Reed College
Department of Community Safety
Departmental Directive

CSO FIRE RESPONSE GUIDELINES
Source: Departmental Directive issued by the CS Director, January 27, 2011

Departmental Policy
CSOs are required to respond to the vicinity of fires on, or that may impact, the Reed campus. CSOs are further required to immediately report fires to Community Safety Dispatch or directly to the Portland Fire Bureau (via 911) if contact with Dispatch is not possible.

When CSOs respond to actual fires, CSOs may attempt—but are not required—to extinguish the fire only when doing so will not place the CSO or others at substantial increased risk of harm.

Procedure
Guidelines for reporting fires
When a CSO becomes aware of an actual fire, the CSO is required to take the following steps in the order listed:
- ☐ Activate fire alarm: If the fire is inside, on, or immediately adjacent to a facility with a fire alarm, immediately activate the fire alarm system for the facility by use of a manual pull station or similar mechanism
- ☐ Notify Dispatch: Contact Community Safety Dispatch and report the fire and that the fire alarm has been activated
    - o If the CSO is unable to immediately notify Dispatch, the CSO shall notify the Portland Fire Bureau via 911
    - o Dispatch will make appropriate notifications per Dispatch procedures
- ☐ Protect Life: Take reasonable actions to protect life as a first priority
    - o Remain at a safe distance from the fire
    - o Facilitate the evacuation of anyone at risk from the fire from the facility or area
    - o Assess the best avenue of approach for emergency responders and relay this information to Dispatch
    - o Update Dispatch, as necessary and possible, with information for emergency responders
- ☐ Protect Property: Take reasonable actions to protect property that will not put the CSO or others at substantial increased risk of injury (see below for guidelines on attempting to extinguish fires)
- ☐ Assist emergency responders in responding to the scene, controlling the scene, getting information on the facility, etc.

Guidelines for attempting to extinguish fires
CSOs who respond to actual fires may attempt to extinguish the fire under the following circumstances:
- ☐ Attempting to extinguish the fire will not place the CSO or others at substantial increased risk of harm from smoke inhalation, heat, toxic fumes, hot embers, explosion, falling debris, collapsing floors, or any other reasonably identifiable hazard related to the fire
- ☐ The fire is small, contained and has not spread beyond its starting point
- ☐ The air is safe to breathe. The fire has not depleted the oxygen in the room and is producing only small quantities of smoke and/or toxic gases

- ☐ The exit is clear, there is no imminent peril, there is a safe evacuation path, and the CSO can fight the fire with his/her back to the exit
- ☐ The CSO reasonably believes that the fire may be safely extinguished by the use of a single fire extinguisher

CSOs are prohibited from attempting to extinguish fires under the following circumstances:
- ☐ Attempting to extinguish the fire will place the CSO and/or others at substantial increased risk of harm
- ☐ The fire can not be extinguished by the use of a single fire extinguisher
- ☐ The fire is inside a contained space (e.g., room, mechanical space, cabinet, vehicle hood or trunk, etc.) and attempting to extinguish the fire would require that the CSO open the door, hood, panel, etc. in order to access the fire
- ☐ The fire involves explosive materials, items, or containers

Nothing in this directive is meant to require a CSO to attempt to extinguish a fire or to otherwise place him/herself at risk of injury.