

Title: Fire Safety

Policy  
No.: ADM 4.12

Date: 8/11/08  
Rev.:

Areas Affected: All BSMSO Faculty

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### **FIRE SAFETY**

Fire drills will be conducted at anytime and will be unannounced. Fire drills must be conducted in accordance with county regulations and laws. Students are expected to follow all regulations- regardless of the time of the drill.

#### Upon hearing the fire alarm:

1. Turn off all electric appliances and lights.
2. Walk, do not run to the nearest exit, exit the building and stand far away from the building. Remain there until released from the drill.
3. The Building Coordinator will ensure that all students and employees have exited the building and consult with the fire marshal/firemen in charge to let them know all are out of the building.
  - Regardless of what exit was used, re-enter the building through the front and back regular entrance doors, unless instructed otherwise.
  - Do not make unnecessary noise such as loud talking or laughing.
  - Students are expected to immediately respond to the alarm regardless of the activity they are engaged in.
  - Never assume that a fire alarm is a false alarm. Prompt compliance to drills is essential to safety.

#### If an actual fire should occur:

1. Any faculty member or staff member who is closest will:
2. Pull the fire alarm. Fire alarms are located at either end of each hallway, and in the middle of each hall. The Building Coordinator will alert other students/faculty by announcing "Code Red" or "Fire."
3. Call John Frost, Business Park Manager at 264-8005.  
Announce:
  - Code Red in School of Nursing and exact location of the fire, (example: computer lab).
  - Type of fire (example: trash).
4. The last one to exit a room is to close the door. Check each room while moving toward the nearest exit ensuring that no one is still in the room and the door is closed. This includes classrooms, library, offices, labs, lounges, etc.

#### If the fire is contained (i.e., trash can, etc.):

1. **REMAIN CALM.** Go to the closest end of the hall and bring the fire extinguisher from its cabinet. Pulling the pin from the end, and aiming the nozzle directly at the base of the fire,

Reference Policy # \_\_\_\_\_

#### **Approved by:**

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Signature

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Title

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Date

#### **Approval History:**

Committees and Dates:

Assistant Dean of Administration – 8/08

Faculty Forum –

Faculty Organization -

Key words: Fire Safety

depress the lever fully. Extinguish the fire fully, and remain with the extinguished fire until Security or the firefighters arrive. Have another person report or lead the firefighters to the site.

2. Await further instructions from the Building Coordinator or the fire department once they arrive.

Other helpful tips:

1. Close all doors, including doors to adjoining rooms/suites immediately.
2. Ensure other students/staff are ready for evacuation if necessary. Important: Use telephone only for communication with emergency personnel.
3. If you attempt to exit the hall/room, and the room is smoke-filled, wet a towel, if possible, place it over your face, get down low and crawl to the nearest unobstructed exit.
4. After seeking safety outside, check with other students/staff to see that everyone has been safely evacuated.
5. Follow any other instructions emergency personnel or Security might have.