

## **FIRE**

In case of fire, **CALL 911** immediately to notify the fire service and then contact Public Safety. Know the location of fire exits in the building. Know the location of fire extinguishers and alarm systems and know how to use them. Training and information is available through the Office of Emergency Management.

Observe the following procedures:

- A. Walk quickly to the nearest marked exit and alert others to do the same.
- B. As you evacuate the building, activate the fire alarm.
- C. If you are trained with the use of a fire extinguisher, and it is safe, you may try to extinguish it.
- D. Evacuate all rooms by closing all doors to confine the fire and reduce oxygen. Do not lock the doors.
- E. Assist the disabled in exiting the building. Do not use the elevators during a fire.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- F. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken. The instructor will take attendance and assist in accounting for all building occupants.
- G. An Incident Command Post may be set up near the emergency site. Stay clear of this area unless you have official business there.
- H. Do not return to an evacuated building unless told to do so by an authorized College official.

**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If a window is not available, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews to your location. Do not panic.