PRO-5950.04 NOTIFYING BELLINGHAM FIRE DEPARTMENT OF A PROBLEM WITH THE WWU FIRE SYSTEM

Background: This procedure is used whenever a significant part of the WWU fire detection and/or response system is not functioning. Examples include, a fire hydrant is not working or the most of the fire alarms in a building are not functioning.

Action by: Action:

Reporting person
1. Notifies the Environmental Health and Safety (EHS) director or designee that a significant part of the fire system is not functional.

EHS director or designee
2. Upon notification that part of the WWU fire protection system is not functioning properly, notifies the Bellingham Fire Department as follows:
   2a. Calls the City of Bellingham Fire Marshal, Jason Napier, on his office phone:
       (360) 778-8422
   2b. If the call goes to voice mail, calls Jason Napier on his mobile phone:
       (360) 815-1022
   2c. If the call does not go through, calls the 911 dispatcher at the non-emergency number below and asks to have the Battalion Chiefs notified of the malfunction:
       (360) 676-6814
3. Follows the call with an email to Jason at JNapier@cob.org.
4. Works with Facilities Management staff to ensure that a malfunctioning hydrant is covered to signify to fire responders that it is out of order and that other out of order systems are identified.