FIRE

Please see the below emergency procedures to be followed in the event of a fire, explosion, or smoke event on campus or at a CCBC extension center. Remember "What to do in an Emergency" fliers and evacuation routes are posted in classrooms for handy reference.

1. **If you discover a fire, explosion or smoke in a building**,
    a. Activate the fire alarm system: Find a wall-mounted red pull station and pull down its lever.
    b. Call Public Safety at443 840-1111. Provide your location and specify the type of incident (fire, explosion, smoke, burning odor, etc.)

2. **When a fire alarm sounds,**
    a. Evacuate the building immediately
    b. Remain approximately 100 feet from exterior building exits
    c. Carry your cellphone and class roster with you.
    d. Notify authorities if anyone from your class or office area is missing.

3. **If there is a disabled person in your vicinity on the second floor or above**
    a. Assist the individual to the nearest stairwell as the "area of refuge".
    b. Immediately contact 911 with the person's location.
    c. Stay with the person, if you can, until rescue personnel arrive.

4. **Do not** use the elevators during a fire, explosion or smoke emergency.

5. **Do not** re-enter the building until told to do so by on site authorities, or until you hear the alert tone and "All Clear" signal from the Whelan Alert System.