

How to report a FIRE:

1. If a burning odor or smoke is present, call 911 or x300 and pull a fire alarm. Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.
2. If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.
3. A local alarm station will cause the alarm horns to sound. These alarms do not automatically notify the Fire Department.
4. Never allow the fire to come between you and an exit.
5. Remove all people from the danger area. Close doors behind you to confine the fire.

Response to audible Fire Alarms:

1. If the audible horn alarm sounds for more than 30 seconds, evacuate the building.
2. Do not use the elevators.
3. If requested, accompany and assist people with disabilities who appear to need direction or assistance.
4. Leave all parcels and personal property inside.
5. Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
6. Return to the building only when instructed to do so by campus officials, Sheriff or Fire Department personnel.
7. Planning includes training in the proper use of fire extinguishers and knowing their locations.