

FIRE PLAN

DEPARTMENTS/AREAS AFFECTED: Holy Cross Campus

SCOPE OF PRACTICE: All Personnel

POLICY STATEMENT:

If ALL your answers are Yes, you can go ahead and extinguish the fire. But if ANY of your answers are No, do NOT try to put out the fire! Instead, leave the building immediately. Shut all doors as you leave to slow the spread of the fire

There are many fire extinguishers located throughout the HCC campus. The same basic steps of use apply to all. It helps to remember **PASS**.

- a. **P**ull the safety pin.
- b. **A**im at the base of the fire.
- c. **S**queeze the handle.
- d. **S**weep the extinguisher aim the discharging agent at the base of the fire until the fire is out.

EVACUATION PROCEDURE:

Only the President or a designated college official may order the general evacuation of a building.

In case of partial evacuation of residence halls, temporary housing of displaced students will be according to the following priority:

With other students in remaining residence halls.

In the Pfeil Recreation Center. Donations of blankets, pillows, air mattresses, and other supplies will be requested of other students, Red Cross, South Bend Community.

Local hotels.

Long term accommodations may be sought in homes of members of the community
(Media/Public Relations)

Dorm space may provided by encouraging local students to volunteer to move home.

EXCEPT IN THE EVENT OF FIRE - IF THE FIRE ALARM IS SOUNDING, ALL PERSONNEL IN THE BUILDING SHALL EVACUATE THE BUILDING TO THE OUTDOORS. USE ESTABLISHED ESCAPE ROUTES AND FOLLOW THE EVACUATION PLAN.