

## **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 at 443 840-1111. 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.