Purpose: This annex will outline how the college will respond to fires and explosions.

Firefighting operations are handled by the Dayton Fire Department as Sinclair does not have its own fire department. The details of the Dayton Fire Department’s response to fire/explosion incidents are outlined in the City of Dayton’s Emergency Operations Plan – Emergency Support Function #4 (Firefighting).

In order to provide instant emergency information to everyone at Sinclair, emergency placards are placed on the inside of entry doors to every office and classroom which quickly summarizes the things you should do in the event of certain disasters. This document specifically provides directions on what to do in the event of a fire.

In addition, listed below are additional response measures to a fire or explosion.

If You Discover Fire or Smoke:

REMEMBER: R.A.C.E.

- **Rescue**: Remove anyone from immediate danger.
- **Alarm**: Activate the nearest fire alarm pull station.
- **Contain**: Close all doors to confine smoke and fire.
- **Extinguish/Evacuate**: If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise, follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building. For further details on evacuation procedures, see the Evacuation Functional Annex contained in Sinclair College’s complete Emergency Management Plan.

If you catch on fire:

- **DO NOT RUN!**
- **Stop** where you are
- **Drop** to the ground
- **Roll** over and over to smother flames.

Response to Fire Alarms or Explosion:

- Remain calm.
- Evacuate and stay with your class or office group.
- Remember to take your class roster with you to the designated area.
- Once you have reached the designated area, report any missing person(s) to Sinclair Police. For additional details on reporting missing persons, see the Accounting for All Persons Functional Annex contained in this manual.
- Only return to the building when directed by Sinclair Police.

Evacuation Reminders:

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
Do not return to your area for personal belongings.
If smoke is present, stay low. The best quality air is near the floor.
Use stairway or horizontal exit to evacuate.
**Do not use the elevators!**
Consider individuals with disabilities that may need assistance evacuating. Notify Sinclair Police of missing persons and where they were last seen.
Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to an enclosed stairway landing (considered an Area of Refuge).
Never allow the fire to come between you and the exit.
Sinclair Police continuously monitors all fire alarm signals and will respond promptly.

**If You Are Trapped in Your Office/Classroom:**
- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Use the telephone to notify Sinclair Police at 2700 or 911 of your problem and location. You may also contact Sinclair Police at 512-2700 from a cell phone. Do not dial 911 from your cell phone or an emergency response may be delayed as the call will be routed to the Regional Dispatch Center (RDC).
- If you are trapped in an area and need fresh air, only break a window as a last resort. Use caution when breaking a window to avoid injury to yourself.

As soon as a fire or explosion is reported, the Sinclair Police Dispatchers will respond as outlined in Section 9 (Fire Procedures) of the Sinclair Police Dispatch Manual. Sinclair Police Officers will respond as outlined in the following directives in their Policy and Procedure Manual:
- Policy 413 – Responding to Alarms
- Policy 414 – Explosion Bombing Incidents

For more detailed information on fire response and prevention, see Section 2.02 (Fire Emergency) and Section 4.01 (Fire Prevention) of Volume 1 of Sinclair’s Safety Manual.

For quick action steps for this hazard, the Incident Commander should follow the information outlined on pages 19-20 of the “Incident Commander Action Steps” located in Section 3 of this Emergency Management Plan.

Events covered in this threat annex may require detailed procedures involving evacuation, accounting for all persons, communication and notification, medical care, security and recovery to follow when normal college operations are disrupted. The functional annexes that are contained in Sinclair College’s complete Emergency Management Plan contain the necessary details as outlined below:

1. For details of the evacuation procedure, see the Evacuation Functional Annex of this Manual.
2. In the case of a fire or explosion, after there has been sufficient time to move to appropriate shelter areas, it will be necessary to account for persons displaced from their original locations. For details of this process, see the Accounting for All Persons Functional Annex of this Manual.
3. For details of communication about this event and for notifications procedures, see the Communications and Notification Functional Annex of this Manual.
4. Should college operations be disrupted in a significant manner as a result of these events, see the Continuity of Operations Functional Annex of this Manual.
5. Procedures for handling injuries to persons are addressed in Public Health/Medical Functional Annex of this manual.
6. For details of security procedures, see the Security Functional Annex of this Manual.
7. For details of the recovery procedures necessary for these events, see the Recovery Functional Annex of this Manual.