

FIRE

What to do During a Fire

1. Use a fire extinguisher on small fires (wastebasket size) only if safe to do so.
2. Sound the alarm by pulling the alarm box nearest your location.
3. **Dial 911** and notify the Fire Department. Remain calm and be specific as to the emergency and the building to which they should respond.
4. Evacuate the building to the area in front of the softball fields.
5. Ensure that people with disabilities have been evacuated.
 - Check restrooms and vacant rooms for individuals.
6. Close all doors and windows including any doors separating sections of the building.
7. Faculty will need to take a student roll call of each class or activity once outside the building.
8. If qualified, render first aid as necessary.
9. Keep access roads open for emergency vehicles.

If trapped in a room:

1. Place cloth material around/under the door to prevent smoke from entering.
2. Retreat-close as many doors as possible between you and the fire.
3. Be prepared to signal from a window-but, **DO NOT** break the glass out of the window unless absolutely necessary because outside smoke may be drawn inside.

If caught in smoke:

1. Drop to hands and knees and crawl; hold your breath as much as possible; breathe shallowly through your nose and use your blouse, shirt or jacket as a filter.

If forced to advance through flames:

1. Hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible.

FIRE EXTINGUISHER INSTRUCTIONS:

P – PULL Safety pin from handle.

A – AIM (nozzle, cone, horn) at base of the fire.

S – SQUEEZE the trigger handle.

S – SWEEP from side to side (watch for re-flash).

What to do After a Fire

- Fire department officials must declare the area safe before students/staff can return to the building.
- The President will decide if classes are to be dismissed or postponed.