

FIRE SAFETY

If you discover a fire in a building on campus:

- Alert the occupants verbally and by pulling the emergency alarms, and evacuate the building.
- Notify Campus Safety at ext. 72000 or (909) 607-2000. They will notify the fire department and guide them quickly to the location of the fire.
- Seek and assist any disabled persons in evacuating the building. Exit via stairway, DO NOT USE ELEVATORS.
- Once outside, move to an open area at least 150 feet away from the effected building(s). AVOID INNER COURTYARDS. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from Campus Safety or emergency personnel. DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO by the Los Angeles Fire Department.

Fire Safety Tips

- Know the location of fire extinguishers in your area and how to use them.
- If a fire is small and can be safely extinguished (e.g., in a waste-basket), immediately notify Campus Safety at ext. 72000 or (909) 607-2000 and activate the fire alarm. Then use an extinguisher to put out the fire.
- During evacuation, walk, don't run. Keep noise to a minimum. Close, but do not lock, doors to help contain fire and smoke. Do not use elevators. On stairways, use handrails and stay to the right. After evacuating, relocate to a safe assembly area and do not re-enter the building until told that it is safe to do so.
- If you suspect fire in the building, test doors before opening. Use the back of your hand to feel the door or doorknob. If it is hot, use another escape route.
- If you hear a fire alarm, call Campus Safety to report the alarm, evacuate, and do not re-enter the building until told it is safe.
- Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the building. Know the location of the nearest fire alarm and how to use it. Keep corridors free of flammable materials to prevent rapid fire spread.
- Never prop open hallway doors, or lock fire exit doors.
- Report damaged or vandalized fire safety equipment to Campus Safety immediately. False alarms cause major problems and risk the safety of building occupants. If you become aware of someone starting a fire or causing a false alarm, notify Campus Safety immediately.