

## **POLICY & PROCEDURE**

### **Fire Safety Procedures, Statistics, Reports**

#### **I. Fire and Explosions**

All persons are required by law to evacuate the building in the event of a fire alarm, or fire drill. All persons are prohibited from re-entering the building until an all-clear is given by CPS Officers.

1. Know the location of fire alarm pull stations, fire extinguishers, emergency exits, and fire escapes.
2. Upon discovering a fire, pull the alarm immediately. Call 911 as soon as you are reasonably safe and then contact CPS at 503.352.2230 (ext. 2230).
3. Upon notice of a fire alarm, or fire drill, evacuate the building to your designated, safe, outside location.
  - Do not attempt to use elevators under any circumstance.
  - If there is heavy smoke, crawl along the floor to the nearest exit. Keep your nose and mouth covered with a cloth.
  - If it is not safe to leave your room because fire or smoke is blocking your path, stay in your room. Do not attempt to jump out of any window higher than ground floor. If it is safe to do so, go to the window and signal for help.
  - If you are trapped in your room, keep your doors and windows closed- open windows may draw smoke into the room. Shove wet towels, clothing or sheets underneath your door to prevent smoke from entering.
  - Hang a sheet or other large cloth out your window to notify emergency personnel that you are trapped. If your phone works, contact CPS at 503.352.2230 (ext. 2230) to apprise them of your situation.
4. Stay far away from the building— you could be injured by falling glass or explosions. Stay clear of fire lanes, roads, sidewalks, fire hoses, water valves, and emergency personnel so that they may work.
5. Inform CPS or an RD of any injured, disabled, or trapped persons of which you are aware.
6. Remain for an accounting of all persons known to be inside. Do not re-enter the building until an all-clear signal is given by CPS.

#### **II. FIRE DATA REPORTING**

Campus Public Safety will maintain a log of all incidents of fires on campus property. The logs will include the following info;

- a. Nature of the fire
- b. Date, Time, Place of the fire
- c. Injuries and / or deaths resulting from the fire
- d. Values of property damaged or destroyed in the fire

The data from the log will be incorporated into the Annual Safety & Security Report and posted in compliance with the requirements of the Clery Act.