FIRE OR EXPLOSION

IN CASE OF FIRE:

• Activate nearest fire alarm.
• Contact emergency service (911) and campus police by dialing “0”
• Attempt to extinguish the fire if small or confined (i.e., trash can).
• Initiate evacuation plan. Instructors keep class list and go to designated areas.
• Confine fire by closing the door to the area involved.
• Call Dean of Student Services and Dean of Instructional Services, who will notify the College President.
• Assist emergency personnel in locating and assisting injured persons.
• Follow instructions of police and fire departments.
• Keep students and staff away from building until area is declared safe.
• Contact maintenance for repairs or barricade.
• Debrief staff.