

## **EMERGENCY ACTION PLAN (EAP)**

### **Fires**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Campus Safety (ext 4444).
2. If a minor fire appears controllable, **IMMEDIATELY** contact Campus Safety at extension 4000, who will contact the fire department. A “controllable” fire is one that meets the following criteria:
  - The fire is not blocking your only exit;
  - Properly rated and sized extinguishers are present; and
  - You have been trained in the use of fire extinguishers
  - If these three criteria are met, promptly direct the discharge of the fire extinguisher toward the base of the flame and extinguish the fire using the PASS method (**Point, Aim, Squeeze, Sweep).**
3. If a fire is not controllable, an emergency exists. If a building alarm has not automatically activated, manually activate the building alarm at the nearest pull station to signal an evacuation, report the fire by phone, evacuate all rooms and close all doors behind you to confine the fire and reduce oxygen—**DO NOT LOCK DOORS!!**
4. If you become trapped in a building during a fire, seal any doors between you and the fire with clothing or other suitable material to minimize smoke exposure to your location. If there is a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **REMAIN CALM AND DO NOT PANIC.**
5. When evacuating a building, assist the handicapped in exiting the building. While elevators are reserved for handicapped persons during evacuations, **DO NOT USE ELEVATORS IF THERE IS AN ACTIVE FIRE.** Assist handicapped persons by any alternative means.
6. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. If requested, assist Emergency crews as necessary.
8. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the muster point. Stay there until an accurate **HEADCOUNT** has been taken.