

FIRE/EXPLOSION

- A. Upon discovering a fire
 - 1. Immediately sound building fire alarm. The nearest fire alarm pull box is shown on the building maps at the back of this Guide. All Faculty and Staff should familiarize themselves with emergency equipment locations in your building.
- B. Upon activation of any fire alarm, the building will be evacuated.
- C. Call 911
 - 1. Give your name, location, telephone number and location of fire/explosion.
 - 2. If a personal injury has occurred, indicate to the responder the location of the injured individual(s) and type of injuries (burns, cuts, internal, etc.) sustained so that emergency personnel will have proper equipment.
- D. When you evacuate, **DO NOT** walk through or stand in a smoke cloud. Crawl under the smoke and use a wet cloth, if available, to cover your face.
- E. When you evacuate, **DO NOT** stop for personal belongings or records. Leave immediately, using exit stairways. **DO NOT USE ELEVATORS.**
- F. If personal injury has resulted from an explosion and no additional threats exists for the injured, try to make the injured individual(s) as comfortable as possible until emergency first aid personnel or a local rescue squad arrives.
- G. Evacuate to a distance of at least 500 feet upwind from the building and out of the way of emergency personnel and equipment. **DO NOT** return to the building until instructed to do so by authorized personnel.
- H. Notify Chesapeake College Department of Public Safety Campus Public Safety/ firefighters on the scene if you suspect someone may be trapped inside the building.
- I. If the fire is small in nature sound the fire alarm and then attempt to put the fire out by extinguishing it with a fire extinguisher. If the fire grows or does not go out after the extinguisher is empty evacuate.
- J. Using a fire extinguisher
 - 1. **PULL...** Pull the pin. This will also break the tamper seal.
 - 2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire. **NOTE:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
 - 3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
 - 4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.