

FIRE OR EXPLOSION

IN CASE OF FIRE:

- Activate nearest fire alarm.
- Contact emergency service (911) and Vernon College 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 VP 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.

FIRE OR EXPLOSION

<p><i>Century City Center</i> <u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Activate Fire Alarm & Call 911 • Call Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Confirm 911 has been called • <u>Notify:</u> Vernon College Police Facility Manager Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM 	<p><i>Skills Training Center</i> <u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Activate Fire Alarm & Call 911 • Call Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Confirm 911 has been called • <u>Notify:</u> Vernon College Police Site Manager Facility Manager Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM 	<p><i>Vernon Campus</i> <u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Activate Fire Alarm & Call 911 • Notify Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Confirm 911 has been called • <u>Notify:</u> Vernon College Police Director of Physical Plant Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM
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