

FIRE

A building fire may be started by a number of causes such as an electrical short, overheated equipment or unattended flame that ignites combustible materials. In order to start and sustain a fire, there must be a source of fuel (flammables, paper, wood or other ignitable materials), a source of oxygen (air) and an ignition source (spark, heat or electrical arc).

Communications

A fire alarm will sound/signal indicating that everyone should evacuate the building. In some areas, if there is sufficient heat, sprinklers will also activate.

Procedures

If you discover a fire, explosion or smoke in a campus building, call Campus Safety at ext 72000 immediately. Campus Safety will alert the fire department and provide them with accurate information regarding location and access. If there is a fire in progress, activate the fire alarm by using the closest fire alarm pull-station. Fire alarm pull-stations are usually located in the hallways or along corridors. After sounding an alarm, move to a safe distance.

When contacting Campus Safety provide the following information:

- The building name
- The floor and room number
- What you know about the incident

Take the time to locate the fire alarm station nearest your work area before a fire emergency. Contact the HMC Emergency Preparedness and Safety Coordinator if you need assistance.

IF THE FIRE IS A SMALL, EXTINGUISHABLE FIRE

- Call F&M at ext 18226 or Campus Safety at ext 72000 to report the incident.
- Use the fire extinguisher in your dorm/work area to extinguish the fire.

If you have not been trained in the proper handling of a fire extinguisher, please contact the Emergency Preparedness and Safety Coordinator or your supervisor to schedule training. .

IF THE FIRE IS TOO LARGE FOR A FIRE EXTINGUISHER, activate the nearest fire alarm and safely evacuate as outlined in **Building Evacuation**.