

Fire Safety & Evacuation Procedures  
NWIC Residence Life Center [RLC]  
4165 Lummi Shore Rd.  
Bellingham, WA 98226  
(360) 392-4329

*The fire alarm is blaring, and smoke is beginning to fill the hall of the hotel in which you are staying. According to the Seattle Fire Department's Fire Prevention Division in Washington, a guest whose room is in flames has roughly two minutes to get out alive.*

Fire Safety System

The NWIC Residence Life Center has a sprinkler per code in each room, office, and storage space and an actively monitored fire system. The system is regularly tested and fire drills will occur a minimum of once per academic year and as many times as twice per quarter. The fire safety system in the Residence Life Center is maintained by Commercial Alarm and Detection. The Residence Life Center is under Whatcom County Fire District #8 Marietta, Chief Dean Whitney.

Staff Meets at RLC Office or at Evacuation Routes

If an alarm sounds, staff members are to rush to the office and await orders from the fire director. The fire director is a previously appointed person who spends the majority of their workweek at the RLC and knows it inside and out. Fire wardens are those staff members who are assigned to a specific floor to help with the evacuation of residents on that floor. In the event of an alarm, they will report to their positions---usually at the exit stairwell of the floor to which they are assigned---and await the fire director's orders.

Check for Fire

If the alarm sounds, one or two staff members should be sent to the alarm's location to determine if a fire is present. If it is, they have the responsibility of alerting the RLC Office &/or the residential fire director and alerting those in immediate danger of being trapped by the flames. The staff members should carry a flashlight on their person, in case smoke becomes too thick and they cannot see well. They will assist the fire wardens in rounding up residents and evacuating them from the RLC.

RLC Office

The office staff &/or fire director should call 911 and relay the dispatcher the name and address of the school, the fire's location within the RLC and any pertinent information the fire department may need in detecting or fighting the fire. The fire director shall take only those calls coming from residents, before any that are external, because these may be coming from residents trying to alert them of a fire or an entrapment situation.

As the fire director waits for help to arrive, they should begin calling each resident and alerting them of the alarm and their need to vacate the premises. As they do this, they will need to keep a list of residents who do not have phones. This list will be given to the fire department along with master keys to every room of the RLC, upon their arrival. The fire

director also will need to print up a list of all guests, highlighting those who have disabilities and those who may require extra assistance in evacuating the building.

## **Emergency Procedures**

### **Fire Alarm Procedures**

1. All faculty, staff and students are required to evacuate a building during a fire alarm. If a fire alarm sounds, doors to rooms should be shut and students should proceed to the closest exit. If smoke hampers means of egress, students should seek an alternative route.
2. Students should not use the elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. The stairs should be used to evacuate safely.
3. If other people who may be unfamiliar with the alarm are observed in the building, they should be advised of the fire alarm and advised to evacuate. Students should not force such persons to leave or become confrontational.
4. Students should proceed to a pre-designated assembly area, away from the building. Students should not stand in front of or near the entrances to the buildings, so as not to obstruct firefighters' access to the building.
5. Students may not reenter the affected building until the fire alarm has been silenced and Lummi Law & Order &/or the Marietta Fire Department have indicated that it is safe to reoccupy.

### **Fire Reporting Procedures**

The following procedure should be followed if a fire is discovered:

1. The door to the room involved should be closed. This will contain the fire and make it easier to extinguish.
2. The closest fire alarm should be activated. Pull stations are normally located next to the exit or stairwell door.
3. The fire should be reported to Lummi Law & Order (360) 384-2266 & Marietta Fire Department (360) 733-1803 with address; 4165 Lummi Shore Rd, Bellingham, WA 98226.
4. Calls should be made from a safe location, away from the fire. It should never be assumed that someone else has called.
5. Students should try to extinguish the fire using the appropriate fire extinguisher without placing themselves at risk.
6. Students should use a fire extinguisher only if they have been properly trained and the fire is small.
7. For purposes of including a fire in the statistics in the annual fire safety report, students or employees should report any fires that occurred to Nicole Baker, Residence Life Director, Crystal Bagby, Associate Dean of Student Services, or Dave Oreiro, Vice President of Administration.

### **Fire Evacuation Procedures**

When evacuating the building, the most direct means of egress possible should be used. Before opening a door, students should feel the door with the backs of their hands. If the door is hot, or if fire or smoke can be seen in the corridor, students should not pass through

and should instead stay in the room. Students should pack towels (preferably wet) under the door to prevent smoke entry, telephone Lummi Law & Order (360) 384-2266 & Marietta Fire Department (360) 733-1803 and report their location; 4165 Lummi Shore Rd. If a telephone is not available, students should go to the window and wave a brightly colored cloth to attract attention. Students should open but not break the window. If a window is broken, smoke may enter from the floor below.

If the door is cool, a student should open it slowly and, if there is no smoke, proceed to the nearest exit. If the smoke is light, students should crawl, low to the ground, to the closest exit. If smoke is encountered along the way, an alternative escape route should be chosen. Students should make sure doors close behind them to prevent the spread of smoke. Once outside, students should proceed to the pre-designated area, away from the building and doors, and make sure that everyone is accounted for. If occupants were unable to get out the building, or if they cannot be found, this should be reported to the Lummi Law & Order officer, who will arrive on the scene as soon as possible.

### **Emergency Evacuation Procedures for Persons with Disabilities**

If an occupant, resident or visitor with a disability is located on the ground floor of a building, he or she should exit through the closest appropriate means of egress.

If the person is located above or below the ground floor, the elevator should not be used. Rather, the person should stay in the office or room, or comply with specific examples listed below.

The persons should call Lummi Law & Order (360) 384-2266 & Marietta Fire Department (360) 733-1803 and give the dispatcher his or her name, exact location; 4165 Lummi Shore Rd., room number and telephone number; and remain by the phone until contacted by the Lummi Law & Order. Firefighters will assist persons who are unable to evacuate.

- Persons with hearing impairments can be assisted out of the building, provided that they are made aware of the activation of the fire alarm.
- Persons with visual impairments can be safely helped out of the building, provided that someone is there to assist them and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.
- Persons with mobility impairments should, in most cases, remain in their rooms until assisted by the Fire Department. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in a serious injury.

### **Infractions**

#### **1) Failure to Evacuate**

- a) Except for emergency response agencies, all occupants in the building must evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to judicial action, fines, expulsion from college housing and/or criminal prosecution. Fines for failing to evacuate range from \$100 to \$500.
- b) Law Enforcement &/or Marietta Fire Department will perform floor and building sweeps for the health and safety of the residents.
- c) Residents found in their rooms during a fire or fire alarm will be reported to the Residence Life Director for disciplinary action.

## **2) Fire Department Access**

- a) Persons who intentionally block or otherwise hamper the duties of the Marietta Fire Department or Lummi Law & Order during a fire or medical emergency will be subject to judicial action, fines or expulsion from college housing and/or criminal prosecution.
- b) Fines for obstructing emergency response agencies range from \$100 to \$500.

## **3) Fire Hydrants and Fire Lanes**

- a) No vehicle (except for emergency response apparatus or cars) may park in a designated fire lane or in front of a hydrant.
- b) Northwest Indian College is not responsible for any damage to a motor vehicle that obstructs the response of the Northwest Indian College Fire Department or other emergency response agency.

## **4) Fire Detection and Suppression Equipment Tampering**

- a) Unauthorized modifications of or tampering with the fire detection and/or suppression system (including fire extinguishers) in any building or room will result in judicial action, fines, expulsion from college housing and/or criminal prosecution.
- b) The minimum fine for tampering with fire detection and suppression equipment is \$100.

## **5) Fire Drills**

- a) Fire drills at Northwest Indian College will be conducted at least once during the academic year.
- b) Fire drills are performed to familiarize occupants in the building with the sounds of the fire alarm, to verify that the system is working as required and to test the evacuation systems for faculty, staff and students.

## **6) False Fire Alarm**

- a) Any person who, without proper justification, turns in a false fire alarm by activating a pull station or calling in a report of fire may be punished with judicial action, fines, expulsion from college housing and/or criminal prosecution.
- b) The range of fines for false alarms is \$100 to \$500.

## **7) Malicious Burning of Building Component(s) or a Building**

- a) Any person who knowingly sets fire to components of a building (i.e. doors, bulletin boards, furniture) and/or the building itself will face judicial action, fines or expulsion from college housing and/or criminal prosecution.
- b) In addition to paying for any damage or replacement costs, fines for malicious burning shall range from \$100 to \$500.

**8) Fire Hazards**

- a) Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings, other than those facilities specifically designed for that intended purpose, and shall be removed at the owner's expense.
- b) Fire hazards, such as those associated with poor housekeeping, electrical hazards and improper use of cooking equipment, are addressed in a later section.

**9) Smoke Bombs and Bomb Threats**

- a) Any person who possesses and/or activates a smoke bomb in a building without the permission of the Lummi Law & Order, or any person who initiates a bomb threat, will be subject to judicial action, fines or expulsion from college housing and/or criminal prosecution. Fines for possessing or activating a smoke bomb range from \$100 to \$500.
- b) Calling in a bomb threat or planting a bomb or other incendiary device will result in criminal prosecution.

**10) Fireworks**

- a) Any person possessing and/or discharging fireworks on campus will face judicial action, fines or expulsion from the college housing and/or criminal prosecution. The minimum fine for possessing or discharging fireworks on campus is \$100.