

Fire Protocol

I. Introduction

Fires on campus are usually caused in one of the following ways:

- Building and residential accidents (faulty electrical connections, improper use of electrical appliances, grease fires, smoking, candles);
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents);
- Criminal acts (arson).

A major fire occurring on campus could involve areas where multiple-occupancy residences or other university facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire.

II. Protocol

Persons discovering a fire, smoky condition, or explosion should activate the nearest fire alarm box and contact the Bridgewater State University Police Department at 911 from any campus telephone (508-531-1212 from a cellular telephone). Any pertinent fire or rescue information should be conveyed to the police officers on scene or to the Bridgewater Fire Department.

All occupants should know where primary and alternate exits are located and be familiar with the various evacuation routes available. Building occupants must NOT use elevators as an escape route in the event of a fire.

Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported IMMEDIATELY! Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

The RACE Rule for Fire Emergencies

R - Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.

A - Alarm: Sound the alarm by pulling a fire box and call 911 from a safe distance, to notify fire command center of precise location of fire.

C - Confine: Close all doors, windows, and other openings.

E - Evacuate: Evacuate the building! If you cannot exit your room, the fire is immediately outside of your door, stay inside and wait for assistance by the Fire Department.

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the faculty, staff, or student must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided, if possible, until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell. Landings with hallway doors will close at all levels.

REVISED 11/13

FIRE PROTOCOL CHECKLIST

THE RACE RULE HAS BEEN FOLLOWED:

- R – RESCUE. THOSE IN IMMEDIATE DANGER HAVE BEEN RESCUED.
- A – ALARM. THE ALARM HAS BEEN SOUNDED BY PULLING THE NEAREST CALL BOX AND 911 HAS BEEN CALLED.
- C – CONFINE. ALL DOORS AND WINDOWS HAVE BEEN CLOSED TO HELP CONFINE THE FIRE.
- E – EVACUATE. THE BUILDING HAS BEEN EVACUATED.

DISABLED OCCUPANTS HAVE BEEN ACCOUNTED FOR.

FIRE THREAT CHECKLIST