

## 85.20 Fire

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1. **Instructions.** Employees and students of Eastern New Mexico University-Roswell (ENMU-Roswell) should take immediate action in case of fire or smoke. The instructions in all cases of fire or smoke are as follows:

A. **Before.** All faculty, students and staff shall have the opportunity to:

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. (Training and information are available through Campus Safety/Security, Office of Human Resources and the Physical Plant).
2. Know that in all cases of fire, Campus Security (**180 or 181**) and the Physical Plant (**172**) must be notified immediately.

B. **During Controllable Fire.** If a fire appears controllable:

1. Immediately contact the Roswell Fire Department (call **9-911**) and Campus Security (dial **180 or 181**).
2. Evacuate the building if appropriate.
3. Promptly obtain a fire extinguisher. Direct the charge at the base of the flame.

2. **During Uncontrollable Fire.** If a fire does not appear controllable:

1. Immediately contact the Roswell Fire Department (call **9-911**) and Campus Security (dial **180 or 181**).
2. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen.
3. Do not lock doors.
4. If an emergency exists, activate the building alarm and/or notify the Building Coordinators. Report the emergency by telephone.
5. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

3. **Evacuation.** In an emergency the building evacuation procedures set forth in Section 85.9, of this manual, shall be implemented.