

FIRE

Since fire is capable of spreading very quickly, it is critical to react *immediately* and in an appropriate manner.

To Report a Fire:

- Remain calm.
- Activate the nearest fire alarm pull station.
- Alert others in the immediate area to the situation and move them to safety.
- Move to a safe area and report the fire by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the locations of the fire and any injured/trapped persons. Remain available to answer questions and provide other critical information.

Fighting Fire

- If the fire is small, you have appropriate training, suitable equipment is immediately available--*and it is safe to do so*, you may consider trying to extinguish the fire.
- Before attempting to extinguish any fire, *always* conduct a thorough size-up of the situation. Consider:
 - The size and type of fire.
 - Suitability of available equipment.
 - The presence of any electrical, chemical, structural, or flammable hazards.
 - The presence of heavy smoke.
 - The availability of *at least two (2) clear exit paths*.
- If the fire is larger than a wastebasket or there is any doubt about your ability to safely fight it, **do not attempt to fight the fire**. Instead, alert others and evacuate the area immediately.
- If time and conditions allow, close all windows and doors as you exit.

Evacuate Quickly:

- Remain calm.
- If smoke is present, drop down to your knees and crawl to the door.
- Feel the door with the back of your hand before opening it. If the door is warm, fire may be present on the other side. **Do not open the door**. Instead, immediately seek another way out.

- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or other special needs.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid damaged areas.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
- Rush for an exit.

If You Become Trapped:

- Remain calm. If you are able to do so, report your situation and location by dialing **9-1-1** (or **9-9-1-1** from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor to avoid smoke, contaminants, and heat.
- Place damp paper towels or clothing in any gaps around the door. This will help slow the spread of heat and smoke to the room.
- If you are injured, tend to your injuries.

Once at an Assembly Area or Other Safe Area:

- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of fire, it is critical to follow established safety practices and procedures. To help in this effort:

- Become familiar with the locations and operation of all fire safety alarms and equipment in their respective work areas.
- Become familiar with emergency procedures and evacuation plans for their workplace.
- Ensure that all emergency exits and fire safety equipment are properly marked, inspected, and maintained in accordance with State and local regulations.
- Ensure that all emergency exits and fire safety equipment are kept clear of obstructions and ready for immediate use.
- Know how to safely utilize a fire extinguisher.
- Regularly participate in emergency training and exercise activities.