

Appendix I

FIRE

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: Know the location of a fire extinguisher, fire exits and alarm system in your area and know how to use them. Training and information are available through Public Safety.
- Step 2: If a minor fire appears controllable immediately contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Step 3: If an emergency exists, activate the building alarm. Caution: the building alarm rings only in some buildings; you must report fire by phone.
- Step 4: On large fires that do not appear controllable, immediately notify Public Safety. Do not hang up until told to do so. Then evacuate all rooms, and close all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS.**
NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Step 5: When the building evacuation (Fire) alarm is sounded, an emergency exists. Go quickly to the nearest "SAFE EXIT" and ask others to do the same. **DO NOT USE ELEVATORS.** Assist the Disabled in exiting the building.
- Step 6: Once outside move the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 7: An Emergency Operations Center may be set up near the emergency site. Keep clear of the area unless you have official business.
- Step 8: Do not return to an evacuated building unless told to do so by Public Safety.

Appendix I (Continued)

NOTE: If you become trapped in a building during a fire immediately notify Public Safety or see if a window is available. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

Important: After any evacuation, report to your designated assembly area.

Remember:

- R – Report** the fire immediately to Public Safety.
- A – Activate** the building evacuation (Fire) alarm.
- C – Contain** by closing all doors to confine the fire and reduce oxygen.
- E – Extinguish** by knowing the location of fire extinguishers and how to use them.