

FIRE SAFETY INFORMATION

Fire Evacuation

At the beginning of the academic year, all students will receive fire and evacuation training information from their Residential Life Staff in conjunction with the Department Campus Safety. Fire evacuation drills will be held in all College owned and operated residence halls periodically during each semester. These drills are designed to familiarize residents with the procedures to be followed during an emergency. Failure to evacuate is a violation of New Hampshire State Law and may result in civil action. Students failing to evacuate promptly or found to be reentering the building during an alarm will be subject to a \$100.00 fine and probationary disciplinary status. A second offense may lead to an interim suspension from the residence halls.

Make a plan for escape. Become familiar with your surroundings and identify at least two ways to get out of your building in case of fire/evacuation. Take special note of the location of fire safety equipment.

Discover Smoke or Fire

If you see fire or smoke, immediately sound the building alarm by activating a pull station as you are LEAVING the building. This will warn other occupants to evacuate the building as well. The alarm will send a message to a dispatch center who will inform the New England College Safety Department of the alarm. Do not try to contact Safety using x2323, as this will tie up the lines.

Building Alarm Sounds

If you hear a building alarm, exit the building immediately and report to your predetermined meeting area (as instructed at beginning of semester by RA). Once outside, stand clear of the building to allow fire fighters access. No one shall re-enter the building for any reason until fire situation has been handled and you have been instructed by a Safety Officer that re-entry is allowed.

In a Burning Building

Go to your nearest exit and evacuate the building. Close all doors behind you. DO NOT use Elevators! -Feel door for heat before opening. If it's hot, don't open the door. Try another exit. If you are in a smoke filled area, keep low to the floor to escape the smoke. A damp cloth used to cover your mouth and nose will make breathing easier. If you are confined to your room, open your window slightly if there is not smoke outside. Signal rescuers by waving a sheet or clothing out your window and call for help. Telephone with your location, if possible. Seal cracks around door with tape, clothes, sheets, etc. to prevent smoke from entering. If your clothing catches on fire, Stop, Drop and Roll! Running will feed the fire. Use a blanket, coat, etc. to smother the flames on another person and drop them to the floor and roll them to smother fire.

Fire Fighting

Fire Extinguishers are located throughout all campus buildings.

Extinguishers should be used to fight a fire only if ALL of the following are true:

You have been trained in extinguisher use; · The fire is small and contained; · An exit is behind you; AND · You have the right extinguisher type for the fire.

Don't take any chances, If in doubt, JUST GET OUT!

False Alarms

It is a violation of local and state law and College policy to cause a false alarm. Anyone caught falsifying a fire alarm (either a smoke detector, alarm or a pull box) will be subject to a \$350.00 fine, suspension/disciplinary action, and whenever possible, civil action. Please help eliminate the dangerous practice of false fire alarms. Report any information related to a person falsifying an alarm to a Resident Advisor. Investigations of every false alarm are conducted. Any information is greatly appreciated.

Misuse of Equipment

Misuse of ANY Fire/Life Safety Equipment will result in a charge of \$1000.00 and will result in disciplinary actions. Fire/Life Safety Equipment includes, but is not limited to: pull stations, fire extinguishers, smoke detectors,

heat sensors, alarm panels, emergency lights and exit lights. Report any damaged or missing extinguishers, alarms, smoke detectors, emergency lights or exit signs to your Resident Advisor.

Fire Doors/Exits

Fire doors prevent fire and smoke from spreading and provide a safe escape route. Fire doors must be closed at all times and should not be "propped" open. Fire door windows should remain uncovered at all times.

Never block access to fire doors, exits or fire escapes. Keep hallways and stairways free from obstructions at all times. Trash, boxes, furniture, bikes etc. should be stored appropriately and should not be placed in these areas.

Smoke Detectors

In an effort to alert residents, each resident hall room is equipped with a smoke detector. Each detector is inspected and maintained regularly. However, they occasionally malfunction and sound an alarm or a beeping sound for no apparent reason. Should this happen, call a residential life staff member at ext. 2242, or the Office of Safety at ext. 2323. Do not disconnect detectors. Do not cover or block smoke detector at any time.