

8.7 Fire

Be sure you know the location of fire extinguishers, exits, and pull stations in your area. If a building fire alarm sounds (or if you are told to pull the alarm by a college official or other emergency personnel), evacuate the building immediately. Always evacuate when you hear the fire alarm. There is no way to know whether the alarm is false or not! Evacuate and proceed immediately to the nearest pre-established Evacuation Assembly Area.

8.7.1 If you discover a fire and/or smoke:

- Only attempt to extinguish a fire if it is minor and can be quickly and easily put out with a portable fire extinguisher and you have been trained on its use.
- Report the fire and/or smoke by activating the nearest fire alarm.
- Start evacuation procedures and ensure 911 is called.
- Evacuate to a safe area away from the building.
 - ♦ Isolate the fire by closing all doors on your way out; **DO NOT LOCK THE DOORS.**
 - ♦ Assist disabled persons.
 - ♦ Do NOT use elevators when evacuating – use the stairs!
 - ♦ Do NOT stop for personal belongings or records.
 - ♦ Do NOT stand in smoke (the greatest danger during a fire). Instead, drop to your knees and crawl to the nearest exit, cover your nose and mouth with a cloth, if possible, to avoid inhaling smoke.
 - ♦ Give all pertinent information on location of disabled person to emergency responders.
- The Incident Commander will announce an ‘All Clear’ when the building is safe to re-enter.

8.7.2 If you become trapped:

- If possible, call 911.
- Clearly tell the dispatcher you are reporting a fire. Give your name, location of the fire (building, floor, room number), and your telephone number.
- Do not hang up until told to do so.
- If a window is available, open it and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- Stay near the floor where there is the least smoke.
- Cover your mouth with clothing to avoid inhaling smoke.
- Do not open a door if smoke is pouring in or around the bottom or if it feels hot.
- Shout to alert emergency personnel of your location.

Notify both the responding fire department and Campus Safety on the scene if you suspect someone may be trapped inside the building.