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.
<table>
<thead>
<tr>
<th>Location</th>
<th>You Should</th>
<th>Switchboard Operator Will:</th>
<th>Administrative Staff or Vernon College Police Will:</th>
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</thead>
<tbody>
<tr>
<td><strong>Century City Center</strong></td>
<td>• Activate Fire Alarm &amp; Call 911&lt;br&gt;• Call Switchboard Operator (Dial 0)</td>
<td>• Confirm 911 has been called&lt;br&gt;• Notify: Vernon College Police Facility Manager&lt;br&gt;Dean of Student Services&lt;br&gt;VP of Instructional Services</td>
<td>• Activate the EMERGENCY NOTIFICATION SYSTEM</td>
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<tr>
<td><strong>Skills Training Center</strong></td>
<td>• Activate Fire Alarm &amp; Call 911&lt;br&gt;• Call Switchboard Operator (Dial 0)</td>
<td>• Confirm 911 has been called&lt;br&gt;• Notify: Vernon College Police Site Manager&lt;br&gt;Facility Manager&lt;br&gt;Dean of Student Services&lt;br&gt;VP of Instructional Services</td>
<td>• Activate the EMERGENCY NOTIFICATION SYSTEM</td>
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<tr>
<td><strong>Vernon Campus</strong></td>
<td>• Activate Fire Alarm &amp; Call 911&lt;br&gt;• Notify Switchboard Operator (Dial 0)</td>
<td>• Confirm 911 has been called&lt;br&gt;• Notify: Vernon College Police Director of Physical Plant&lt;br&gt;Dean of Student Services&lt;br&gt;VP of Instructional Services</td>
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