

FIRE PROCEDURE

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Revision:

Fires Should Be Reported To 911

The following procedures should be followed in the event of fire:

- All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area and how to use them. Training and information are available through the Facilities Management Department.
- If a small fire appears controllable, immediately direct the charge of the fire extinguisher located in the area toward the base of the fire. Also direct someone to call Security at 638-7261 or 911.
- For fires that do not appear controllable, immediately call 911. Also activate the building fire alarm and evacuate the building. Remove all personal belongs, books, and other materials when you evacuate the building since you may not be able to return for some time. If circumstances permit, close all doors and windows and turn off all electrical appliances and gas burning equipment. **TURN OFF THE LIGHT SWITCHES BUT DO NOT LOCK THE DOORS.**
- Follow the Emergency Evacuation Plan for the building.
- 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 personnel. If there is no window, stay near the floor where the air will be less toxic. Always check doors to determine if they are hot before you open them. Do not open a door that feels hot to the touch.
- Fire extinguisher training is required annually for all employees who are expected to attempt initial control of small fires.

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