

# Reporting a Fire

## ES\_FA\_CS\_10

Responsible Officer  
Marc Cutrell  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2018-05  
Last Revision  
2018-05  
Re-evaluation Date  
2020  
Departmental Impact  
Student Services

### Policy Statement

To report a fire that is an immediate danger to life and property dial 911.

### Policy Procedures

If you are in the structure that is involved, engage the nearest fire alarm and evacuate the building. After emergency services have been notified, immediately contact Security and Dean of Student Development. If the public fire department has been called, make certain that someone is available and visible to direct the firefighters to the place of need.

If people are trapped inside a burning building, they should avoid opening hot doors. Trapped persons should immediately crawl to the nearest exit following the directions posted at each doorway.