

## **Fire and Life-Safety Group (FLS)**

### **Reporting Of Fire Incidents**

The following directions are for use by CU-Boulder faculty, staff, students and visitors, for ensuring that the proper authorities are contacted when a fire occurs.

These directions are specifically for when a small fire has been discovered even if it is extinguished before the fire department is called. Please note that the Boulder Fire Department needs to be called (dial 9-1-1) for any fire accident on campus, no matter how small it may be.

1. Contact 9-1-1, even if the fire appears to be extinguished. If using a non-campus (cell) phone, mention that you are calling from CU Boulder.
2. After completing your 9-1-1 call, contact the Facilities Management Service Center at (303) 492-5522.
  - Inform them of your location, the fire location and whether you believe it has been extinguished.
  - Inform the service desk if a fire extinguisher was discharged during the fire and request a replacement extinguisher as soon as possible.
  - Provide them with the location of this extinguisher.
3. Wait, in a safe location, for the fire department to arrive.

When attempting to extinguish a small fire, be extremely careful. Even small fires can grow very quickly.