

Fires/Injuries Associated with Fire

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Procedures/Notifications/Documentation/Follow-Up:

When to Report:

Immediately report

1. Any injuries associated with the fire
2. Any fire which causes significant damage to University property
3. Any fire within a student residence.
4. Any fire involving laboratories or areas storing hazardous materials
5. Any fire in which the fire department was utilized to extinguish the fire
6. Suspicious or arson fires that do not cause significant damage
7. Any fire which caused the operation of a fire suppression system (Sprinkler System)

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- A brief description of incident