

Districtwide Fire Safety and Alarms Protocol

In the event that a fire alarm is sounded at a campus facility, the following procedures will occur:

- 1) Evacuate the building immediately and follow your building marshals instructions.
 - a. Seek and assist any disabled persons in evacuating the building.
 - b. Exit via stairway. DO NOT USE THE ELEVATORS (use the EvacuTrac located near the stairs for disabled persons).
- 2) Once outside, move to an open area at least 150 feet away from the affected building(s).
 - a. Follow building evacuation plan to the designated locations.
 - b. Keep roadways and walkways clear for emergency vehicles.
- 3) If you see smoke or flames call 9-1-1.
- 4) The building must be checked to determine that it is safe before students and staff are allowed to re-enter.
 - a. Only designated and trained employees from the following categories can give the "all clear" signal before the building is reopened for use:
 - i. Sheriff's Department or local law enforcement
 - ii. Campus & Parking Services
 - iii. Building Marshals
 - iv. Maintenance and Operations Personnel

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO by authorities listed above.

Notes:

If you know that a fire alarm was tripped accidentally, please immediately contact Campus & Parking Services at (619) 644-7654.