

FIRE

IF A FIRE ERUPTS, immediately **CALL 9-1-1**. Any time there is a fire on campus, of ANY size, the Fire Department must be called. The following procedures should be activated for a Fire at a school or district facility. **Call 9-1-1 and then call the Site Administrator** and supply any known details.

TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE.

WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY

R	A	C	E
Rescue/Remove Persons in Immediate Danger	Activate Alarm and CALL 9-1-1	Confine/Contain the Fire. Close Door After Exiting Area.	**Extinguish with Portable Fire Extinguisher if Possible, or Evacuate

1. Walk, **DO NOT RUN**, to the nearest safe exit. **DO NOT PUSH OR CROWD**.
2. Use stairways and handrails and keep to the right. **DO NOT USE ELEVATORS**.
3. Feel doors bottom to top for heat using the back of your hand. **IF HOT DO NOT OPEN DOOR**. If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
4. Proceed to Evacuation Assembly Area and take roll. Refer to "Campus Emergency Team and Exit Routes" section of this flip chart.
5. Follow directions of **Site Administrator**.

IF YOU HAVE BEEN TRAINED TO USE A FIRE EXTINGUISHER

P	A	S	S
Pull Pin from handle	Aim at base of fire	Squeeze handle completely	Sweep from side to side



** Additional Fire Extinguisher notes:

After extinguishing a fire, back away. Watch for re-ignition. Use fire extinguishers on small fires only – trash cans or smaller. Do not attempt to put out the fire unless you have received training in the proper use and limitations of fire extinguishers. Use the appropriate extinguisher for the type of fire.

If caught in smoke:

Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.

If trapped in a room:

Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window but do not break glass unless absolutely necessary.

If forced to advance through flames:

Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

If clothing catches fire:

Stop, Drop, Roll

