

# FIRE / CHEMICAL SPILLS

## Definition:

A fire or chemical spill occurs on campus.

## Procedure:



### IF YOU DISCOVER A FIRE OR CHEMICAL SPILL:

1. **ACTIVATE** the building's nearest fire alarm pull station.  
DO NOT ATTEMPT TO PUT THE FIRE OUT OR CLEAN UP THE CHEMICAL SPILL!
2. **EXIT** the building via posted evacuation route, assisting others whenever possible.
3. **CALL 9-911** from a safe area. A 9-911 call is **mandatory** to notify the fire department of the need for emergency response.
  - State the exact type of emergency and location (building name, room number, and directions to the site) of the emergency to the 911 personnel.
4. From a safe area, call the **CAMPUS ASSISTANCE CENTER** at **extension 4444** to inform them of the emergency.
5. If possible, meet the 911 lead emergency vehicle at the site designated by 911 personnel.
6. Proceed to the designated evacuation area and wait for the "All Clear."

### IF FIRE ALARM IS SOUNDED:

1. Close doors. Exit the building via primary exit route, assisting others with evacuation if possible.
  - Do not use elevators for exiting.
2. Proceed to the designated meeting area for your building. Do not reenter the building for any reason.
3. An "All Clear" will be issued by fire department officials or College emergency personnel when it is safe to reenter the building.

### DISABLED OR TRAPPED

4. If you are unable to exit the building, move to a room with an outside window. The room should be as close to a stairwell as possible. Tell others to notify the fire department of your location. Close the door, leave the light on, and open the window to signal outside help.



## Remember:

Use common sense and never take risks that may endanger yourself or others.

## Numbers to Know :

**EMERGENCY RESPONSE: 9-911 • CAMPUS ASSISTANCE CENTER: Ext. 444**  
Note – All College phones are campus phones except pay phones.  
To call the 911 Center from campus phone, you must dial 9-911.  
From pay phones, dial 911. Coins are not needed for 911 calls.