

FIRE SAFETY PROCEDURES

If a fire occurs:

1. A faculty or staff member will be responsible for verifying the alarm is legitimate and activating the fire alarm in the appropriate building.
2. Once the alarm has been pulled, this individual should immediately call 911 and report a fire alarm at Robeson Community College and then call the switchboard operator on "0" and state the location of the fire.
3. The switchboard operator will immediately contact the facilities coordinator and/or Compliance Director to apprise them of the situation.
4. A person will be posted at the front of the campus to direct emergency vehicles to the source of the fire.
5. Faculty members should direct students to exit the building according to the exit routes posted in each area.
6. All students and RCC personnel should move at least fifty (50) yards from the nearest building.
7. The fire alarm will continue to sound until the source of the fire has been determined and steps have been taken to insure the safety of all individuals.
8. Please remain in place until an "ALL CLEAR" message is received. This will inform students, staff, and faculty that all is clear and normal activities can resume.

How to use a Fire Extinguisher. Learn the P.A.S.S. system

- **P**ull the pin.
- **A**im the extinguisher nozzle, horn or hose at the base of the fire.
- **S**queeze or press the handle.
- **S**weep from side to side at the base of the fire until it goes out.
- Shut off the extinguisher.

Fire Extinguishers – Type

- "A" Effective on fires composed of burning wood, paper, plastics, and fabrics.
- "B" Effective on fires fueled by flammable liquids or grease.
- "C" Effective on fires involving electric current.
- "D" Effective on fires fueled by combustible metals such as magnesium and sodium, and other finely divided metal particles.
- "K" Effective on fires in cooking appliances that use large quantities of combustible cooking oils.

FIRE SAFETY TIPS

If you are caught in smoke:

1. Get down on the floor and crawl to safety.
2. Close doors behind you as you escape, and use stairs, **NEVER** elevators.
3. Learn the location of fire exits and alarm boxes near you.
4. Sound the fire alarm if you see smoke or detect a burning odor.
5. Do not re-enter a building until it has been declared safe for re-entry.