FIRE

1. Know the location of fire extinguishers in your area and know how to use them. Fire extinguisher training is available on-line at http://www.sbcc.edu/adminservices/training.php.

2. For a minor fire that appears to be controllable, activate the building fire alarm system at the nearest manual fire alarm pull box. Immediately call 911 (or 9-911 from a campus phone) and Security at (805) 730-4200. Then use the appropriate fire extinguisher to control the flames.

3. For a larger fire that is not easily controllable, close all doors to confine the fire and reduce oxygen. Activate the building fire alarm system at the nearest manual fire alarm pull box. Then immediately call 911 (or 9-911 from a campus phone) and Security at (805) 730-4200. Give all information requested (your name, exact location, size and progress of the fire, etc.).

4. Notify your Safety Marshal, supervisor or instructor. Then evacuate the building by quickly walking to the nearest exit, alerting people as you go, and assisting those with disabilities as necessary. Do not use elevators for evacuation.

5. Once outside, move to a clear area at least 50 feet away from the affected building. Keep the walkways and vehicle access clear for emergency vehicles. Utilize the designated building Emergency Assembly Point if it is free of smoke and wait for instructions.

6. **DO NOT RETURN TO THE AFFECTED BUILDING UNTIL TOLD IT IS SAFE BY A CAMPUS SECURITY OFFICIAL.**

7. Report all fires, regardless of size, to Campus Security at (805) 730-4200.

8. Report any fire extinguisher that has been discharged, has lost pressure, or is out-of-date to Facilities and Operations at (805) 965-0581 ext. 2296 for service.