

# **EMERGENCY**

## **Response Guidelines**

### **FIRE**

#### **Emergency Evacuation Procedures in the Event of a Fire**

- In case of fire, once a fire alarm sounds, a complete evacuation of the building is required.
- If you can assist in controlling the fire without endangering yourself or others, take action with an available fire extinguisher. If you cannot control the fire, leave the area immediately.
- If possible, never allow the fire to come between you and the exit. Close doors behind you to help contain the fire.
- Do not use elevators in case of fire
- The evacuation should always be downward via the stairwells.
- Upon leaving your area, alert others to leave.
- To keep smoke from entering stairwells, the stairwell doors should never be left or propped open.
- Evacuate as quickly as possible but in an orderly manner and avoid stampede. A cooperative effort is necessary to achieve a safe stairwell evacuation.
- Once outside, move at least 300 feet away from the building to the predetermined rally point, instructed by the faculty or manager.
- Return to the building only when given an “all clear” by the Fire Department or school’s authorities

#### **Evacuating Individuals with Limited Mobility**

During an evacuation, wheel chair bound individuals should go to the nearest stairwell and seek assistance in entering the stairwell “Area of Rescue”.

#### **If Trapped by a Fire**

- Always put closed doors between you and the smoke and heat. Seal off cracks around doors and vents.
- If you are trapped in area filled with smoke. Do not walk, drop down and crawl on the floor with the help of elbows. In this case, the cleanest air is closest to the floor.
- Try to contact the Fire Department by dialing 911, with your exact location, even if you know the Fire Department is at the building.

## **To Extinguish a Small Fire Only**

- If there is a small fire, call the Fire Department first before any attempt is made to extinguish the fire.

### **DO NOT HESITATE OR DELAY IN MAKING THE CALL!**

- Ask for assistance when attempting to extinguish the fire by using the portable fire extinguisher, but only if you feel you are capable of handling the task.
- Instructions for proper usage are printed directly on the extinguisher. Even though extinguishers come in a number of shapes and sizes, all operate in a similar manner.
- Acquaint yourself with all fire extinguisher locations.
- When using an extinguisher, always keep your back to the door to allow for a quick escape, never allow the fire to come between you and the exit.
- Fight a small contained fire only (i.e. waste basket or paper fire).
- At least one fire extinguisher can be located on each floor near the stairwell exits.
- All fire extinguishers are a dry chemical fire extinguisher, which may be used for the following types of fires: Ordinary combustibles, flammable liquids, and electrical equipment fires.

### **IF THE FIRE BECOMES TOO LARGE TO HANDLE — GET OUT!**

## **What You Can Do To Prevent Fires**

- Do not allow accumulation of trash or waste material.
- Throwing trash, empty boxes, or other packaging materials in the stairwells or corridors is against Fire Department guidelines. If stairwells and/or corridors are full of flammable material, your main exit could trap you on your floor or in your office area.
- Should a wastebasket catch fire, and no water is immediately available, place another basket over it, then follow it with water.
- Keep materials and trash away from any heat source.

### **BE HELPFUL BY KEEPING YOUR AREA FREE OF HAZARDS.**