



# Annual Fire Safety Report 2020

October 2, 2020

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# Fire Safety Report and Prohibited Conduct

Fire alarm pull stations are located throughout the hallways in all buildings on campus. These alarms are connected to the local fire department. Upon the ringing of the fire alarm (an uninterrupted, loud buzzer), the building will be evacuated immediately in an orderly manner utilizing one of the exits located on the map. Each classroom, office, lab, shop area, and main corridor has a map with primary routes of exit. It is your responsibility to know these exits and alternative exits incase the primary exits are blocked by heavy smoke, or fire. Once outside the building proceed to the designated rally point for your location. Conduct a head count, for your class and/or office, to make sure that no one remained inside. Report any missing persons to (207) 454-1099, when safe to do so. Each building has a designated rally point for evacuation which can found in each classroom, office, or shop.

If you see visible flames or smoke, or you're notified of such—Remain Calm.

1. Activate the nearest fire alarm pull station.
2. Close all doors and turn off lights as you leave.
3. Exit in an orderly fashion (walk) with no more than two people side-by-side. Do not run to exit building.
4. Do not jam or crowd exits.
5. Use stairwells for evacuation. Do not use the elevator for fire evacuations. If you cannot exit the building via a door, exit via a window, if safe, or call **911** and inform them of your location.
6. Persons with physical disabilities or those who are unable to navigate stairs should notify the nearest person and go to designated stairwell; if safe. Call **911** and let them know your location and that you cannot exit the building.
7. Should you become caught in heavy smoke, crouch down below smoke levels, take short breaths through your nose and crawl to the stairwell.
8. DO NOT re-enter the building until the fire department indicates it is safe.
9. Do not attempt to fight the fire unless it appears to be containable and you are trained in the use of an appropriate portable fire extinguisher. When using a fire extinguisher, remember the acronym **PASS: Pull, Aim, Squeeze & Sweep.**

*Call the WCCC Emergency line at 1099 from a campus phone or (207) 454-1099 from an off-campus phone, when safe to do so.*

## Fire Safety Equipment

At WCCC each of our residence halls has a fire suppression system, fire rated doors, an audible and visual alarm system, and is fully sprinkled. The fire alarm system is tested annually. In addition to the fire safety systems, every residence hall has fire extinguishers.

## Fire Alarm: All alarms should be treated as an emergency.

Students are required to read and understand all fire evacuation procedures located on the back of their residence hall room door. In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. You **MUST** remain outside the building and away from entrance eaves until the re-entry signal is given by Residential Education, or the Calais Fire Department. In all cases, the Calais Fire Department will be summoned to campus to inspect the residence hall. They will be assisted by the residential staff, which is trained in this area. Please note, residents are not allowed to return to the building once exited.

If you believe a resident is trapped in the building, please provide their name and location immediately to 911 or the professional staff member. **DO NOT REENTER the BUILDING!** Students are encouraged to contact their parents to let them know they are safe. The fire equipment provided in the residence halls (alarms, smoke and heat detectors, and extinguishers) is provided for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a local fire department official when in the building is subject to legal action. In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These items should not be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

**Prohibited Fire Activates:** The Student Code of Conduct prohibits “conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) *false reports of fire or other dangerous conditions*; 3) *unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air*; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) *action prohibited by health or safety regulations*; 8) *creation of a fire hazard or other dangerous condition*; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) *tampering with fire or safety equipment*; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) *any other conduct that threatens or endangers the health or safety of one’s self or others*. Students are prohibited from using portable electrical appliances that have open coils or open flames; smoking on campus; and any items with open flames.

All members of the WCCC community are encouraged to report any known residence hall fire circumstances to Facilities (Ext. 1067 or (207) 454-1067), any Resident Director or Resident Assistant or a member of the Dean of Enrollment Management and Student Services at (207) 454-1000.

**Supervised Fire Drills and Training:** Supervised fire drills are conducted for each residence hall by WCCC staff. All residential professional staff receive fire safety and emergency action plan training and are responsible for covering these policies and procedures with residents during the opening community meetings.

### Safety and Security

WCCC makes every effort to provide a safe living and learning environment. Below are guidelines we expect you to follow. Because safety and security is our number one priority, failure to not follow these guidelines could result in a violation of the Residence Hall Contract and/or Student Code of Conduct.

- Do not prop open fire or emergency doors. Do not exit through any emergency door unless it is an emergency.
- Lock your apartment door and always bring your key with you. If your room is on ground level, your windows should be closed and locked before leaving your apartment.
- Lock your apartment door during the evening while sleeping.
- Do not remove or tamper with the window guards on any accessible window.
- Do not loan out or make copies of your room key.
- Report lost or stolen keys immediately.
- Use well-lit public walkways, avoiding shortcuts and dark/isolated spots.
- Do not walk on campus alone at night.
- Report any suspicious individuals or behavior to College Personnel immediately.
- Carry your WCCC ID at all times and present to College Personnel when asked.
- Do not leave personal belongings unattended in public places.
- Obtain a lock box for your valuables and keep serial numbers and descriptions of your belongings.
- Take your valuables home when you leave for breaks and vacations.
- Do not leave messages on your exterior door indicating you will be gone for long periods of time.
- Be aware of your surroundings and carry your cell phone at all times.

- Obtain a renters insurance policy.

Washington County Community College is not responsible for lost, stolen or damaged items.

### **Fire Safety**

Fire safety equipment such as smoke detectors, sprinklers, fire extinguishers, fire alarm pull boxes, and emergency exit routing signs have been installed in the Residence Halls for your safety. These lifesaving items should never be tampered with. You will be found in violation of the Residence Hall Agreement and Student Code of Conduct if you tamper in any way with the fire safety equipment, or start a fire. You may be removed from campus housing. You will also be held responsible for any damage caused by tampering with the equipment or from starting a fire. Not only is this a violation of our policies, it is also a state law. If found in violation of tampering with fire safety equipment, you could also be reported to local authorities. Please note it is also a violation to not vacate any campus building during a fire alarm. Any time the alarm sounds, leave your apartment immediately following the evacuation route.

Residence Life Staff will instruct students on proper evacuation procedures at the first meeting of the year. You are encouraged to ask questions at any time if any procedure seems unclear. Students should leave by the nearest exit. If flame or smoke is blocking the nearest exit, occupants should be aware of their next available exit. You should exit the building completely. You must also move across the entrance path and wait on the opposite side of the fire lane until the Fire Department has inspected the building and approves re-entering the building.

Please be aware that the Calais Fire Department responds to all fire alarms and therefore fire lanes and the front of the entrance should remain clear at all times to provide the Fire Department with easy access to the buildings. The fire alarm sounds at the Calais Fire Department at the same time as the building alarm. Therefore, if everyone leaves the building immediately, the occupants should be out of the building before the Fire Department arrives at the scene.

### **Fire Safety Tips**

- If you suspect a fire, before opening a door, feel near the top of the door as well as the doorknob for heat. If they feel cool, open the door slowly.
- If smoke is present, close the door and use another route. If the door is hot, do not open it.
- Always close the door behind you to limit the spread of fire and smoke.
- If you must go through heat or heavy smoke, crawl on the floor as heat and smoke rise.
- If you become trapped, stuff a sheet or jacket under the door to keep out the smoke.

### **Prohibited Fire Hazards:**

- Faulty electrical equipment
- Throwing objects out of windows
- Plugging multiple extension cords together
- Electric blankets
- Space heaters
- Sun and heat lamps
- Candles and incense or incense paraphernalia
- Fog machines
- Any open flame device including but not limited to charcoal grills
- Blocking apartment or room entrances with furniture or other items

- Tampering with fire safety equipment
- Hanging items from or leaning on sprinkler system pipes

**Residence Hall Fire Statistics**

WCCC takes all evidence of fires and burn marks very seriously. Each and every time a fire or burn markings are reported to Facilities an investigation is done. For purposes of compliance with the Higher Education Opportunity Act of 2008 the University is instructed to report every incident which meets the following definition of a fire.

For the purpose of fire safety reporting a *fire* is “*any instance of open flame or other burnings in a place not intended to contain the burning or in an uncontrolled manner.*” The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that required Treatment at a Medical Facility, and Value of Property damage related to the Fire.

**Residence Hall Fire Statistics & Fire Drills**

WCCC reported zero fires in on-campus student housing in 2019. Fire drills were performed on October 22 and December 9, 2019.

	2016			2017			2018		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Upper Residence Hall	0	0	0	0	0	0	0	0	0
Lower Residence Hall	0	0	0	0	0	0	0	0	0