

Fire Procedures

Minor fire: Able to put out with a fire extinguisher

- Call 911 and remain calm.
- As much as it is safe to do so, use a fire extinguisher to put out the flame. Fire extinguishers are located in each building hallway.
- If fire is not extinguished, pull the nearest fire alarm and exit the building.
- Notify College personnel immediately.

Major Fire: Fire department needs to put out fire

- Pull the nearest fire alarm and remain calm.
- Exit building through the fire exit or safest route, close doors but do not lock them.
- When safely outside, call 911 and report the fire immediately.
- Move away from the building and stay away from parking lots and streets where and first responders must have access.
- Do not re-enter the building until college staff says it is safe to go back inside (as cleared by fire department personnel).

Fire Alarms

When a fire alarm sounds or a staff member informs you to evacuate the building:

- Remain calm.
- Notify (wake up) any roommates or others in the building
- Close windows and turn off lights as you are able and close doors but do not lock them and exit the building.