

If a fire emergency occurs, each person at KSU has a personal responsibility to take immediate and appropriate action to ensure their own safety. If you suspect or discover fire, alert other building occupants by activating the fire alarm or knocking on the doors and leave the building immediately. Below is a brief description of the procedure to follow in the event of a fire.

Procedure to Follow in the Event of a Fire

SOUND THE ALARM

If you discover or suspect a fire, sound the fire alarm by activating the nearest fire alarm

If the building has no fire alarm, notify other occupants by knocking on doors and shouting "FIRE" as you leave the building.

LEAVE THE BUILDING IMMEDIATELY

Try to rescue others **ONLY** if you can do so safely. Otherwise leave the building immediately. **REMEMBER**
- Do Not Use Elevator

CALL FOR HELP

Call the Public Safety Department by dialing the campus emergency number as follows or use an "emergency" phone if there is one nearby.

Kennesaw Campus – ext. 6666 or 470-578-6666 or
Marietta Campus – ext.5555 or 678-915-5555

Give as much information as possible to the 6666/911 operator.

ASSEMBLE AT DESIGNATED AREA

Assemble at the area designated in your departmental Emergency Action Plan and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

BE AVAILABLE

Remain available to answer questions from KSU Public Safety Department, EHS or the Fire Department.

CALL FOR REPLACEMENT

If a portable fire extinguisher was discharged, call the Department of Strategic Security and Safety (Ext. 6985) to have the used fire extinguisher replaced.

Use of Fire Portable Extinguisher

Small (incipient Stage) fires can be extinguished without evacuating the building. However, only trained personnel may use fire extinguishers. When using a portable fire extinguisher, constantly evaluate the situation and be ready to evacuate if the fire cannot be controlled immediately. Never Enter A Smoke-Filled Room.

If you have not been trained or if you are not comfortable with using the portable fire extinguisher, do not attempt to use the fire extinguisher; instead leave the building immediately following the steps described above.

Intentional False Alarms

A false alarm is an intentional activation of a fire alarm when no emergency exists. This does not include malfunctions of the alarm system. False alarms have the potential for causing panic and harm to building occupants.

Making false fire alarm or otherwise tampering with the alarms or misusing fire protection equipment may be a criminal offense. Anyone caught may be subject to criminal charges.