

Structure Fires

NOTE: It is suggested that individuals who use wheelchairs or have a mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

- Know the location of fire extinguishers in your area and know how to use them.
- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
- **Call 911 or your local fire department (8-911 from a telephone from the District Office).**
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately and report to the designated emergency staging location. Inform others in the building who may not have responded to the alarm to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building. **ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.**
- Notify your supervisor or instructor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go, and assisting those with disabilities as necessary.
- If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.
- If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help. Consultation about these procedures is available from the Campus Safety Security Department.
- When fire alarms sound, do not use the elevators. An elevator may become a trap. Assist (help carry, if necessary) all disabled persons in using the stairs.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.
- If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency vehicles and personnel.

DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A COLLEGE OFFICIAL OR A FIRE OFFICER.