

FIRE OR EXPLOSION

A. KNOW THE LOCATION OF FIRE

EMERGENCY RESOURCES IN YOUR AREA:

- FIRE ALARM PULLS.
- FIRE EXTINGUISHERS.
- EVACUATION ROUTES.
- ALTERNATE EVACUATION ROUTES.
- FIRE EVACUATION STAGING AREAS.
- FIRE EXITS.
- ASSEMBLY SITE.

REFER TO OCS POLICIES
309 & 627

B. EMERGENCY ACTIONS

IF A FIRE OCCURS OR IF YOU DETECT SMOKE OR A BURNING ODOR:

- Pull the closest fire alarm to initiate building evacuation.
- After all personnel have been cleared from the area, close all doors to the immediate area of fire to help isolate the smoke and flames.
- Follow all instructions from the fire and police departments.
- Reconvene employees and students when the emergency is over to make sure that everyone is safe.
- Do not go back into the building.
- Reenter only after "ALL CLEAR" signal is given by the fire department.
- Do not use elevators.