

Fire Safety

In the event of a fire, the alarm should be activated, and evacuation of the building begun. If possible, locate a fire extinguisher and extinguish the fire. If unable, a 911 call should be made immediately. Ensure the evacuation of the building has taken place. The CBS crisis management and emergency procedures will go into effect at this time.

IF YOU ENCOUNTER SMOKE OR FLAMES:

- Crawl low under the smoke to get to clean air areas.
- Test the door before opening by kneeling or crouching at the door.
- Reach up as high as you can and touch the door and knob with the back of your hand.
- If the door is hot, use another escape route.
- If the door is cool, open it cautiously and continue along your escape route.
- Isolate fire by closing off doors if possible.
- Follow the evacuation route as outlined on the fire escape map located in each room of the building.
- If you are on a second floor, evacuate using stairwells. Do not use the elevators.
- Follow directions from those in authority.
- Stay calm.
- Once you are safe and the immediate emergency procedures have been followed, notify your vice president or the director of real estate operations.

Fire Drill

CBS expects all employees to be prepared for a fire and have the ability to assist any student and visitors. The steps are listed below:

1. Fire drills are both announced and unannounced and held at least once a year.
2. Everyone on campus is expected to participate.
3. Each class has a visible fire escape map. Take the exit that is assigned to your classroom, suite, or department.

4. All students and staff are advised to take anything of personal value during the fire drill. Doors must be closed and locked.
5. Running is not permissible while exiting the building.
6. Do not stand close to the building while waiting for clearance to re-enter the premises. Everyone should find a safe location away from the vehicles.
7. All rooms are checked for clearance.
8. The fire drill will usually last 5-8 minutes. Everyone will be permitted to enter the building once the alarm stops sounding.
9. Special care and emphasis is on our students that are in wheelchairs or have other handicap needs.

General Information

Appendix C

Fire Safetyman Made/Mechanical Emergency

In the event of any of the following Potential Issues, call the 911 immediately. Take precautions to secure your personal safety and that of any students under your immediate care.

- Explosion
- Fire
- Hazardous Material Emergencies

Please review evacuation procedures listed in Appendix F.

Fire prevention guidelines are established to reduce the incidence of fires by eliminating opportunities for ignition of flammable materials and recommending practices that are conducive to a fire free environment.

Fire Hoses and Fire Extinguishers

A fire hose and a portable fire extinguisher is a “first aid” device and are very effective when used while the fires are small. The use of a fire extinguisher that matches the fire, by a person who is well trained, can save both lives and property. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, get out and leave the firefighting to the experts.

Fight the fire with a fire extinguisher ONLY IF:

The fire department has been notified of the fire, **AND**
The fire is small and confined to its area of origin, **AND**
You have a way out and can fight the fire with your back to the exit, **AND**
You have the proper extinguisher, good working order, **AND** You know how to use it.

Houck Academic Center

- Fire hoses are located in each hallway. There are 6 locations on the first floor and 6 on the second floor.
- Fire extinguishers are located in many classrooms.

Mays Building

- Fire extinguishers are located in the classrooms.

West Building ➤

Fire extinguishers are located in the two classrooms.

1. NOTIFICATION IN THE EVENT OF FIRE:

- A. **Call 911** and be prepared to relay the exact physical street address:
[Example]- *"There is a fire at the College of Biblical Studies building located at 7000 Regency Square and the corner of Savoy Dr."*
- B. Also, give the specific location within the building;
[Example]- *"The fire is on the second floor in room 221."*
- C. Contact CBS Campus Security if feasible.

2. IF YOU SEE OR SMELL SMOKE OR GAS:

- A. Exit the building immediately.
- B. Once you are out of the building, call 911.
- C. Initiate voice notification if no alarm available.
- D. Contact CBS Campus Security.

3. IF YOU ENCOUNTER SMOKE OR FLAMES:

- A. Crawl low under the smoke to get to clean air areas.
- B. Test the door before you open them by kneeling or crouching at the door.
 - Reach up as high as you can and touch the door and knob with the back of your hand.
 - If the door is hot, use another escape route.
 - If the door is cool, open it cautiously and continue along your escape route.
- C. Isolate FIRE by closing off doors if possible.
 - If you are on a second floor, evacuate using stairwells, **do not use the elevators.**
 - Follow directions from those in authority.
 - Stay calm.
- D. Once you are safe and the immediate emergency procedures have been followed, notify appropriate administrative authority if appropriate.
- E. Review evacuation procedures (include link)

ACCIDENTAL SPILLS OF HAZARDOUS SUBSTANCE

1. **ACTION – RESTRICT ACCESS TO AREA OF SPILL**
 - A. Evacuate immediate area.
 - B. Contact CBS Campus Security.
 - C. Complete Incident Report.

2. NOTIFICATIONS

- A. Notify faculty or supervisor.
- B. Contact CBS Campus Security who will notify the Director of Operations.

OTHER SUPPORT

In the event of an emergency the following is a list of agencies that may also provide support services along with their numbers.

<u>Name of Agency</u>	<u>Contact Number</u>
Ambulance/Fire/Police/Sheriff	911
Ambulance Non-Emergency	713-222-3434
American Red Cross	713-526-8300
Ben Taub Hospital	713-793-2000
Boxer Management Company	713-777-7368
CBS Campus Security	281-448-4900
CBS Facilities #1	713-545-8543
CBS Facilities #2	713-545-4906

City of Houston	713-247-1000
Electric - Reliant	713-207-7777
Fire Non-Emergency	713-227-2323
Gas – CenterPoint Energy	713-659-2111
Harris County	713-755-5000
Hazardous Materials	911
Health Department	713-439-6000
HPD Non-Emergency	713-884-3131
Memorial Hospital Southwest	713-776-5151
Poison Control	1-800-764-7661
Water	713-754-0600