PURPOSE:

The purpose of this policy is to provide procedures for responding to a fire situation, ensuring safety from the threat of fire/smoke to students, faculty/staff and visitors, minimizing damage to the facility, and limiting the travel of smoke or fire within the compartments of the buildings and floors.

POLICY:

Respond to a fire emergency by *R.A.C.E.*
Faculty, staff and students should recognize the indications of a fire and follow the *R.A.C.E.* fire emergency policy in their response to a fire.

Rescue: is to quickly locate persons in immediate danger and remove them away from the fires origin. Others responding, will continue rescue procedure by assisting with the immediate area evacuation.

Alarm: alert the entire facility by pulling a fire alarm system pull station. Pulls are generally located near all exterior exit doorways. Dial **11112** and report to Campus Police the exact location of the fire and your circumstance.

Confine/Contain: Smoke is the deadly reaction from the fire as the intense heat causes rapid spread. Fire consumes fuel and oxygen. Colleges and dormitories by design are made up of compartments. Closing all doors in the area of the fire limits the travel of the smoke and reduces the fire's source of fuel and available oxygen. This action is known to reduce damage, and is vital in controlling the fire.

Extinguish/ Evacuate: The first three minutes after a fire initiation are the most critical as a fire can grow out of control within that time. Sizes and types of extinguishers vary and should be used only if readily available and the fire is small and well contained. Know your limits, and how to properly use an extinguisher. It cannot be overstressed to let the professionals handle putting out a fire. Evacuate! To properly use a fire extinguisher **P.A.S.S.**:

Pull- the pin.
Aim- the nozzle at the base of the fire.
Squeeze- the extinguisher handle for discharge of chemical.
Sweep- the nozzle in a side-to-side pattern along the base of the fire.

Fire Alarm
1. Classes cease immediately! Faculty and staff direct students and visitors to turn off laboratory equipment for which they are responsible and to proceed to the nearest smoke-free building exit using the nearest smoke-free stair way. The last person to leave a room closes the room door. Do not use elevators! Provide assistance to persons with disabilities!
2. Faculty, staff and students move away from the front of the college building in an orderly manner and assemble in the Emergency Department Parking Lot on the north side of the main college building or the Ollie Davis Medical Arts and Education Center Parking Lot to wait for further instructions from KMC Security personnel.

Fire Alarm ALL CLEAR Announcement

1. KMC Security will notify faculty, staff and students of the ALL CLEAR signal.
   (Note: Turning off the fire alarm is <u>not equivalent</u> to an ALL CLEAR signal.)
2. Faculty and students return to their scheduled classes and laboratories.

Fire Drills

1. Fire drills will be conducted at least four time a year and in accordance with state and local codes.
2. Kettering College Administration and Public Relations personnel will give instructions regarding the fire drill to faculty, staff and students by email prior to the fire drill.
3. At the designated time, KMC Security or Kettering College Administrative personnel pull the fire alarm. All college personnel follow the fire alarm procedures until the "DRILL ALL CLEAR" message is given

SPONSORING DEPT: Kettering College Safety Committee
DEPARTMENTS AFFECTED: Kettering College
DATE OF ORIGIN: September 7, 2017
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LAST REVISED: September 7, 2017

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