Fire Safety Policies

To view the full residential policies please refer to the campus Student Handbook, which can be found here:

http://www.sjcme.edu/files/sjcme_files/docs/studenthandbk.pdf

Residential Policies relating to Fire Safety

- **Approved Appliances:** “...Appliances that require high heat (toasters, toaster ovens, hot plates, George Foreman-type grills, open flame units, etc.) are not permitted in the residence hall rooms.” (p. 32, #2))
- **Candles & Incense:** “Due to the safety of our students and their belongings, candles and any item that could be burned (e.g., incense/oil lamps) are not permitted in the residence halls. A fine of \$50 will be assessed to any student who possesses any of the above-prohibited items.” (p. 32, #4)
- **Extension Cords:** “The only extension cords that are allowed in the residence halls are those cords with built-in circuit breaker and/or UL-approved.” (p. 33, #7)
- **Room Decorations:** “...Certain decorations do pose fire hazards (fishnet, incense, etc.) and are not permitted in the halls. Open bulb lighting is not approved. Failure to comply will result in a \$25 fine. No more than 50% of wall space can be covered, and no electrical outlets/fixtures can be covered for reasons of fire safety. No items may be hung from the ceiling or sprinkler pipes.” (p. 35, #20)
- **Smoking:** “...The College is smoke-free in all buildings and in all adjacent building entrances or areas adjacent to these buildings. Smokers must be 30 feet away from the building while smoking.” (p. 36, #24)

Campus Fire Safety Policies (cont'd)

Fire Drills

The Campus Life and Campus Safety Departments, along with Standish Fire Department, conducted fire drill training for the incoming 1st year class during their fall orientation; additionally, fire drills were conducted in all upperclassman housing between September and October of 2013 and then again during the spring semester of 2014. Going forward, these offices shall organize a fire drill schedule that will meet the following criteria:

1. Each residence hall will have a minimum of one unannounced fire drill per semester
2. These fire drills will be conducted at different times of the day and will be planned in such a way that they:
 - a) Maximize resident participation in, and exposure to, the procedure
 - b) Minimize adverse affect to student/resident periods of academic stress (mid-term exams, etc)
 - c) Allow the various campus departments, as well as the town fire department, to effectively administer and assess the effectiveness of such drills
3. The results of such drills, following departmental review, shall be specifically published in the annual fire safety report

Daily Crime & Fire Log

A daily log of all reported crimes and fire activity on the SJC campus is maintained at the Campus Safety Office / Dispatch Center in Standish Hall and is available for public inspection. The log contains information for the most recent period of 60 days, with older information available within 48 hours upon request.

Campus Fire Emergency Procedures (cont'd)

Fire Alarm Response & Investigation

The Campus Safety Department responds to all alarms on campus and will advise the Standish Fire Department (who are dispatched directly by Simplex Monitoring in the event of any active fire alarm call in the system) as to the exact nature of the alarm-allowing Standish Fire to appropriately scale response to the alarm scene according to the severity of the incident.

In the case of a fire alarm resulting from activation of any pull station device, fire extinguisher, or other incidence of deliberate, uncontrolled burning, Campus Safety will assist Standish Fire Dept, the Cumberland County Sheriff's Office, and the State Fire Marshal's Office in the investigation of said event and will provide written statements and any physical evidence or pictorial representations of the scene as required.

Fire Safety System Maintenance

Campus Safety and the Facilities Management Department work in conjunction with contracted agencies and one another to schedule and perform quarterly testing of the campus sprinkler systems and bi-annual testing of the campus alarm system detection devices. The main Simplex reporting panel is located in the Campus Safety Office/Dispatch Center in Standish Hall and can read signals from all other campus panels. Campus Safety Dispatch officers are present in the Dispatch Center at all times and will immediately notify patrol officers (and other campus agencies as appropriate/required) in the event of an active alarm, dispatching them to the scene in order to manage the event.

Campus Fire Emergency Procedures (cont'd)

Campus Emergency Response Protocol

Saint Joseph's College has established a written procedural manual for emergency incident response that is modeled on the FEMA National Incident Management System (NIMS) and contains standardized protocols for institutional response to fire and other emergency situations. A copy of this policy manual is maintained at the Campus Safety Dispatch Center to be used in case of such emergencies.

Emergency Residence Hall Evacuation

In the case of an active fire alarm in any residence hall on campus, Campus Safety Officers will respond to the appropriate building and advise evacuating residents to move away from the building in order to provide for the safety and accountability of those residents and so that arriving fire fighting apparatus and personnel can manage the event. In most cases, Campus Safety Officers and Resident Assistants will direct displaced students to go to the Heffernan Center for shelter and further accountability.

When the alarm is resolved and fire personnel inform Campus Safety that residents may return to a building, officers and Residence Life staff will advise those residents that they may safely return to their building. If an alarm results in a continuing or prolonged unsafe condition in a residence hall, Campus Safety and Residence Life personnel will initiate the appropriate procedures to notify College Senior Staff and to put an emergency response plan into operation and provide for resident housing, etc.

All residents/occupants of any building on campus should treat any active alarm in their building as "the real deal" and evacuate immediately to a safe location and then await further instruction from College officials.

Looking Ahead

Fire Safety Training / Floor Programs

Campus Safety Officers are currently available to present a fire safety / fire prevention program that is geared as a resource for Resident Assistants who are looking for informative floor programming options for their residents. This program will introduce students to the key safety concepts that they should be aware of and practicing in order to minimize the risks of potential fire in their residence halls; the program will also reinforce standing fire evacuation procedures and present students with the opportunity to become active safety participants in their community.

Annual Staff Training

Partnering with the Standish Fire Department, Saint Joseph's College consistently seeks to broaden the current program of annual fire safety training that is offered to Resident Assistants (during their in-service training) to include all Campus Safety staff in an annual recertification process with fire extinguisher usage and general fire safety topics.

Fire Protection Systems by Building

| | Building | Sprinkler System | Alarm System | Heat Detector | Smoke Detector |
|-------------------------------------|---------------|------------------|--------------|---------------|----------------|
| Residence Halls | Standish | X | X | X | X |
| | Carmel | X | X | X | X |
| | Feeney | X | X | X | X |
| | Currier | X | X | X | X |
| | O'Connor | X | X | X | X |
| | Gingras | X | X | X | X |
| | Cunneen | X | X | X | X |
| | Cassidy | X | X | X | X |
| | St. Joseph's | X | X | X | X |
| Academic / Administrative Buildings | Mercy | X | X | X | X |
| | Heffernan | X | X | X | X |
| | St. George | X | X | X | X |
| | Mailroom | X | X | X | X |
| | Alfond Hall | X | X | X | X |
| | Alfond Center | X | X | X | X |
| | Xavier | X | X | X | X |
| | Stone Chapel | X | | | X |

Resources / Community Relationships

| <i>Agency</i> | <i>Responsibility</i> | <i>Contact</i> |
|--------------------------------------|---|---|
| SJC Campus Safety | Institutional safety & Campus alarm response | (207) 893-6687 (non-emergency) X7911 (emergency- from any campus phone) |
| Standish Fire & EMS | Fire & Rescue services | (207) 642-4343 (non-emergency) 911 (state-wide emergency) |
| Cumberland County Sheriff's Office | Regional emergency dispatch center | (207) 774-1444 (non-emergency) 911 (state-wide emergency) |
| Maine Fire Marshal's Office | Fire investigation | (207) 626-3870 |
| Center for Campus Fire Safety | Advisory agency for fire safety "best practices" and information specific to the campus environment | http://www.campusfiresafety.org |
| National Fire Protection Association | Advisory agency for fire safety "best practices" and information | http://www.NFPA.org |

Clery Reportable Fires for Calendar Year 2011 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|--------------|------|---------|-------------|-------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 0 | | | | |
| Cassidy Hall | 0 | | | | |
| Cunneen Hall | 0 | | | | |
| Currier Hall | 0 | | | | |
| Feeney Hall | 0 | | | | |
| Gingras Hall | 0 | | | | |
| O'Connor Hall | 0 | | | | |
| Putnam Hall | 0 | | | | |
| St. Joseph's Hall | 0 | | | | |
| Scully Hall | 0 | | | | |
| Standish Hall | 0 | | | | |
| Total | 0 | | | | |

Source: SJC Public Safety Activity Log & Incident Reports

1. The Clery Reportable statistics require reporting only in cases of open or otherwise uncontrolled burning within a residence hall.

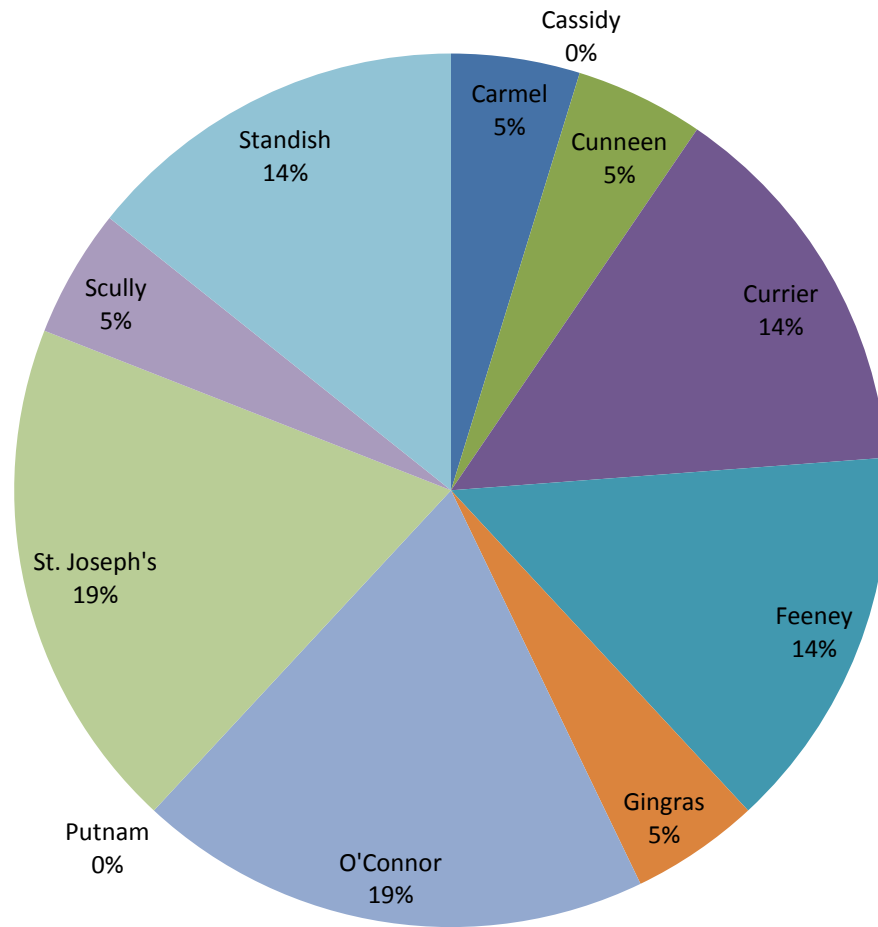
Fire Alarm Activity for Calendar Year 2011 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|---------------------|-------------|----------------|--------------------|--------------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 1 | | | | 1 |
| Cassidy Hall | 0 | | | | |
| Cunneen Hall | 1 | | | | 1 |
| Currier Hall | 3 | | | 1 | 2 |
| Feeney Hall | 3 | | | 1 | 2 |
| Gingras Hall | 1 | | | 1 | |
| O'Connor Hall | 4 | | | 2 | 2 |
| Putnam Hall | 0 | | | | |
| St. Joseph's Hall | 4 | | | 1 | 3 |
| Scully Hall | 1 | | 1 | | |
| Standish Hall | 2 | | | | 2 |
| Total | 20 | 0 | 1 | 6 | 13 |

Source: SJC Public Safety Activity Log & Incident Reports

1. These statistics **ARE NOT REQUIRED BY THE CLERY ACT**, but are reported in good faith to provide a clearer picture of fire safety related occurrences on the Saint Joseph's College campus during 2010.
2. Fires listed as "(mulch)" occurred in plant beds outside of the listed residence hall(s) and did not come in contact with the building.

Alarms by Building - 2011



Clery Reportable Fires for Calendar Year 2012 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|--------------|------|---------|-------------|-------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 0 | | | | |
| Cassidy Hall | 0 | | | | |
| Cunneen Hall | 0 | | | | |
| Currier Hall | 0 | | | | |
| Feeney Hall | 0 | | | | |
| Gingras Hall | 0 | | | | |
| O'Connor Hall | 0 | | | | |
| Putnam Hall | 0 | | | | |
| St. Joseph's Hall | 0 | | | | |
| Scully Hall | 0 | | | | |
| Standish Hall | 0 | | | | |
| Total | 0 | | | | |

Source: SJC Public Safety Activity Log & Incident Reports

1. The Clery Reportable statistics require reporting only in cases of open or otherwise uncontrolled burning within a residence hall.

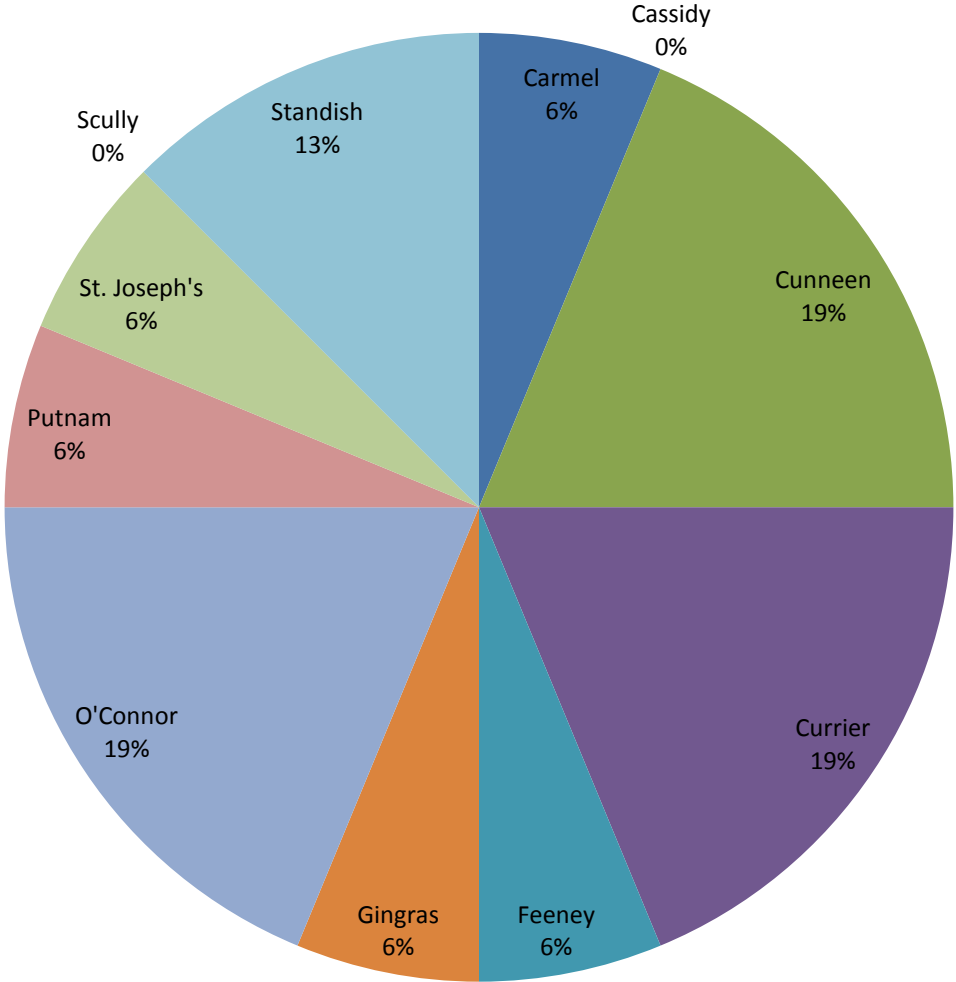
Fire Alarm Activity for Calendar Year 2012 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|---------------------|-------------|----------------|--------------------|--------------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 1 | | 1 | | |
| Cassidy Hall | 0 | | | | |
| Cunneen Hall | 3 | | 1 | | 2 |
| Currier Hall | 3 | | | 1 | 2 |
| Feeney Hall | 1 | | | 1 | |
| Gingras Hall | 1 | | 1 | | |
| O'Connor Hall | 3 | | 1 | 1 | 1 |
| Putnam Hall | 1 | | | | 1 |
| St. Joseph's Hall | 1 | | 1 | | |
| Scully Hall | Building Offline | | | | |
| Standish Hall | 2 | | | 1 | 1 |
| Total | 16 | 0 | 5 | 4 | 7 |

Source: SJC Public Safety Activity Log & Incident Reports

1. These statistics **ARE NOT REQUIRED BY THE CLERY ACT**, but are reported in good faith to provide a clearer picture of fire safety related occurrences on the Saint Joseph's College campus during 2010.
2. Fires listed as "(mulch)" occurred in plant beds outside of the listed residence hall(s) and did not come in contact with the building.

Alarms by Building - 2012



Clery Reportable Fires for Calendar Year 2013 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|--------------|------|---------|-------------|-------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 0 | | | | |
| Cassidy Hall | 0 | | | | |
| Cunneen Hall | 0 | | | | |
| Currier Hall | 0 | | | | |
| Feeney Hall | 0 | | | | |
| Gingras Hall | 0 | | | | |
| O'Connor Hall | 0 | | | | |
| Putnam Hall | 0 | | | | |
| St. Joseph's Hall | 0 | | | | |
| Scully Hall | 0 | | | | |
| Standish Hall | 0 | | | | |
| Total | 0 | | | | |

Source: SJC Campus Safety Activity Log & Incident Reports

1. The Clery Reportable statistics require reporting only in cases of open or otherwise uncontrolled burning within a residence hall.

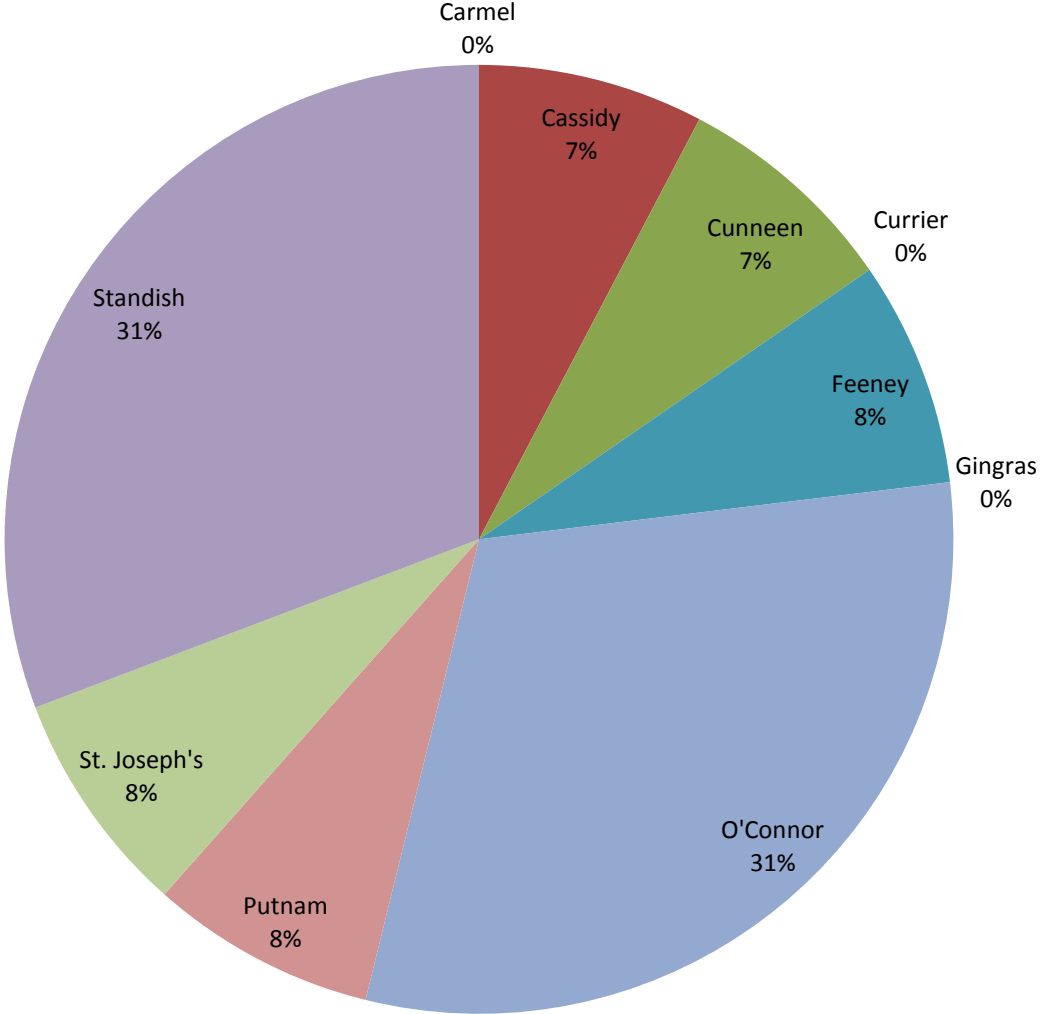
Fire Alarm Activity for Calendar Year 2013 / Total for All Residence Halls

| Building | Total Alarms | Fire | Cooking | Maintenance | Other |
|--------------------|---------------------|-------------|----------------|--------------------|--------------|
| <i>Residential</i> | | | | | |
| Carmel Hall | 0 | | | | |
| Cassidy Hall | 1 | | 1 | | |
| Cunneen Hall | 1 | | 1 | | |
| Currier Hall | 0 | | | | |
| Feeney Hall | 1 | | | | 1 |
| Gingras Hall | 0 | | | | |
| O'Connor Hall | 4 | | 1 | 1 | 2 |
| Putnam Hall | 1 | | 1 | | |
| St. Joseph's Hall | 1 | | 1 | | |
| Scully Hall | Building Offline | | | | |
| Standish Hall | 4 | | 3 | 1 | |
| Total | 13 | 0 | 8 | 2 | 3 |

Source: SJC Campus Safety Activity Log & Incident Reports

1. These statistics **ARE NOT REQUIRED BY THE CLERY ACT**, but are reported in good faith to provide a clearer picture of fire safety related occurrences on the Saint Joseph's College campus during 2010.
2. Fires listed as "(mulch)" occurred in plant beds outside of the listed residence hall(s) and did not come in contact with the building.

Alarms by Building - 2013



Fire Evacuation Drill Results – 2013 (Fall Semester Only)

| <u>Building</u> | <u>Evacuation Time</u> |
|------------------------|-------------------------------|
| Carmel Hall | 1:47 |
| Cassidy Hall | 1:01 |
| Cunneen Hall | 1:31 |
| Currier Hall | 1:32 |
| Feeney Hall | 1:53 |
| Gingras Hall | 1:38 |
| O'Connor Hall | 1:37 |
| Putnam Hall | 1:25 |
| St. Joseph's Hall | 1:54 |
| Standish Hall | 1:36 |