

Emergency Procedures: FIRE

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General Tips

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- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Evacuate the building via the stairs - DO NOT use the elevators.
- Exit quickly, only take essential items.
- If possible, close the door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

Cool Door:

- Open slowly and ensure fire or smoke is not blocking your route.
- If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you.
- Be prepared to crawl, if necessary.

Call SUSCC Police and 911: State the location of the fire. Stay on the phone until released by the dispatcher.

Once Outside:

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.
- Return to the building only when emergency personnel allow.

Staff Members:

- Bring class or building roster with you.
- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

How to Use a Fire Extinguisher

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.

Remember PASS

P = Pull the pin

A= Aim the nozzle at the base of the fire
S = Squeeze the trigger
S = Sweep the fire extinguisher on the base of the fire

If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL

If Caught in Smoke:

- Drop to your hands and knees crawling toward the exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through your nose; use a shirt or towel as a filter

If Forced to Advance Through Flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

If You Are Trapped and CANNOT Evacuate:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals to firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location (i.e. stairwell No. 1, 7th floor landing).