

# *Gordon-Conwell Theological Seminary*

*130 ESSEX STREET, SOUTH HAMILTON, MASSACHUSETTS 01982*



## **2023 Annual Fire Safety Policy and Report on Student Housing Hamilton Campus**

*Annual Fire Safety Report as required per the Clery Act*

*September 30, 2024*

# Campus Fire Safety Right to Know Regulations

Gordon-Conwell Theological Seminary 130 Essex Street South Hamilton, MA 01982

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## 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 academic or 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.

\* NOTE: 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 – unless provided by the Seminary and approved by the Hamilton fire department) include, but are not limited to:

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

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.
- Regular training is provided 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 academic buildings, offices or 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.

## 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 Facilities Office for a demonstration. If your fire extinguisher is used, please give it to the Facilities Office to be refilled. Facilities has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

## **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, Facilities 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.

## 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.

## 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, Facilities 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. Gordon College Police along with the local emergency personnel shall conduct a sweep of the building to make certain occupants have evacuated the facility.

## **Copies of the 2023 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus**

Paper copies of the 2022 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 in the North Wing of the Kerr Building.

Paper copies of previous Campus Fire Logs are available from the Gordon College Police 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 Gordon College Police at 978-646-4180, Press 3 for the business line, or  
Dial 978-867-4444

## **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

### **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



<b>2023 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	2
Phippen Hall	0	0	0	0	2
Gray Hall	0	0	0	0	2
Main Dorm	0	0	0	0	2
North Wing	0	0	0	0	2
A Building	0	0	0	0	2
B Building	1	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
Wilson House	0	0	0	0	2

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North Wing	0	0	0	0	2
A Building	0	0	0	0	2
B Building	0	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
Wilson House	1	0	0	0	2

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Lamont Hall	0	0	0	0	2
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A Building	0	0	0	0	2
B Building	0	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

## **Explanation of Dormitory and Apartment fires reported on campus 2021-2023:**

- \*\* 2023 (B Building – Apartment) Toys were in the oven and parent did not realize that when they turned the oven on. 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.
- \*\* 2022 all fires were burnt food, no injuries, deaths, or property loss.

## **Fires on Campus Grounds Generally Prohibited**

Outside fires (i.e., campfires, bonfires, etc.) on the campus grounds/Gordon-Conwell Theological Seminary property are prohibited without express written permission from the Physical Plant which will include weather considerations and requires safety measures.

## **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:

Gordon College Police  
978-867-4444

## **To access the Annual Security Report (Clery Act):**

Please go to this direct web page link:

<https://gordonconwell.edu/community/campus-safety/overview/>

or

Paper copies of the 2023 Annual Security Report, Hamilton Campus, may be obtained by contacting the Dean of Students office.