



Emergency Response Guide (link)

http://www.clark.edu/student_services/ehs/documents/ClarkCollegeEmergencyResponseGuidestudentversion7-2011.pdf

FIRE

FIRE PROCEDURES

1. Isolate a building fire by closing (not locking) the door to the area.
2. Remain calm, leave the building by the nearest cleared exit, and alert others to do the same.
3. Pull the nearest building fire alarm on the way out, if not already activated.
4. DO NOT USE ELEVATORS TO EVACUATE (use stairway exits).
5. Call 911 and then Security (360) 992-2133 if able to do so.
6. Proceed to a clear area at least 500 feet away from the affected building(s), and keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
7. Advise others not to enter the building. If exiting from the second floor, assist disabled persons to the top of the stairs and evacuate the building as usual. You must inform Security that someone is at the top of the stairs.
8. Notify Security and/or fire fighters on the scene if someone is trapped in the building.
9. Return to building(s) only when they are declared safe to occupy.

IF TRAPPED IN A BUILDING

If trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

MINOR FIRES

(That appear controllable e.g., waste basket fire)

1. Alert others in the area to notify 911.
2. Promptly direct the charge of a fire extinguisher toward the base of the flame.
3. Do not attempt to put out a fire unless standing with back to an exit with a clear escape route.

FIRE AND LIFE SAFETY

1. Know the location of work area fire extinguishers, exits, and pull stations and how to use them. Training and information are available through College Security.
2. Do not block exit corridors or prop open the doors.
3. Assist persons with disabilities to exit the building.
4. Check restrooms and other isolated areas if time/situation permits.
5. Store flammables in approved containers/cabinets.
6. Use only UL approved electrical devices/equipment. Plant Services can assist with UL approved equipment.
7. Do not overload electrical outlets. Use of extension cords is limited to 30 days.
8. Report facilities deficiencies to Plant Services (360) 992-2336.

Clark College The Next Step