The Higher Education Act and Clery Act require institutions to disclose annual fire reports and submit them to the Department of Education. Regis College prepares an annual mandated fire report that contains the following information:

- Fire statistics for each student housing facility.
- A description of each on-campus student housing facility fire safety system.
- The number of fire drills held during the previous calendar year.
- Policies and rules regarding portable electrical appliances, smoking and open flames in a housing facility.
- Procedures for student housing evacuation in the case of a fire.
- Policies regarding fire safety education and training programs provided to the students and/or employees.
- List of persons or individuals to which students and employees should report that a fire occurred.
- Plans for future improvements in fire safety, if determined by the college.
- Fire logs and journals.
Definitions

Fire: According to the Higher Education Act, a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

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 unintentional or intentional action, mechanical failure, or act of nature.

Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional Fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined Fire: A fire in which the cause cannot be determined.

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 fire. The term “person” may include students, employees, visitors, firefighters, or any other individual.

Fire-Related Death: Any instance which a person 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 fire; or dies within one year of injuries sustained as a result of the 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.

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.

Fire Safety in On-Campus Residence Halls

Fire Prevention Information

FIRE SAFETY IS A PART OF LIVING.
The Regis College Police Fire Safety Officer administers an aggressive program of regular inspection, testing and maintenance of College premises, especially residence facilities, to ensure compliance with applicable fire and life safety codes and standards, conducting regular egress drills and providing a variety of educational and training programs for students, faculty and staff.

Regis College Police Department’s Fire Safety Officer works with Physical Facilities and in conjunction with the Weston Fire Department to ensure the safety of all on campus. Throughout the year, Regis College and the Weston Fire Department work closely on improving many fire and life safety protection systems.

**Fire Alarm and Suppression Systems:**

All on-campus residence halls are equipped with both automatic and manually-operated fire alarm notification devices (*pull stations*). College Hall and St. Joseph Hall are equipped with sprinkler systems, and the remaining residence halls will have systems installed before September 2014. The fire alarm systems in all on-campus residence facilities consist of horns and strobe lights alerting residents to an alarm and are also remotely monitored by the College’s computerized campus-wide alarm monitoring system at the Campus Police Office. All fire alarm systems contain emergency back-up batteries to ensure operation during a power outage, and most facilities also have emergency generators designed to automatically activate whenever there is a power outage. These back-up batteries and generators will operate life safety systems, including fire safety equipment and emergency exit lighting.

Regular and frequent inspections are conducted by Campus Police, Residential Life and Physical Plant staff who report fire hazards in residence halls and facilitate prompt resolution. Every student room in residence halls have smoke detectors that, when activated, are immediately received by the Weston Fire Department and by Regis College Police Office, to enable a rapid response by responders. With a fire station located 1.2 miles from campus, response times to any location on campus is usually 5 minutes or less, which is a recommended response time by the NFPA. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional sprinkler and smoke detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the College’s annual facilities maintenance project plan. For a detailed explanation of the specific fire alarm and suppression systems in any of Regis’ on-campus residence facilities, contact the College Fire Safety Officer at (781) 768-7777.

**FIRE/EVACUATION PROCEDURES**

**If you discover a Fire**

- Sound the fire alarms by pulling the nearest pull station. (These alarms are directly linked to the Weston Fire Department and to Regis College Police Department, and immediate response is activated.) These pull stations are located near each exit.

  ![Fire Alarm Pull Station](https://via.placeholder.com/150)

- Start to evacuate the building, yelling out “*Fire*” to alert others in the building, and closing doors behind you if you can safely do so.
• Call the Regis College Police Department at extension 7777 from a safe area.

• Ensure that you evacuate the area completely and do not go back into the building until Campus Police or the Fire Department gives permission to do so.

If You Hear the Alarms

• Start the evacuation process.

• Close doors behind you if you can safely do so. This can prevent the spread of smoke and slow the spread of fire.

• Rescue any victims that you may encounter without putting yourself at risk.

• **At no time should the closing of doors, activation of alarms or assisting others delay the exit from a building!! **

• Do not use elevators. Use the stairwells to exit the building (know at least two ways to exit from your room ahead of time!)

• Assemble outside in a pre-determined area at least 150 feet away from the building.

• Do not block the fire lanes. Keep them open for fire department apparatus.

• Remain a safe distance away.

• Do not re-enter the building until Campus Police or the Fire Department gives permission to do so.

What to Know Ahead of Time: Pre-Plan/Tips

All members of the Regis College community should familiarize themselves with the fire evacuation plans located within each building on campus.

• In the event of a fire alarm, all individuals must vacate the building immediately. Failure to do so will result in judicial sanctions, including but not limited to, a fine of $100.

• Setting off fireworks and firecrackers is dangerous and disruptive and is prohibited.

• Smoking is restricted to posted areas outdoors, only. Smoking inside any building on the Regis College campus is prohibited. Smokers must dispose of all cigarettes and related materials (matches, lit cigarettes, etc) in a safe manner by utilizing the appropriate disposal receptacles.

• The blocking off of egresses of any kind, including passageways between rooms, is strictly prohibited and will result in judicial sanctions, including but not limited to, a fine of $100.

• Items may not be hung from the ceiling, sprinklers, or other emergency related systems.

• Any action or threat of action which creates a fire hazard is not tolerated at Regis College. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, or knowingly making a false report or threat of a dangerous
condition. Activating a false alarm endangers the safety of all residents, as well as that of the greater community and of the fire department. Such action will be treated as a criminal offense and is subject to a $500 fine.

In summary:

- Know at least two exit routes from your floor/area.
- Know the locations of at least 2 pull stations.
- Familiarize yourself with the fire regulations and policies of the College
- Know the locations of fire extinguishers
- Be aware of individuals in your area that may need assistance in getting to a safe area during an emergency
- Report any damaged or missing fire equipment if seen

Rules for Electrical Appliances, Smoking and Open Flames:

Only a limited number of appliances approved by Underwriters Laboratories is permitted within the residential halls, and smoking is not permitted inside any campus building. Prohibited personal items include: plastic milk crates and stackable storage containers that are not fire resistant, non-metal waste baskets, candles, incense, halogen lamps, sun lamps, immersion heaters, and space heaters. Certain additional cooking appliances are prohibited. Residents are reminded to use extension cords only if they bear the UL label. Never run cords under rugs or across doorways and use cords appropriately designed for the electrical load. For a detailed list of approved appliances for each facility and policy statements please contact the Resident Life office at (781) 768-7050, and refer to your Student Handbook.

In summary, to assure safety to residents and enhance fire safety, do not:

- Do not store or possess flammable liquids of any kind
- Do not use candles, incense, etc.
- Do not use open flames
- Do not use interior decorations at holiday season, such as live trees, wreaths that do not meet the codes
- Do not use or store fireworks of any type
- Do not smoke inside the building, in compliance with Mass. Clean Indoor Air Act (MGL Chapter 270, Section 22)

Fire Regulations

False Alarms
A false alarm is extremely dangerous. Any person found to have intentionally set off a false alarm is subject to a $500 fine, may be suspended from Regis College housing and may also be suspended or expelled from the College and will be subject to criminal prosecution.

**Fire Emergency & Fire Drill Procedures in Residence Halls**

Fire safety rules and regulations are posted on each floor. Residents and their guests should familiarize themselves with these postings.

In the case of an alarm, residents should touch the door to feel if it is hot and look under the door for any smoke seeping in. If it is safe to evacuate, leave the building immediately by way of the nearest exit. Assemble outside away from the building at the designated meeting place, not in the parking lots, or fire lanes, as these areas must be kept clear for fire equipment. Do not re-enter the building until the fire department or campus police clear re-entry.

To the extent that personal safety permits, the Community Life staff assists residents with evacuation. However, it is the sole responsibility of the residents to evacuate whenever an alarm sounds. Any person who does not leave a building when an alarm sounds is subject to a $100 fine.

Tampering with fire alarms, fire extinguishers, smoke detectors or other fire equipment can endanger the lives of fellow students as greatly as setting a fire. Residents found responsible for causing a fire, activating an alarm unnecessarily, or using any other fire equipment unnecessarily are subject to immediate suspension from housing, a fine and may face further sanctions in accordance with state and federal law.

No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire drills are held at least twice a year per residence hall, and sometimes more often than quarterly.

**Fire Hazards**

Candles, incense, and flammable materials are not permitted in the residence halls. If a resident is found with a candle or incense burning, or a candle with a burnt wick, the item will be confiscated. Christmas trees and plants over two feet in height and width are not permitted. Confiscated items will not be returned to residents. Violators for this policy may be held accountable through the Judicial System and are subject to a fine.

Excessively large tapestries, wall hangings, and netting of any sort are prohibited in residence halls. Tapestries cannot be used to cover ceilings and walls. Items may not be hung from ceilings, sprinklers, or other emergency related systems. Residents with such items will be asked to remove them immediately.
and are subject to a fine. Any questions regarding these items should be directed to the Resident Director or the Director of Housing.

The hallways and egresses of residence halls must be kept clear at all times. State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of obstructions. This includes, but not limited to mats, laundry racks, shower caddies, shoes and sporting equipment. Residents responsible for leaving objects in egress and hallways will be subject to a fine per each item.

Winter Holiday Season

- Trees are not permitted in corridors, aisles, passageways, or stairways. Pathways leading to an exit should remain free and clear at all times
- Real trees, wreaths or other greenery are prohibited
- The use of holiday cards or wrapping paper to decorate exit corridor walls is prohibited

Office Evacuation in the Event of a Fire

At Regis College, we all have responsibility for fire and life safety. Campus Police is committed to ensuring safety of all on campus. We make fire safety a priority in residence halls as well as other campus buildings. While Campus Police is administering fire safety programs, inspections, and trainings, all students, faculty and staff must take responsibility as well. In the event you see or suspect a fire, contact campus police immediately at x7777. It is very important that each person takes responsibility in being familiar with his/her surroundings and to use these guidelines to make sure there is a safe and timely evacuation of all building occupants during an emergency:

- Locate the two exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.

- Know where the fire alarm pull stations on your floor are. These will set the alarms off immediately to notify everyone else in the building. There are pull stations located near every exit.

- Please do not block fire extinguishers and other fire safety equipment — maintain these areas for quick and easy access at all times.

- Keep egress paths and hallways clear — this includes hallways and stairwells. Do not store furniture, file cabinets, etc in these areas. This will ensure easier exit if the hallways or stairwells were filled with smoke.

- Ensure that fire doors are kept closed at all times. If you find them open, remove wedges or other items keeping them open. Fire doors can help prevent the spread of smoke and fire.
Roles of the Faculty/Staff

- Wherever or whenever you are teaching, you are an important key in fire safety.
- Always treat a fire alarm as a potential emergency – even if you know it is a drill. All rooms and offices must be evacuated. If able to do so, close doors behind you.
- Before opening doors, be sure to feel the surface to make sure it is not hot to touch.
- Know the building exits, stairwells, and locations of pull station alarms to activate the fire alarm systems.
- Know the location of at least 2 fire extinguishers
- Know the building meeting places for students, staff and faculty. You should be at least 150 feet away
- Please refrain from tampering with fire safety equipment
- Please refrain from hanging decorations from any of the fire safety equipment
- Please keep stairwells, hallways and exit access clear from obstruction. This will ensure quick exits

Fire Extinguishers

- Located throughout each and every building on campus
- Not to be used as door props
- Not to be off the walls at all
- Extinguishers are not intended for you to be firefighting, but to help you exit a building if necessary

Fireplaces on Campus

Fireplaces on campus are for aesthetic purposes only, and using fireplaces in any building on campus is prohibited. The Maria Hall addition will have a gas fireplace. Morrison House has electric logs in the fireplaces for the affect during certain events, with permission to do so.

Barbecue Use on Campus

- Grills of any type are prohibited inside any building on campus.
- Use of propane gas grills must be outside and **at least 20 feet** from any building, per order of the Weston Fire Department. Propane and flames must be shut off and extinguished after each use.
- Propane tanks and other flammable liquids are prohibited from being stored in any part of any building on campus.
- Do not dump ashes into trash, dumpsters, or wooded areas.
Notification shall be made to the Campus Police Fire Safety Officer when an event is planned that will have the use of a grill during such an event. You can contact Campus Police at extension 7111, or email at firesafety@regiscollege.edu.

Open Fires/Bonfires

Bonfires or open fires are allowed only with specific written permission from the Weston Fire Department, Campus Police Fire Safety Officer, or Chief of Campus Police or his designee. A written request must be made to Campus Police that includes:

- Date of event
- Type of event
- Time of the event
- A brief description

Training

During orientation, students receive presentations on fire safety and prevention. These presentations cover a variety of topics, including:

- Personal safety,
- Residence hall fire prevention and quick reporting,
- Resident Hall staff training and new student fire prevention orientation, and
- General fire safety tips

New employees shall receive training and information similar to that provided at student orientation and Residence Life training. Additional training for employees is provided as requested or needed. Throughout the year, Campus Police in conjunction with the Weston Fire Department may have additional fire safety training sessions. Campus Police and the Weston Fire Department also perform fire safety inspections periodically of all the buildings on campus. Individual departments, and/or student organizations may request special training sessions by contacting Campus Police. Any questions or concerns can be directed to Campus Police or the Campus Fire Safety Officer at firesafety@regiscollege.edu.
Regis College Fire Logs

Because Regis College is an institution that has on-campus housing dormitories, Campus Police is required to keep a fire log. Campus Police also maintains an alarm incident journal which will summarize all reports of fires or fire alarm incidents involving residential buildings of the college. Fire logs include the date, location and type of incident as well as injuries and damage sustained.

The fire logs and journal of the most recent 60-day period is available for the public to view during business hours of Monday through Friday between 8:00 am and 4:00 pm. The fire logs and journal can be located at Campus Police in Room 102 of College Hall.

Regis College Police - Fire Log

Sample Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type/Cause</th>
<th>Number of Injuries Treated</th>
<th>Related Deaths</th>
<th>Property Damage</th>
<th>Value of Damaged Property</th>
</tr>
</thead>
</table>

Fire Reporting

Campus Police is expected to collect and investigate any and all information regarding any report of fire. Therefore, you should always report any fire related concerns to Campus Police and/or Campus Fire Safety Officer. Campus Police is staffed 24 hours a day, and can be reached at extension 7111 or email any concerns at firesafety@regiscollege.edu. Entries need to be made in our fire logs in a timely fashion. Please report any information as soon after the incident as possible.
### Regis College Fire Statistics for 2010

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<th>Hall</th>
<th>Total Fires</th>
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## Regis College Fire Safety Equipment and Life Safety Systems on Campus

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<th>Building</th>
<th>Fire Extinguishers</th>
<th>Sprinklers</th>
<th>Alarm to Town</th>
<th>Alarm to Campus Police</th>
<th>CO Detector-Hardwired or Battery</th>
<th>Pull Stations</th>
<th>Evacuation Placards</th>
<th>Annual Fire Drills</th>
<th>Smoke Detectors</th>
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October 2013

Fire Safety is Campus Safety.
### Regis College Fire Safety Equipment and Life Safety Systems in Residence Halls

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**October 2013**