

## 1.4.2 Fire Procedures

### How to Report a Fire

Persons discovering a fire, smoky condition, or explosion should:

- Pull the nearest fire alarm/pull station. This will notify the Boston Fire Department that there is a fire in the building. Fire alarm pull stations are located next to the interior stairwell doors.
- Walk to the nearest stairway or exit and leave the building. **Do not** use elevators during a fire.

### Fire Extinguishers

Fire extinguishers should be used by trained personnel only. The safe evacuation of the building is the number one priority.

### Procedures for clothing on fire

- Roll the person around on floor, smother flames with a fire blanket, or drench with water if safety shower is immediately available.
- Pull the nearest fire alarm/pull station. This will notify the Boston Fire Department that there is a fire in the building. Fire alarm pull stations are located next to the interior stairwell doors.
- Obtain medical attention by the following method:

**On campus** - First, dial 9-911 from a campus phone, 911 from a non-campus phone. Then, notify Suffolk University Police at extension 8111, or 617-573-8111, that you have called for an ambulance and provide the location where the medical emergency exists. Suffolk University Police will guide the EMTs to the correct location as well as come to the location to offer assistance.

**Off campus** - dial 911

Reviewed by	Date
Incident Support Team	11/11/2015