

**SAGU AMERICAN INDIAN COLLEGE**

**2019 ANNUAL  
FIRE SAFETY REPORT**

**INCLUDING STATISTICS FOR THE  
2018 CALENDAR YEAR**



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## THE ANNUAL CAMPUS FIRE SAFETY REPORT

### INTRODUCTION

The SAGU American Indian College Annual Fire Safety Report is submitted in accordance with the Higher Education Opportunity Act of 2008 (HEOA), and the amended Higher Education Act of 1965 (HEA). This report as well as the Annual Campus Security Report may be found in their entirety in the following locations and formats:

- PDF Format on the SAGU American Indian College Web Site at: <https://www.aicag.edu/consumer-information/fire-safety>. This link will be distributed by e-mail to the entire campus community at the start of each fall semester.
- Printed copies can be obtained upon request at the Student Development office. Fire Safety as well as overall campus safety is handled through a multifaceted approach involving cooperation between the Student Development office, maintenance, Residential Life, and outside entities including The Phoenix Fire Department, and the Maricopa County Fire Marshall.

### **Annual Safety Report**

SAGU American Indian College chooses to have separate reports for the **Annual Fire Safety Report** and the **Annual Security Report**. These reports are made available to potential students, potential employees, Staff, Faculty and current students by October 1st of each year.

### PROCEDURE FOR REPORTING FIRES

Anyone detecting smoke or fire in a building should...

- **Call 911**
- Activate the alarm by pulling the nearest pull station.
- Call the Director of Student Development's office at (602)944-3335 ext. 215 during business hours or the Resident Director's after hours at (602)944-3335 ext. 207 or ext. 228
- Give your name and location of the fire.
- Initiate evacuation procedures:
  - When an alarm is sounded:
    - Assist persons with disabilities in evacuating the building.
    - Close the office or classroom door if you are the last person to leave.
    - Leave the building by using the nearest exit.
    - If the alarm stops (alarms may not sound continuously), continue to evacuate.
    - Warn others who may attempt to enter the building when the alarm is not sounding.

- If the corridors or stairways are filled with smoke, or are extremely hot, remain in your room and keep the doors tightly closed. Go to the balcony or window to await rescue.
- Once outdoors, report to the designated waiting area for an accountability count.
- The designated areas will be a minimum of 50 feet away from buildings. (Designated areas will be determined during the training sessions in the different buildings.)
- Keep roadways, fire lanes, hydrant and walkways clear for emergency vehicles and crews.
- Unless Campus Security personnel direct you to an alternate location, you should remain in the designated waiting area.
- From these locations, you will be advised when it is safe to re-enter the evacuated building. Do not re-enter an evacuated site unless directed to do so by Residential Life, Student Development office or the Phoenix Fire Department.

The following are specific instructions for each specific building for evacuation in the event of a fire or a fire drill. Fire drills are conducted at least once each semester.

- **Admin/Chapel** - exit the building and go to the parking lot north of the building.
- **Lee Academic Building** – exit the building and go to the parking lot south of the building.
- **Gannon Dormitory** – exit the building and go to the grassy area south of the building.
- **Washburn Dormitory and Library** - exit the building and go to the grassy area to the south and east of the building.
- **Ramsey Dining Hall** – exit the building and go to the grassy area to the east of the building.
- **Cree Student Union** - exit the building and go to the grassy area to the north of the building.
- **Gymnasium** - exit the building and go to the grassy area to the north of the building.

#### **DESCRIPTION OF FIRE SAFETY SYSTEMS IN ON-CAMPUS HOUSING FACILITIES**

At SAGU American Indian College the two dormitories (Gannon and Washburn) are continuously monitored by an addressable fire detection system. Smoke detectors are located in the hallways, lounges, and individual rooms. Manual pull stations are available at each exit point.

Audible and visual alarms are activated in the residence hall when any sensing device detects the conditions of a fire. Each floor in the residence hall is equipped with at least one fire extinguisher.

## FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES 2017

Residential Facility	Fire Alarm System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of Evacuation Fire Drills Each Calendar Year
Gannon	Yes	No	Yes	Yes	Yes	4
Washburn	Yes	No	Yes	Yes	Yes	4

### FIRE DRILLS

Drills are conducted at unannounced times. All students will proceed quickly and quietly to designated areas outside of the buildings. Exits should be kept clear at all times. Procedures for a fire drill are as follows:

1. Leave the building immediately through the nearest exit to you. On your way out, turn off all lights and air conditioning, (and stoves in kitchen and apartments). Make sure all windows and doors are closed. These procedures help contain the fire.
2. Assemble in the open area immediately in front of the cafeteria (Lake Lopez) until a count can be taken and it is determined that no one is still in a building. Remain in the open area until the person in charge gives a release to return.

### FIRE RESPONSE AND SAFETY PRACTICES

Be familiar with the location of fire alarm pull stations, as well as the location of every fire extinguisher in your building. Develop a mental plan of what you will do is a fire in your area and rehearse it. Know where you will exit, including an alternate in case your first choice is blocked. Know how to use a fire extinguisher. **(Pull the safety pin, aim at the base of the fire, squeeze the trigger handle and move it from side to side as it discharges at the base of the fire.)** The first few seconds of a fire are critical as to whether it spreads or is controlled, but never allow a fire to cut you off from the exit while attempting to control it.

If a fire occurs in your area, pull the fire alarm immediately and evacuate the area, remembering to assist people with special needs and to account for all persons in the area. If the fire is small enough to extinguish, do so with a fire extinguisher and disconnect any electrical devices involved in the fire if safe to do so. Then contact the Director of Student Development or the Residence Directors immediately.

If the fire is beyond control with an extinguisher, evacuate immediately and activate a fire alarm pull station. Call 9-1-1 immediately from a safe location and notify the Director of Student Development or the Residence Directors. Remember the rules of evacuation: Exit directly outside the building, if possible. Close doors behind you. Do not go deeper into the building unless forced to do so by flames. Never return to the building once outside until told to do so by the appropriate personnel.

If you should become trapped inside a building by smoke or fire, **DO NOT PANIC**. Do not open any door until you feel the door first to make sure it is not hot. If it is hot, there is fire on the other side of the door. Crawl or stay as low as possible as you move through the building. Because heat from a fire and smoke both rise, the air close to the floor is cooler and less dense with smoke. Breathe shallowly through your nose and use clothing, such as shirt or sweater, as a filter. If you are forced to advance through flames, hold your breath, move quickly, cover your head and hair, and keep your head down and your eyes closed as much as possible. If possible, use a cell phone to call 9-1-1 or the Director of Student Development or the Residence Directors to advise them of your location and condition so that rescue personnel can be directed to you. Do not open or break a window unless it provides you an immediate avenue of escape, as oxygen will only feed the fire and lessen your chances of survival. Remember: **Panic is as lethal as the fire. REMAIN CALM.**

**EMERGENCY EVACUATION DRILL DOCUMENTATION**

Residential Facility Evacuation Drills are announced and unannounced. We do four drills a year for the Dorms.

Facility	Type of Drill	Date	Time Started	Time Ended	1- Announced 2- Unannounced
Gannon	Evacuation	01/16/2018	10:50 PM	10:53 PM	1
	Evacuation	01/17/2018	10:45 PM	10:47 PM	2
	Evacuation	09/04/2018	11:46 PM	11:48 PM	1
	Evacuation	09/05/2018	11:03 PM	11:06 PM	2
Washburn	Evacuation	01/16/2018	10:50 PM	10:53 PM	1
	Evacuation	01/17/2018	10:45 PM	10:47 PM	2
	Evacuation	09/04/2018	11:46 PM	11:48 PM	1
	Evacuation	09/05/2018	11:03 PM	11:06 PM	2

Everyone in each building fully cooperated and left the buildings and went to the respective areas designated in previous training.

All the fire panels did work that were set off.

These drills were conducted by residential life and campus security. The Director of Student Development was contacted after to be informed of results which were documented as shown above.

**INSPECTIONS**

All Fire Extinguishers, Alarms, and smoke detectors are certified annually by licensed contractors as required by law. In addition, Fire Extinguishers are checked routinely by a fire company. Those in the Residence Hall public areas are also checked by Resident Assistants while making regular rounds. R. A.'s report discharged and missing Fire Extinguishers to the Resident Director. Discharged Fire Extinguishers are serviced by a

