

# Lamont-Doherty Earth Observatory

## COLUMBIA UNIVERSITY | EARTH INSTITUTE

### **Fire Safety Procedures**

#### **Immediate Actions**

- Remain calm.
- Issue a warning to other occupants, and activate the building alarm.
- Once safely out of harm's way, call 911 then notify Lamont Security at **555** from any Lamont extension, or 845-359-2900.
- If conditions allow, provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to yourself.
- When possible, provide assistance to persons with disabilities. Notify Lamont Security if persons with disabilities are in the area and may need to be relocated.
- If the fire is small, and if you have had training, use the fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started.
- Feel door prior to opening, if cool, crack door open to look for fire, smoke or other signs of danger.
- If the corridor is usable, stay low to the floor to avoid smoke inhalation, travel to the nearest exit and leave the building.
- Close all doors as you leave, take your keys with you so you can return if you encounter untenable conditions.
- Use the stairs; **NEVER** use the elevator when exiting the building.
- **Once outside, proceed to your department's designated muster station. Stay there. (Note: Muster station maps are posted in each building. To be prepared in case of an emergency, you should familiarize yourself with these maps. )**
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
- Notify Lamont Security or responding emergency workers of any injured or trapped persons remaining in your building.
- Do not return to an evacuated building until given the "all clear" by Lamont Security staff.
- If trapped in a building call 911 and provide your name, phone number and location and condition preventing you from leaving.

## Procedures to Follow if a Person's Clothing Catches Fire

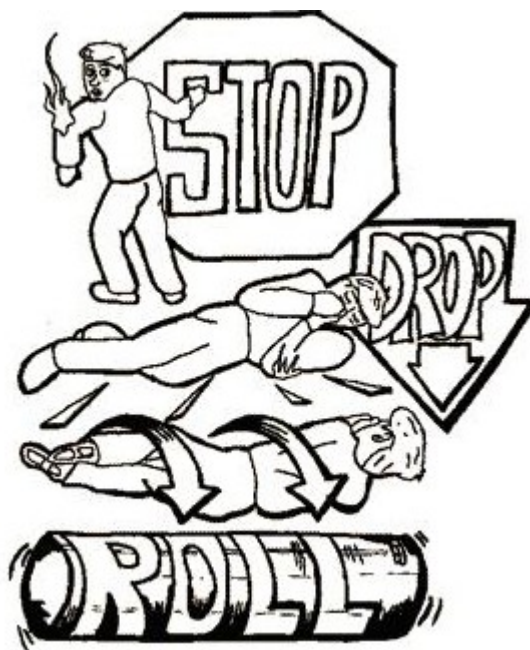
- If a person's clothing is on fire, he/she must not be allowed to run, as this will fan the flames and cause a more serious burn. **Remember! STOP DROP and ROLL.** Clothing fires must be extinguished immediately in order to minimize skin burns.
- If necessary, knock the person to the floor and roll them over to smother the flames.
- If available, place the person under a shower, utilize a hose, use a fire extinguisher, or wrap him/her in a blanket or whatever is available to smother the flames.
- If possible, place clean wet cloth on burned areas, wrap the person warmly to avoid shock, and secure medical assistance by immediately calling 911. Then call Lamont Security at (845) 359-2900.

## Be Prepared

- Know the location of the nearest fire alarm box.
- Learn the location of at least two exits from your work place.
- Count the doors or work spaces between you and the exit. In a power failure or smoke condition it may be necessary to evacuate in the dark.
- University policy mandates total building evacuation whenever the building interior fire alarm sounds.
- Take your keys with you and proceed to the nearest stairwell and exit the building.

## Persons with Disabilities

- It is suggested that individuals who use wheelchairs or who have a mobility related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- During an emergency evacuation due to fire, building elevators should not be used.
- Evacuation may not always be necessary or advisable. If persons with mobility related disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the nearest fire stairway landing on each floor of the building. Immediately notify Lamont Security staff or other rescue workers on-scene upon the arrival of persons with disabilities to the rescue area.



## Using a Fire Extinguisher

- Activate the alarm and call 911 before attempting to extinguish the fire.
- Use an extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt about your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method:

**PULL** the pin. This will break the tamper seal if a seal is applied.

**AIM** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**SQUEEZE** the handle to release the extinguishing agent.

**SWEEP** from side to side at the base of the fire until the fire is out. Wait in the area. If the fire Re-ignites, repeat the steps above.

- Portable fire extinguishers are located throughout the building. To report a discharged or damaged fire extinguisher, contact Lamont Security (845) 359-2900.

## **P.A.S.S.**

**PULL - AIM - SQUEEZE - SWEEP**

