

FIRE SAFETY GUIDE

A. INTRODUCTION

BRCC's policies and procedures are intended to protect all members of our community while on campus and when participating in college related or sponsored activities. This guide is designed to familiarize students, faculty, and staff with fire safety procedures. This guide should be used in conjunction with other guides such as the Emergency Evacuation Guide.

B. RESPONSE

Immediately reporting a fire, suspected fire, or fire alarm is the most important action necessary to mitigate fire damage, prevent injury or death, warn others, and avoid property damage. If you discover or become aware of a fire in your building or work area:

- Activate the building fire alarm using a manual pull station located near an exit door.
- Call 911 and be prepared to give the exact location of the fire, including building name and address, and cause of the fire if cause is known.
- The building name is located on emergency exit route signs.
- If you can control the fire with a portable fire extinguisher and have been properly trained in the use of portable fire extinguishers, attempt to extinguish the fire if it is safe to do so.
- Never allow a fire to come between you and an exit. Assist individuals with disabilities and those who appear to need direction.
- Evacuate the building as quickly as possible, using the primary or alternate exit routes. Exit route signs are posted in conspicuous locations throughout college buildings. Alternate exit routes have been identified in case the primary evacuation route is obstructed by a hazard, is occupied by emergency response personnel, or cannot otherwise be used.
- Proceed to the designated assembly area and verbally warn others to evacuate the building as you exit the building. Designated assembly areas are identified in the Emergency Evacuation Guide. They are also identified on evacuation signs.
- If you are unable to exit the building due to fire, mobility challenge, or other hazard, notify a person that is exiting the building or call 911 from any phone, shout for assistance, dropping an object to the ground from an exterior window, or hang a highly visible object from a window to get the attention of first responders. The College has an evac-chair available at the top of the stairwells on all multi-story buildings to assist individuals experiencing mobility issues.
- Do not re-enter the building until informed it is safe to do so by emergency responders or a College official.
- Keep in mind these tips as you follow the steps listed above:
 - Feel door handles with the back of your hand before opening a door(s).

- If the door handle is hot, don't open it. Go to a phone or window and call for help. If the handle is not hot, open it cautiously.
- Check for smoke, heat or fire before going out. If smoke is present, stay as low as possible and crawl to an exit door. Keep one shoulder against the wall as you exit the building to avoid becoming lost.
- Do not use elevators.
- Knock on closed doors as you leave and yell "FIRE!" on your way out.
- Make note of the location of anyone who may have been unable or refused to evacuate.

Additional information regarding emergency evacuation for fire or other emergencies is available in the Emergency Evacuation Guide.