



Hellenic College  
**HOLY CROSS**  
Greek Orthodox School of Theology

***Annual fire safety report***  
**2017-2018**





# Table of Contents

<b>REGULATIONS</b>	<b>1</b>
<b>1. FIRE STATISTICS</b>	<b>4</b>
<b>2. DESCRIPTION OF ON CAMPUS STUDENT HOUSING FACILITIES FIRE SAFETY SYSTEM</b>	<b>4</b>
<b>3. FIRE DRILLS</b>	<b>4</b>
<b>PROCEDURES</b>	<b>5</b>
FIRE SAFETY	5
FLAMMABLE MATERIAL	5
SMOKING	5
FIRE & SMOKE ALARMS, HEAT DETECTORS & EXTINGUISHERS	5
BURNING OR LIGHTING OF MATERIALS	6
<b>5. PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE.</b>	<b>6</b>
FIRE EVACUATION	6
IN CASE OF A FIRE	6
<b>6. POLICIES ON PREVENTION EDUCATION</b>	<b>7</b>
<b>7. NUMBERS TO KNOW</b>	<b>8</b>
EMERGENCY SITUATIONS	8
NON-EMERGENCY SITUATIONS	8
<b>APPENDIX</b>	<b>9</b>



## Regulations

Federal regulations (3.4 CFR § 668.49) require that any institution that maintains any on-campus student housing facility must prepare an annual fire safety report. This section provides a transcript of those regulation, which will help understanding the statistics provided at the end of the report.

### § 668.49 Institutional fire safety policies and fire statistics.

#### (a) Additional definitions that apply to this section.

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

**Fire-related death:** Any instance in which a person -

(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

(2) Dies within one year of injuries sustained as a result of the fire.

**Fire safety system:** 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.

**Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**(b) Annual fire safety report.** Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

- (1) The fire statistics described in paragraph (c) of this section.
- (2) A description of each on-campus student housing facility fire safety system.
- (3) The number of fire drills held during the previous calendar year.
- (4) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- (5) The institution's procedures for student housing evacuation in the case of a fire.
- (6) The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- (7) For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- (8) Plans for future improvements in fire safety, if determined necessary by the institution.

**(c) Fire statistics.**

- (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning -
  - (i) The number of fires and the cause of each fire;
  - (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
  - (iii) The number of deaths related to a fire; and
  - (iv) The value of property damage caused by a fire.
- (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis.

**(d) Fire log.**

- (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.
- (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under § 668.46(a), of the receipt of the information.
- (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- (4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section.

# 1. Fire Statistics

There were no fires on campus reported this year. The full fire statistics report is available in the Appendix of this document.

# 2. Description of on Campus Student Housing Facilities Fire Safety System

All institutional facilities have fire suppressions systems to combat the possibility of fire. Specifically, the dormitory building Polemanakos systems consist of smoke detectors, heat detectors and sprinkler system. The equipment in service is connected to pull stations monitored by Town of Brookline and City of Boston Fire Departments. Our housing units are equipped with smoke detectors, heat detectors, manual pull stations, audible warning devices, and a fire alarm control with remote notification capability to provide early warning of a developing fire. The equipment consists of the following fire systems:

Location	Equipment
Cafe and Polemanakos Dorms	Summit SFC-200
Carlos House #1	Fire Lite MS5210 UD
Cotros House #2	Fire Lite MS 10UD
Anagnostou House #7	Fire Lite MS 5210UD
Spathis House #6	Fire Lite MS 5210UD

All systems are maintained by Fire Alarm/Extinguisher Service Co., Inc., 25 Walpole Park South Dr, Unit 9, Walpole, MA 02081 under a master service agreement with Hellenic College Holy Cross.

# 3. Fire Drills

Evacuation Drills are coordinated by Office of Campus Safety and Resident Life. All residence halls evacuation procedures will be outlined with the residents during the first floor meeting. Evacuation drills are conducted in all residence halls each semester, which will not be announced in advance. In addition, periodic room inspections, twice per semester, provide opportunities to identify other fire hazards.

All students should familiarize themselves with the evacuation card on the back of their room door and with all exits from the building in order that the nearest safe exit will be properly chosen in an emergency.

Two fire drills were performed last calendar year. This year, we will continue performing at least one unannounced fire drill per semester.

## **Procedures**

### **Fire Safety**

It is essential for the safety of all members of the college community to be particularly careful about fire hazards. Firearms, fireworks, halogen lamps and heating devices of any type, and any other property or material which has the potential to be dangerous to persons or property, are strictly prohibited from all residence halls. Students agree to comply with the regulations in the Student Handbook for appliances, computers and fire safety. Offenders of these regulations and abusers of fire alarms and other residence hall fire equipment will be subject to fines, removal from campus housing, disciplinary proceedings and/or criminal prosecution.

False reports of fire or other dangerous condition, creation of a fire hazard or other dangerous condition, or activities that interfere with campus safety, civility or environmental health are strictly prohibited.

### **Flammable Material**

At no time may a resident store or bring into any building a flammable, combustible or explosive fluid or material other than cleaning fluids that are customary for residential life.

### **Smoking**

There is absolutely no smoking allowed in any building on campus. All students agree to comply with this rule by virtue of residing in campus housing.

The disposal of cigarette butts anywhere on the grounds of HCHC is prohibited.

Cigarettes must be put out and safely disposed of in a fire-safe container. Fines in the amount of \$50 per occurrence will be issued to offenders and/or disciplinary action if deemed appropriate by the Director of Housing.

### **Fire & Smoke Alarms, Heat Detectors & Extinguishers**

When a fire alarm sounds, it is imperative that all students evacuate and stand clear of the building until signaled by officials to enter. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and is a federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined \$250 plus the cost of recharging the extinguisher. Smoke alarms have been placed throughout the campus. Inoperable or malfunctioning smoke or heat

detectors should be reported to the Director of Housing immediately. Tampering with or setting off smoke alarms or heat detectors is a violation of federal law. Students who tamper with smoke alarms or heat detectors for any reason other than emergency situations will be fined \$250 plus the cost of repairing the equipment.

### Burning or Lighting of Materials

The lighting and/or burning of any material, including, but not limited to candles, incense, scented oils, potpourri, etc. is strictly prohibited.

Anyone found in violation of this policy will be fined \$125 per occurrence and/or realize a loss of housing privileges. (Source: Student Handbook)

## 5. Procedures for student housing evacuation in the case of a fire.

- Know the location of all exits from your building. All exits in institutional facilities are properly marked with illuminated EXIT signs. EVACUATION
- Know the location of the fire stations and how they operate.

### Fire Evacuation

Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative is prohibited.

### In case of a fire

1. Upon hearing a building alarm signal, which may be a bell, horn or a voice message, depending on the building you are occupying, begin evacuation immediately and close the doors behind you. Use the nearest safe exit, but do not use the elevator.
2. If you can do so safely on your way out, pull the nearest fire alarm.
3. If you can do so safely, knock on your neighbors' doors and notify them that they must immediately leave the building. Stay calm and keep order. Signs are posted in each residence hall and in each apartment giving appropriate evacuation routes. Evacuate using the nearest safe exits or stairwell. Assemble outside in your designated area.
4. Do not attempt to fight a fire yourself due to the hazards associated with the products of combustion and the threat of a spreading fire.
5. If caught in smoke or heat, stay low where the air is generally better and you should attempt to reach a safe exit or area of refuge (i.e. bathroom or shower stall).
6. Do not re-enter the building until permission has been granted by the Fire Department.
7. Contact the RA, Dean of Students or the Director of Housing.

## **6. Policies on Prevention Education**

All incoming students, staff, and faculty are introduced to the campus' Security Staff at the time of orientation, briefed on the services provided by the department, and encouraged to contact the office with any potential problems, concerns, or recommendations.

Campus Security is also responsible for providing crime awareness education programs, emergency preparedness, and administering and enforcing parking regulations.

## 7. Numbers to Know

### Emergency Situations

- Brookline Police Emergency Line (911): 617-730-2222
- Rev. Fr. Antonios Papathanasiou, Dean of Students: 617-850-1313

### Non-Emergency Situations

- **Polemanakos Dormitory**  
Panayiotis Coufos Resident Housing Director: 617-631-0130
- **Married Housing**  
Alex Kamilaris, Married Resident Director: 919-812-3920
- Campus Security Duty Officer: 617-304-3774
- Other Non-emergencies: 617-850-1313

# Appendix

