

**Gordon-Conwell Theological Seminary**  
**Campus Fire Safety Right-to-Know Regulations**  
*2016 Annual Fire Safety Policy and*  
*Report on Student Housing Hamilton Campus*

**Purpose**

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations.

Gordon-Conwell Theological Seminary provides this Annual Fire Safety Report on Student Housing to inform the campus community of important fire and life safety information pertaining to their residences on campus.

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students and residents at fire drills, announced and unannounced, is expected.

Students and residents who do not observe these regulations jeopardize the safety of others on this campus and, therefore, will be subject to disciplinary action.

Gordon-Conwell Theological Seminary is in compliance with the Campus Fire Safety Right-to-Know Regulations from the Higher Education Act (HR 4137), which recently passed Congress and was signed into law.

**Prohibited Items in Dormitories and Apartments**

**Apartments and Dormitories**

**Candles** (including those used for religious purposes), incense, and other open flame devices **are not allowed in residential buildings.**

**Torchiere type lamps with a halogen bulb,** and other lamps with a halogen bulb, are not allowed. Incandescent light bulbs for lamps should not exceed 60 watts unless the lamp has specific UL approval for a higher wattage bulb.

The wiring in some of the Gordon-Conwell Theological Seminary older residence areas may not support heavy use of electrical appliances. If this is a problem in a residence, Gordon-Conwell Theological Seminary may need to limit the use of certain appliances and will consult with the students in the residence to resolve the problem.

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\* NOTE: Air conditioners are not allowed in Pilgrim Hall or Retreat House because the electrical system cannot withstand the additional demand that would be placed on the system. Only one air conditioner per suite is permitted in Main Dorm, Gray, Phippen and Lamont Halls.

## **Portable Electrical Appliances (Dormitories ONLY)**

Items that the seminary strictly prohibits in Dormitories (and dormitory lounges) include, but are not limited to:

coffee makers	broilers
toaster ovens	cup warmers
toasters	air conditioners *
hot pots	hamburger and sandwich makers
crock pots	electric space heaters
electric fry pans	electric or gas stoves
electric woks	any unit with a heating coil
deep fryers	rice cookers
hot plates	

Students may use clocks, sound equipment, computers, electric razors, hair dryers, electric fans, and cool mist humidifiers in their Dormitory rooms.

Violators of any of the above policies will receive Housing Citation with fine and the item(s) will be immediately removed. The fines vary depending on the number of violations. If a student or resident has any questions regarding the acceptability of a particular appliance, the Housing Office should be contacted at extension 4061.

## **Fire Safety Education/Policies/Rules**

### **Education**

- All incoming students will be informed of Fire Safety information during Orientation.
- Residence Life Coordinators (RLC's) meet with their residents and go over Fire Safety and Evacuation procedures.
- Annually the Director, Department of Public Safety, Campus Safety meets with Faculty/Staff/RLC's and trains them on Fire Safety.
- Residents have access Student Handbooks online (campus website), which detail fire safety rules and policies.
- Fire drills in each dormitory and apartment building (each semester).
- Inspections of residence hall rooms prior to move-in.
- Each dormitory (Student lounge) and apartment building (main entrance) has Emergency Response Information mounted on the wall outlining dormitory or apartment building-specific emergency and evacuation information. Students are encouraged and expected to review and understand this information.

## **Policy and Rules**

**Decorations** - Flammable decorations (e.g., large paper posters, fishnets, hanging blankets, tapestries, carpeting hung from ceiling or on walls, etc) in large housing units such as residence halls are prohibited by law.

**Holiday Decorations** - In addition to all those decorations listed above, the following procedures must be followed in the use of Holiday Decorations:

- Live cut trees are prohibited inside or within 15 feet surrounding dormitories, except Retreat House.
- Connection of more than three strands of tree lights to one outlet is prohibited.
- Artificial trees must be labeled "flame retardant" and if metallic must not be decorated with electric lights.
- Decorations with electric bulbs must be kept away from drapes and flammable materials.
- Electrical lights or decorations may not be attached to the outside of one's door or in any area where they will not be continuously monitored.
- Specific decoration guidelines are posted in November on the Campus Safety website prior to the holiday season.

## **Fire Safety**

Fire safety is taken very seriously at Gordon-Conwell Theological Seminary and all students are expected to cooperate in keeping seminary buildings as safe as possible. For this reason the following activities are not allowed. Those engaging in such activities will incur serious consequences:

- Setting fires of any kind for any reason without a permit.
- Tampering with fire safety equipment including fire extinguishers, fire alarm boxes, smoke detectors, heat sensors, sprinkler heads, or spring-loaded door hinges.
- Malicious activation of a fire alarm.
- Propping open fire doors for any purpose other than emergency evacuation.
- Use of roofs and fire escapes for any purpose other than for escape from a fire or threat of fire.
- Accidental activation of smoke detector, fire alarm, or sprinkler resulting from horseplay in the hall, improper use, etc.
- Lighting candles or open flames and burning incense in ALL campus housing.

## **Smoke Detectors & Fire Extinguishers**

There are smoke detectors in each apartment and they are very sensitive. If something is left unattended on the stove and begins to smoke, it will set off the smoke detector. Do

not leave the area unattended while cooking. If the smoke alarm goes off in your apartment and there is no fire, fan the area around the smoke as well as the smoke detector to clear the smoke from the alarm. Do not open the apartment door unless absolutely necessary; it will set off the fire alarm for the entire building and summon the Hamilton Fire Department.

Please take notice of the location of the fire extinguishers located in the common areas of each building. There is also a fire extinguisher located inside the kitchen closet of each apartment that can be used for all types of fire. Make sure that you know how to operate a fire extinguisher. If you have any questions concerning how to use a fire extinguisher, please ask the Physical Plant Office for a demonstration. If your fire extinguisher is used, please give it to the Physical Plant Office to be refilled. Physical Plant has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

### **Fires**

Fires on Gordon-Conwell Theological Seminary property are prohibited without express written permission from the Dean of Student's and a properly issued permit. Permits are available from the Hamilton Fire Department.

### **Tampering with Campus Fire Safety Equipment**

Students or residents who misuse, tamper with or otherwise disturb fire safety equipment, including smoke detectors, fire extinguishers, pull stations, and fire doors, or remove batteries from detectors will be referred to the Dean of Students.

### **Policies**

The following policies are encompassed by Gordon-Conwell Theological Seminary Housing policy and Massachusetts State Law:

**Arson:** Arson is defined as *"knowingly starting a fire or causing an explosion that causes damage to the property of another"*. Cases of arson, or suspicion of arson will be referred to the Hamilton Police Department, Massachusetts State Police and the Massachusetts State Fire Marshall's Office, and will warrant immediate disciplinary action.

**Candles and Open Flame:** Gordon-Conwell Theological Seminary prohibits the use of incense, candles, and other flame-emitting articles as they can become a fire hazard, cause personal injury, and/or result in damage to the buildings.

**Electrical Appliances / Cooking Equipment:** All electrical appliances must be UL approved. The use or possession of any resistance principal / high voltage cooking equipment (e.g., frying pans, hot pots, hot plates, immersion coils, sun lamps, toaster, toaster ovens, etc.) is prohibited in the Dormitories. Any such equipment

found within a Dormitory space will be considered a fire hazard, and confiscated.

**Hallways & Entryways:** Hallways and entryways must be kept clear at all times due to fire regulations. Please do not store items (i.e., rubbish, bikes, sleds, toys, grills, etc.) in these areas. Items such as doormats or other decorations are also not permitted in the hallways. Storage of bikes is allowed in the stairwells in D, E (Bell), and F (Graham) as long as they are stored neatly and do not block the walkway or stairs. Hallways and entryways are NOT to be used as a children's play area at any time. The playroom in the basement of Retreat House is available during the winter months for children. Contact the Student Life Services office in advance to make arrangements. Items stored improperly are against the State Fire Code, create a fire hazard, and may cause someone to fall. These items are subject to immediate removal by seminary personnel. After being held for 30 days, they will be distributed as the Housing Office deems appropriate.

**Fire Alarms & Equipment:** The Hamilton Fire Department responds immediately to any campus fire alarm. Pulling false alarms, tampering with the smoke detectors, heat sensors, fire extinguishers, sprinkler heads, or spring-loaded door hinges is prohibited.

Students and residents are required to vacate buildings during a fire alarm. Failure to leave the building and/or failing to obey a Campus Safety Officer, Police Officer, Fire Fighter, Physical Plant Employee or RLC during the evacuation of the building will be referred to the Dean of Students for disciplinary action.

**Outdoor Grills:** Grills and separate grilling accessories should be labeled with the owner's name and apartment number. Propane tanks must be kept at least 25 feet away from the building (Per Hamilton Fire Department). The tanks must not be kept in the apartment or the mechanical room. Alternative storage is available in the storage shed outside each apartment building. **Do not leave grills unattended when cooking.** Pour ample amount of water on coals to ensure that the fire is out.

**Fireworks:** The use, possession, and/or sale of fireworks are prohibited by Massachusetts General Law and seminary policy. All fireworks will be confiscated.

**Smoking:** Smoking is not permitted inside any buildings on campus.

### **Building Evacuation Procedures**

All building evacuations will occur when an alarm sounds and/or upon notification by the Campus Safety Officer, Police Officer, Fire Fighter, Physical Plant Employee or RLC. When evacuating the building, leave by the nearest marked exit that is clear of the emergency. Alert others to do the same. Once outside, proceed to **your buildings**

**Evacuation Assembly Area.** Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Do not return to an evacuated building unless told to do so by a Department of Public Safety, Campus Safety Officer, Hamilton Police or Fire Department official.

Each dormitory (Student lounge) and apartment building (main entrance) has Emergency Response Information mounted on the wall with dormitory or apartment building specific emergency and evacuation information. Students are strongly encouraged to review this information.

**Assist individuals with disabilities in leaving the building. Do not use elevators in the case of a fire and/or earthquake.**

**IMPORTANT:** After any evacuation, report to your designated Evacuation Assembly Area. Stay there. **Department of Public Safety, Campus Safety personnel along with the local emergency personnel shall conduct a sweep of the building to make certain occupants have evacuated the facility.**

### **Losses resulting from Fire**

Gordon-Conwell Theological Seminary is not responsible for any loss due to a fire. Students should ensure that their family's insurance policy covers the loss of personal belongings at the Gordon-Conwell Theological Seminary. An inventory of belongings and serial numbers are advisable.

### **Plans for Future Improvements in Fire Safety**

Hamilton campus housing facilities currently meet or exceed fire safety standards, and no future improvements are pending at this time.

### **Copies of the 2016 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus**

Paper copies of the 2016 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety at the Campus Safety Office in the North Wing of the Kerr Building.

### **Campus Fire Log**

A Campus Fire Log of at least the previous one hundred and twenty (120) days is maintained and posted for public review on the information board outside of the Department of Public Safety, Campus Safety Office in the North Wing of the Kerr Building.

Paper copies of previous Campus Fire Logs are available from the Director, Department of Public Safety, Campus Safety upon request.

ALL Campus Fire reports or incidents are recorded on the Campus Fire Log for review within 2 business days of the report or incident.

### **To Report a Fire on Campus**

#### **Fire in Progress:**

CALL 911 or PULL the nearest Fire Alarm Pull-Station

#### **To Report a Past Fire (extinguished) that is discovered:**

CALL 911 or PULL the nearest Fire Alarm Pull-Station or  
CALL the on-duty Campus Safety Officer at 978-836-6798

### **Dormitory and Apartment Building Fire Safety Systems**

#### **Lamont Hall:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Sprinkler System

#### **Phippen Hall:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Sprinkler System

#### **Gray Hall:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Sprinkler System

#### **Main Dorm:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

#### **North Wing:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide  
Detectors

#### **Retreat House:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide  
Detectors

#### **Pilgrim Hall:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide  
Detectors

#### **A Building:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

**B Building:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

**C Building:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

**D Building:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide Detectors, Sprinkler System (Dry and wet systems)

**E Building (Bell Hall):**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide Detectors, Sprinkler System

**F Building (Graham Hall):**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors, Carbon Monoxide Detectors, Sprinkler System

**2015 EANS (*Emergency Alert Notification System*), Send-Word-Now and Procedure Test:**

<b><u>Test #1:</u></b>	Unannounced Drill - Use of EANS (Send Word Now)
<b><u>Test conducted:</u></b>	28 September 2015
<b><u>Senerio:</u></b>	Mock Bomb Threat to Library (Evacuation of Library/Academic Center Complex)

## 2013 – 2015 Dormitory and Apartment Fire Statistics:

<b>2015 Statistics</b>	<b># of fires / causes</b>	<b>related injuries</b>	<b>related deaths</b>	<b>\$ property loss</b>	<b>Mandatory fire drills</b>
Lamont Hall	0	0	0	0	4
Phippen Hall	0	0	0	0	4
Gray Hall	0	0	0	0	4
Main Dorm	0	0	0	0	4
North Wing	0	0	0	0	4
Retreat House	0	0	0	0	2
Pilgrim Hall	0	0	0	0	4
A Building	1 stove *	0	0	0	2
B Building	1 stove *	0	0	0	2
C Building	0	0	0	0	2
D Building	0	0	0	0	2
E Building (Bell)	0	0	0	0	2
F Building (Graham)	0	0	0	0	2
<b>2014 Statistics</b>	<b># of fires / causes</b>	<b>related injuries</b>	<b>related deaths</b>	<b>\$ property loss</b>	<b>Mandatory fire drills</b>
Lamont Hall	0	0	0	0	4
Phippen Hall	0	0	0	0	4
Gray Hall	0	0	0	0	4
Main Dorm	0	0	0	0	4
North Wing	0	0	0	0	4
Retreat House	2 stove *	0	0	0	2
Pilgrim Hall	0	0	0	0	4
A Building	1 stove *	0	0	0	2
B Building	0	0	0	0	2
C Building	2 stove *	0	0	0	2
D Building	0	0	0	0	2
E Building (Bell)	0	0	0	0	2
F Building (Graham)	0	0	0	0	2
<b>2013 Statistics</b>	<b># of fires / causes</b>	<b>related injuries</b>	<b>related deaths</b>	<b>\$ property loss</b>	<b>Mandatory fire drills</b>
Lamont Hall	0	0	0	0	4
Phippen Hall	0	0	0	0	4
Gray Hall	0	0	0	0	4
Main Dorm	0	0	0	0	4
North Wing	0	0	0	0	4
Retreat House	2 stove *	0	0	0	2
Pilgrim Hall	0	0	0	0	4
A Building	1 stove *	0	0	0	2
B Building	0	0	0	0	2
C Building	2 stove *	0	0	0	2
D Building	0	0	0	0	2
E Building (Bell)	0	0	0	0	2
F Building	0	0	0	0	2

(Graham)					

**Explanation of Dormitory and Apartment fires reported on campus  
2013-2015:**

\* Stove fire/burnt food (caused by cooking). There was no fire or property damage however, there was smoke in the building, which required response and/or was vented by the Hamilton Fire Department.

**Contact person on-campus responsible for compliance with Campus  
Fire Safety Right-to-Know Regulations:**

For purposes of including a fire in the statistics in the annual fire safety report, faculty, staff and students should report that a fire occurred to:

Director, Department of Public Safety, Campus Safety  
 North Wing, Kerr Building  
 130 Essex Street  
 South Hamilton, MA 01982 Phone: (978) 646-4181

**To access the Campus Safety and Security Report (Clery Act):**

Please go to this direct web page link:

<http://www.gordonconwell.edu/hamilton/current/documents/Campus-Safety-and-Security-Report.pdf>

or

Paper copies of the 2016 Campus Safety and Security Report, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety at the Campus Safety Office in the North Wing of the Kerr Building.