

ANNUAL FIRE SAFETY REPORT OF 2017

SAINT JOSEPH SEMINARY COLLEGE

1. PROLOGUE

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. Specifically, it added:

- Fire safety reporting requirements for institutions with on-campus student housing facilities.

In compliance with appropriate provisions of federal law, Saint Joseph Seminary College is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report, and keep a Fire Log.

2. ANNUAL FIRE SAFETY REPORT

The Annual Fire Reports contains per the Directive:

- Fire statistics listed for each on-campus student housing facility separately.
- Description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- Institutional policies or rules on portable electrical appliances, smoking and open flames in student housing facilities.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, staff, faculty.
- A list of the titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution

3. DEFINITIONS

a. Definition of a Fire

For fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

b. Definition of On-Campus Student Housing Facility

For purposes of the Clery Act regulations, "any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility"

c. Definition of a Fire Safety System

The Higher Education Opportunity Act defines a fire safety system as "any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire".

4. FIRE LOG

A Fire Log will be maintained by the institution. This Fire Log should be easily understood and fires should be recorded on the date reported. For each report of a fire the following information should be included in the Fire Log:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred
- The general location of the fire

The Fire Log may be in hard copy or in an electronic format. The Fire Log must be accessible on site. The Fire Log reports for the most recent sixty (60) day period must be open to public inspection upon request during normal business hours. Any portion of the log that is older than 60 days must be made available within two (2) business days of a request for public inspection. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect: seven years).

5. FIRE STATISTICS

Fire statistics must be collected and reported in both the annual fire safety report and the U.S. Department of Education's web-based data collection system. Fire statistics for each on campus student housing facility must be reported.

- a. The number of fires and cause of each fire.

Categories to be used are:

1. Unintentional Fire (a fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.)
 - a. Cooking
 - b. Smoking materials
 - c. Open flames
 - d. Electrical
 - e. Heating Equipment
 - f. Hazardous products
 - g. Machinery/Industrial
 - h. Natural
2. Intentional Fire (A fire that is ignited, or that results from the deliberate action, in circumstances where the person knows there should not be a fire.)
3. Undetermined Fire. (A fire in which the cause cannot be determined).

- b. Number of deaths related to the fire.
- c. Number of injuries related to the fire resulting in treatment at a medical facility.
- d. The value of the property damage related to the fire.

2017 CALENDAR YEAR FIRE DRILLS IN DORMITORIES and FACILITY FIRE SAFETY SYSTEM						
Facility	# of Drills	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans Posted	Fire Alarm Monitoring
Borromeo	1		X	X	X	
Callais	1		X	X	X	
Pius	1		X	X	X	X
Vianney	1	X	X	X	X	X

2017 STATISTICS & RELATED INFORMATION REGARDING FIRES IN DORMITORIES						
Facility	Total Fires 15/16/17	Date/Time	Cause	Injuries	Number of Fire Related Deaths	Value of Property Damage
Borromeo	0/0/0				0	0
Callais	0/0/0				0	0
Pius	0/0/0				0	0
Vianney	0/0/0				0	0

6. STUDENT HOUSING POLICIES

a. Smoking

All buildings at Saint Joseph Seminary College are smoke-free. Smoking is only allowed in the designated smoking area posted at the beginning of each semester. A \$75.00 fine will be imposed on any seminarian discovered smoking outside of the designated area.

b. Banned Objects and Appliances

The following appliances and electrical devices cannot be used in a dormitory room:

- Any Appliance with Open Heating Coils
- Bread Maker
- Candle with a burned or unburned wick. Violations will result in a \$25.00 fine.
- Coffee/Drink Warmer
- Deep Fryer
- Electric skillet or griddle
- Electric wok
- Explosives
- Facsimile of a weapon
- Fireworks
- Halogen lamps over 120 watts
- Hamburger cooker
- Hot plate
- Toaster
- Toaster oven
- Toxic chemicals
- Weapons

The use of unauthorized electrical devices can present a fire hazard. Students found in possession of unauthorized electrical devices will be directed to remove the item and will be subject to disciplinary action.

c. Open Flames

In accordance with dormitory policy the use of open flame devices are not allowed with the dormitories.

The following open flame devices are prohibited:

- Candles (with or without burned wicks)
- Incense
- Other open flame devices

7. FIRE & LIFE SAFETY VIOLATIONS

To ensure that fire and life safety guidelines are followed within the dormitories, various types of appliances and items are prohibited. If have questions regarding whether a particular item is permitted, students should direct such inquiries to the Dean of Students, Fr. Jonathan Wallis.

Students who violate the Fire & Safety Violations may be referred to the Disciplinary Committee. Disciplinary sanctions will be given to the student **if** found responsible for violations.

8. STUDENT HOUSING EVACUATION PROCEDURES

- a. Students are required to evacuate the buildings upon activation of the building fire alarm system.
- b. Students should familiarize themselves with evacuation plans as posted in all dormitories. An escape route is posted by stairs and other common areas. When students are requested to evacuate a building, it is taken seriously, the lives of students and staff may be in jeopardy.
- c. **BE PREPARED, LOCATE THE PLACEMENT OF FIRE EXTINGUISHERS IN THE DORMITORY HALLS AND KNOW THE EVACUATION ROUTE BEFORE YOU NEED IT. EVACUATION DIAGRAMS CAN BE FOUND NEXT TO THE STAIRS AND OTHER COMMON AREAS.**
- d. Students must evacuate their building anytime the fire alarm is sounded or the Staff request the building to be evacuated, i.e., bomb threat, gas leak, fire, etc.
- e. Upon hearing the fire alarm, all students must immediately exit the building following the evacuation diagrams mentioned above. Once outside, all students should group together following the directions of the staff.
- f. Students must remain outside until the staff has determined that it is safe to return to the building. If the student does not leave the building, appropriate disciplinary action will be taken.
- g. **If You Discover a Fire:**
 - i. Call 911
 - ii. Pull the nearest fire alarm; call out as loudly as possible: Fire! Fire!
- h. When the Alarm Sounds:
 - i. Leave your room, close your door, and evacuate the building according to the fire evacuation plan.
 - ii. Stay away from the building until instructions are given to return.
- i. If You Are Trapped In Your Room:
 - i. Keep the door closed.
 - ii. Seal cracks around the door with tape, clothes, sheets, etc.
 - iii. Open windows slightly if there is no smoke outside.
 - iv. Tie a wet cloth over nose and mouth to aid breathing.
 - v. Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
 - vi. If clothing catches on fire, STOP, DROP, AND ROLL! Don't run. Drop to the floor and roll out the fire. Drop and roll someone else on the ground or use a rug, coat, or blanket to smother flames. Cool the burn with cold water. Get prompt medical attention.

- j. Fire extinguishers are located in strategic points in all buildings. If they are used for things other than fires they may not be available when needed. **PERSONS TAMPERING WITH OR MISUSING FIRE EQUIPMENT WILL BE SUBJECT TO DISCIPLINARY ACTION AND POSSIBLE CRIMINAL ACTION.**
- k. Be aware of potential fire hazards. Room decorations should be limited to non-flammable materials.
- l. Use appliances carefully. Don't leave heat-producing appliances unattended; unplug when not in use and let cool before storing. Don't cover ventilation openings on televisions, stereos, and radios. Never plug a heavy appliance into a lighter extension cord.

9. FIRE SAFETY EDUCATION

- a. For employees: Fire safety training includes instructions on fire alarm system, building evacuation and description of how to shelter in place. Employees facilitate drills with students during academic year.
- b. For students: Training includes verbal instruction of written instructions for fire alarm procedures. Students participate in one unannounced fire drill per semester.

10. FIRE REPORTING

All fires should be reported to the Dean of Students, Fr. Jonathan Wallis. Fires involving an injury, death, significant property damage or suspicious fire incidents must be reported to the Louisiana State Fire Marshal and/or Assistant Fire Marshal on a 24/7 basis. The reporting of fires to the Louisiana State Fire Marshal's Office can be via a 24/7 telephone number: 1-866-946-1097.

11. FUTURE IMPROVEMENTS ON CAMPUS FIRE SAFETY

Saint Joseph Seminary College continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of the institution to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff. Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review. Improvements or potential changes in fire safety are reviewed and any required changes are implemented on a timely basis.