

Fire

All incidents of unintentional/non-control burn fires will be reported to ABAC Police (Department of Public Safety) at 391-5060 immediately whether Fire Department Response is required or not. **All Department Heads, Deans, Supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s).**

All employees should be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of a fire.

In the event of a fire:

- If an emergency exists, activate the building alarm and contact ABAC Police (Department of Public Safety) at 391-5060.
- If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area, to contact ABAC Police (Department of Public Safety) at 391-5060. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- On large fires that do not appear controllable, IMMEDIATELY activate the building alarm and contact, or direct someone to contact, ABAC Police (Department of Public Safety) at 391-5060. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. **DO NOT LOCK THE DOORS!**
- Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
- If trapped on a second story or higher, hang an article of clothing out the window to signal ABAC Police (Department of Public Safety) personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
- During the evacuation, direct crowds away from fire hydrants, road ways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE. NOTIFY ABAC POLICE (PUBLIC SAFETY) PERSONNEL OR FIRE DEPARTMENT PERSONNEL.**

ABAC Police (Public Safety) Supervisor:

- The ABAC Police (Public Safety) Supervisor on duty may order personnel to enter and search the building if person(s) are suspected to be inside the building dependent upon, but not limited to the following factors:
 - Response time and availability of properly equipped fire department personnel.
 - Extent of fire engagement to the building.
 - To assist fire fighters in locating/operating elevators, etc.
- The ABAC Police (Public Safety) Supervisor on duty will contact the Fire Commander upon arrival and provide assistance as requested.
- ABAC Police (Public Safety) will respond and provide crowd control and assist as directed.