



**2024 Annual Fire Safety Report**  
**2021-2023 Reporting Years**

# Table of Contents

Director's Message	3
Fire Safety Policies & Practices	4
Fire Alarm Gathering Locations	5
Fire Detection and Suppression Systems	6
Resources / Community Relationships	7
Fire Statistics for 2021-2023	8

## Director's Message

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), this document contains information about campus fire safety practices and standards of the College. In addition, fire statistics for the last three calendar years are included in this report.

Campus Safety, in conjunction with the Office of Student Life and Facilities Management, work together to maintain a safe campus environment with respect to fire safety. The College utilizes a Simplex Fire Detection and Alarm System. College units work closely with Standish Fire-EMS and various service providers to ensure that all required inspections, operational tasks, and preventive maintenance are performed in accordance with rules of the State Fire Marshal and State adopted NFPA standards.

I encourage you to read this document and to know and use this important safety information to enhance your learning, living and working experience at Saint Joseph's College.

Respectfully,

Robert Chaddock  
Director of Campus Safety & Emergency Preparedness  
[bchaddock@sjcme.edu](mailto:bchaddock@sjcme.edu)

## Fire Safety Policies & Practices

1. All fire pit activities/open fires are subject to approval by the Fire Warden and require a same day issue burn permit. The open fire must be attended at all times by the resident host or SJC staff, and Campus Safety will monitor the fire through regular patrols. Open fires shall only occur outdoors in designated areas, and may be canceled or terminated at any time at the discretion of Standish Fire Department or Campus Safety.
2. During the academic year, health, safety, and fire inspections will be conducted. Student Life may partner with Facilities Management and Standish Fire to conduct these inspections. These groups walk through the buildings and may check a resident's room in order to evaluate and uphold health and safety standards. Violations of fire code could result in a fine from the Standish Fire Department.
3. All residence halls are equipped with fire protection equipment including smoke detectors, pull alarm stations and fire extinguishers. Annual training is held to promote dormitory fire safety, efficient evacuation and fire prevention strategies. RA fire safety training was held on 08/15/2023 and the Standish Fire Department conducted dormitory fire drills on 10/17/2023. The goal is to educate and develop orderly evacuation; attendance is taken at the evacuation location to ensure all student occupants are accounted for.
4. Students are expected to conform to all College procedures for fire drills and evacuations. When an alarm is sounded, all individuals in the building must exit promptly and proceed to their designated emergency assembly areas, and must cooperate with any responding emergency personnel. Failure to evacuate during any fire alarm will result in a \$150 fine and any additional sanctions. Students who have multiple offenses may be subject to increased fines and more severe disciplinary action.
5. Appliances that require high heat are not permitted in the residence halls. Open burner items or items with hot plates are not permitted.
6. Candles and any item that could be burned (e.g. incense/oil lamps) are not permitted in the residence halls. This includes candles for decoration or unburned candles.
7. Power strips with a built-in circuit breaker and three-prong extension cords are allowed in the residence halls. Per the Standish Fire Code, any other extension cords (two-pronged) or non-grounded strips are prohibited.
8. Certain room decorations do pose fire hazards (fishnet, incense, etc.) and are not permitted in the halls. Open bulb lighting is not approved. Additionally, no more than 50% of wall space can be covered and no electrical outlets/fixtures can be covered due to fire regulations. No items may be hung from the ceiling or from/near sprinkler pipes.
9. Any individual or group involved in tampering with fire or safety equipment (smoke detectors, emergency phones, sprinkler systems, pull stations, etc.) may be immediately removed from campus housing. If the person(s) responsible cannot be identified, the residents of the floor/area may be charged through the damage billing process.
10. Fire Evacuation
  - A. When the fire alarm sounds:
    1. Always assume that it is a real fire whenever an alarm sounds.  
**DO NOT IGNORE AN ALARM!**
    2. As you leave your room, check the door and handle to see if they are hot.
    3. If the door/handle is *not* hot:


- Take your coat and shoes with you
  - You must leave your room
  - Follow the designated evacuation route.
4. If the door/handle is hot:
- Stay in your room. It only takes a few minutes for the fire department to arrive.
  - Place a wet towel rolled up against the crack at the bottom of the door.
  - Hang a sheet out of your window; leave the window open slightly to allow good air in and bad air out.
  - Stay close to the floor, as smoke will rise to fill up the top of the room. Above all, **REMAIN CALM.**

B. If you see a fire:

1. Pull the fire alarm nearest you.
2. Leave the building via the safest evacuation route.
3. Once outside, immediately report to the designated evacuation location.


C. Other important information:

1. Be knowledgeable of all evacuation routes out of the building.
2. Learn where the fire alarms are on your floor.
3. **YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY DURING A FIRE ALARM.** Leave the building immediately. Do not wait to be told.



# Emergency Protocol

**FOR EMERGENCIES**  
CALL 207-893-7911

Emergency Situations	Emergency Locations	Emergency Actions
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>FIRE</b></p> <p><b>EMERGENCY ACTION: EVACUATE</b></p> <ul style="list-style-type: none"> <li>• Feel for heat on all doors prior to opening - if hot - <b>DO NOT OPEN</b></li> <li>• If smoke is present, cover nose and mouth with clothing, stay as low to the ground as possible and exit</li> <li>• <b>DO NOT USE ELEVATOR</b></li> <li>• Proceed to fire alarm gathering location (see map)</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>ACTIVE SHOOTER</b></p> <p><b>EMERGENCY ACTION: SECURE-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>• Proceed to a room that can be secured, shut and lock the door, close windows, get down on the floor where you are not visible</li> <li>• Silence your devices - <b>DO NOT TURN YOUR CELL PHONE OFF</b></li> <li>• Immediately call Campus Safety 207-893-7911</li> </ul> <p><b>EMERGENCY ACTION: SHELTER-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>• If the shooter is in your area, remain calm, follow orders, and call Campus Safety when it is safe to do so</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>SEVERE WEATHER</b></p> <p><b>EMERGENCY ACTION: SHELTER-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>• Move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture</li> <li>• Stay away from windows. <b>DO NOT OPEN</b> windows</li> <li>• Remain in safe area until danger has passed</li> </ul> </div>	 <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px;"> <p><b>FIELD LOT</b></p> <ul style="list-style-type: none"> <li>6 Service Building</li> <li>14 Saint Joseph Hall</li> </ul> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>FLAG POLE</b></p> <ul style="list-style-type: none"> <li>3 Xavier</li> <li>4 Mercy Hall</li> <li>5 Hoffmann</li> </ul> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>QUAD</b></p> <ul style="list-style-type: none"> <li>Admissions</li> <li>Quad Apartments</li> </ul> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>BIG ROCK</b></p> <ul style="list-style-type: none"> <li>10 Allford Center</li> <li>11 Study/Purum</li> <li>13 Allford Hall</li> </ul> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>FIRE PIT</b></p> <ul style="list-style-type: none"> <li>15 Shandish Hall</li> <li>16 Gamble Hall</li> <li>17 Feeney/Carrier</li> <li>18 O'Connor</li> </ul> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>SECURE-IN-PLACE</b></p> <p>Ordered when necessary to place a locked door or barricade between you and the associated danger</p> <ul style="list-style-type: none"> <li>• If outside seek cover in the nearest unlocked building</li> <li>• If the buildings have been locked, continue to move away from danger, seek cover, move to another building, or exit campus if it is safe to do so</li> <li>• Once inside, find an interior room, lock/barricade doors</li> <li>• To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows</li> <li>• Await further instruction from emergency personnel</li> <li>• Do not exit until "All Clear" is received</li> <li>• Be silent and still</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>SHELTER-IN-PLACE</b></p> <p>Ordered when protection is necessary from hazardous weather</p> <ul style="list-style-type: none"> <li>• Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see severe weather event to react</li> <li>• Once inside, stay away from windows, and unsecured objects that may fall</li> <li>• Seek shelter in interior rooms and corridors</li> <li>• Do not use elevators</li> <li>• Await further instruction from emergency personnel</li> <li>• Do not exit until "All Clear" is received</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>EVACUATE</b></p> <p>Ordered when people must exit the building due to unsafe circumstances</p> <ul style="list-style-type: none"> <li>• Take with you only important personal items such as your keys or phone</li> <li>• Follow instructions from emergency personnel</li> <li>• Check doors for heat before opening. Do not open if it feels hot</li> <li>• Walk - do not run</li> <li>• Head to your assembly point, unless otherwise instructed</li> <li>• Keep roadways and walkways clear for emergency vehicles</li> <li>• Do not return to building until notified that it is safe to do so</li> </ul> </div>

## Fire Detection and Suppression Systems

All residential buildings are protected by automatic sprinkler systems and are equipped with fire detection and alarms systems. Residential buildings are also equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety code.

<b>Residential Facilities</b>	
<b>Building Name</b>	<b>Protected</b>
Carmel	X
Cassidy	X
Cunneen	X
Currier	X
Feeney	X
Gingras	X
O'Connor	X
St. Joseph's	X
Standish	X

## Community Resources / Community Relationships

Agency	Responsibility	Contacts
SJC Campus Safety	Institutional Safety & Alarm Response	(207) 893-6687 (non-emergency) X7911 (emergency- from any campus phone)
Standish Fire-EMS	Local emergency response	(207) 642-4343 (non-emergency) 911 (state-wide emergency)
Cumberland County Sheriff's Office	Regional emergency dispatch center	(207) 774-1444 (non-emergency) 911 (state-wide emergency)
Maine Fire Marshal's Office	Fire investigation	(207) 626-3870
Center for Campus Fire Safety	Advisory agency for fire safety best practices and information specific to the campus environment	<a href="http://www.campusfiresafety.org">http://www.campusfiresafety.org</a>
National Fire Protection Association	Advisory agency for fire safety best practices and information	<a href="http://www.NFPA.org">http://www.NFPA.org</a>

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On Campus Residential Facilities	Year	Total Fires	Cause of Fire	Fire Related Injuries	Fire Related Deaths	Value of Property Damage
Carmel	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Cassidy	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Cunneen	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Currier	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Feeney	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Gingras	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
O'Connor	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Standish	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
St. Joseph's	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A

Students and employees should report all fires to the St. Joseph's College Campus Safety Department. For more information, please contact: Robert Chaddock, Director of Campus Safety & Emergency Preparedness, 207-893-6686, [bchaddock@sjcme.edu](mailto:bchaddock@sjcme.edu).