

Procedure 2.1.2.4 Administrative: Fire Emergencies

**TRI-COUNTY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
FIRE EMERGENCIES**

**PROCEDURE
2.1.2.4**

In the event of a fire emergency on campus, personnel should use the following procedures:

- Fires Should Be Reported to 911 (or 9-911 from a campus phone).
- Begin building evacuation by activating the nearest fire alarm. Calmly leave the building and proceed to a safe area.
- When an alarm sounds, all occupants are required by law to evacuate the building.
- Notify the receptionist (Main campus extension 4201, 4221 or Shope Bldg extension 21) so the Fire Department can be called and the appropriate College personnel can be contacted.
- All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area. Appropriate personnel should be trained in the proper use of fire extinguishers.
- Do not attempt to extinguish the fire unless you have been trained to use a fire extinguisher and know what you are doing.
- The classes in the building(s) involved will be notified to evacuate the building(s) through the nearest exit and assemble in a pre-determined location (designated by the instructor) in the parking lot. See the Campus Evacuation Plan.
- Each instructor will call roll to determine if the total class has evacuated. Students will remain outside until further instructions are received from the Fire Department or College Administration.
- Staff and faculty have a duty and responsibility for directing students and visitors to the proper safe area. Follow the Campus Evacuation Plan for your building.
- Notification will be given when it is clear to re-enter the building.
- Currently, the McSwain and Culinary Buildings (main campus) contains the only automatic 911 activation system when that fire alarm is pulled.
- If an explosion occurs, the person first observing the situation should call 911.

Adopted: 9/21/18 TCCC Safety Committee; 11/8/18 BOT