

REPORTING A FIRE

1. In all cases of fire or smoke call the Fire Department, even if the fire appears to have been extinguished.

REMAIN CALM:

Call the Fire Department. DIAL: **9-1-1**

9-9-1-1 from telephones on Ohlone College telephone System

- Say:
- I am reporting a fire (describe). Be sure to identify the type of fire, size and any threat to life.
 - The address is (street address, cross streets).
 - The fire is located in (part of the complex, building, floor, room number, etc).
 - My name is (identify yourself)
 - My call-back number is (provide the number of the telephone being used to report the fire).

2. Move away from the fire area, closing all doors as you go. Containment is vital.

3. Alert others nearby to the danger and call Campus Safety (6111).

4. EVACUATE. Follow the evacuation plan for the building in which the fire occurs.

Note: During classes, **when needed**, the evacuation will be initiated by other college personnel while the Fire Department is being notified.

5. Send someone to meet the Fire Department and direct them to the fire.

6. If the fire is small (waste basket size) and the smoke is light, you may attempt to extinguish it, **but only after calling the Fire Department.**