COASTAL CAROLINA UNIVERSITY EMERGENCY PROCEDURES

FIRE

<table>
<thead>
<tr>
<th>To report a campus emergency:</th>
<th>Calling on a campus phone</th>
<th>Calling off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCU Public Safety (PS)</td>
<td>Ext. 2911</td>
<td>843-349-2911</td>
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<tr>
<td>When PS is not available</td>
<td>Ext. 9-911</td>
<td>911</td>
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</tbody>
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Know the locations of the Emergency Call Boxes and use them in the event of an emergency.

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 Fire Safety in the Department of Safety & Transportation.

**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

**E – EXTINGUISH** by knowing the location of the fire extinguishers and how to use them

1. 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.

2. If a fire emergency exists, activate the building alarm.

3. 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 - **DO NOT LOCK DOORS.** **NOTE:** Smoke is the greatest danger in a fire, so stay near the floor where the atmosphere will be less toxic.

4. When the building evacuation (Fire) alarm is sounded 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.

5. Once outside, move to a safe location away from the affected building. Keep streets and walkways clear for emergency vehicles.

6. Do not return to an evacuated building unless told to do so by a University Safety Official.

**IMPORTANT:** 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 atmosphere will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**