



FIRE

IF A FIRE or OTHER OBVIOUS SIGNS or SMOKE, immediately CALL 9-1-1.

Any fire occurring on SBCSS property, regardless of its size or severity, must be reported immediately to the Fire Department and the appropriate site or school administrator.

Treat every alarm as a real emergency. Do not assume it is a false alarm. The alarm may not sound continuously—if it stops, continue to evacuate immediately.

WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY

R	A	C	E
Rescue or Remove Persons in Immediate Danger	Activate Alarm and CALL 9-1-1.	Contain/Limit fire spread. Close Door After Exiting Area	Extinguish/Evacuate, if possible, with Portable Fire Extinguisher
1. Walk, DO NOT RUN, to the nearest safe exit. DO NOT PUSH OR CROWD. Provide clear directions to students and visitors or other staff. 2. Help those people with access and functional needs. 3. Use stairways and handrails and keep to the right. DO NOT USE ELEVATORS. 4. 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. 5. Proceed to Evacuation Assembly Area and take accountability of all people. 6. Refer to "Emergency Response Plan and Evacuation Map." 7. Follow directions of the Site Administrator or Safety Committee members.			

FIRE EXTINGUISHER

P	A	S	S
Pull the pin from handle 	Aim at the base of the fire 	Squeeze the handle 	Sweep from side to side 

Additional Fire Extinguisher notes:		If Caught in Smoke:	
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.		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:		If Forced to Advance through Flames:	
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.		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 	



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