



POTOMAC STATE COLLEGE PROCEDURE

APPROVED: _____

A handwritten signature in blue ink, appearing to read 'Jennifer E. Orlikoff', written over a horizontal line.

Jennifer E. Orlikoff
Campus President
March 21, 2017

Handling Worksite Fire Emergencies

Purpose

If the worst should happen and a fire breaks out in your work area, would you know what to do? Knowing how to react to a fire emergency can literally mean the difference between life and death.

Fire Condition Procedures

If you are certain that a small fire does not pose an immediate threat to you, co-workers, or students, follow this procedure:

1. Sound the fire alarm. Sounding the fire alarm by activating any pull station in a College building will immediately inform 911, the Keyser Fire Department, and the University Police. They will know the building in which the pull station was activated as well as which station within that building was activated.
2. Get the proper fire extinguisher and fight the fire.
3. After the University Police and/or the fire department arrive, go to them and make a report about how you think the fire started, what materials were in the fire, and how you handled the situation.
4. Within 24 hours, make a written report to the Chemical Hygiene Office about the fire, how it started, and how you handled the problem.

In case of a large fire or one that seems out of control, use the following procedure:

1. Sound the fire alarm. Sounding the fire alarm by activating any pull station in a College building will immediately inform 911, the Keyser Fire Department, and the University Police. They will know the building in which the pull station was activated as well as which station within that building was activated.
2. Evacuate the building in an orderly manner.
3. When the University Police and/or fire department arrive on the scene, report to them, giving them all the information they request.
4. When the fire department arrives, identify yourself, and offer them information. This is critical in buildings where chemicals are stored.

Your safety comes first. Don't hesitate to sound the alarm and evacuate the building!

What to do when a fire alarm sounds:

1. If you are a faculty member, dismiss your class immediately.
2. If possible, turn off all gas and electrical appliances.
3. If possible, close windows and doors – BUT, do not lock them.
4. Walk to the nearest fire exit, while always moving away from the center of the building.
5. Continue to evacuate the building even if the alarm stops. DO NOT USE ELEVATORS – use the stairs.
6. DO NOT block exits or driveways. Move away from the building.
7. DO NOT re-enter the building until the verbal "ALL CLEAR" is heard from a University Police officer.

Special Note to Faculty: If a fire alarm sounds, it is the policy of West Virginia University that you and your class immediately evacuate the building.

Failure of staff, faculty, or students to immediately evacuate when a fire alarm sounds will result in disciplinary action by the Campus President's Office.