

Fire Safety and Emergency Evacuation

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE



Police Services/Public Safety Division
Southwest Tennessee Community College
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1. Procedure for Reporting a Fire or Other Emergency

Call Campus Police at **901-333-5555 or 901-333-4242** from a safe place to report any fire, visible smoke, explosion, or immediate threat to life, activate the fire alarm when available, evacuate the building immediately, and/or call 9-1-1. In case of other emergencies, follow the procedures set forth for that emergency because some emergencies require shelter-in-place or lockdown rather than evacuation.

2. Procedures to follow in case of a Fire or Alarm

• If you discover a fire:

- a. Evacuate the building or area via the nearest safe exit; activate the building alarm by pulling a “pull-station” located next to the exit, and report to the pre-designated Evacuation Assembly Area. (See Maps).

NOTE: If the fire is very small and you know how to use a portable fire extinguisher safely, you may Attempt to put out the fire. Always pull the fire alarm first or make sure that the fire department has been called BEFORE you attempt to fight a fire. Do not try to fight a fire unless you feel It can be done safely, and there is a clear escape route available to you.

- b. **Call Campus Police at 901-333-5555 or 901-333-4242** and report the situation from a safe place, and/or call 9-1-1.

o Portable Fire Extinguishers

- Types of Extinguishers on Campus:

- a) Type ABC-Located throughout campus buildings and areas—Can be used on a fire except burning metal and chlorine fires.

- Using a Portable Fire Extinguisher:

If you know that you have the proper extinguisher and the fire is small enough to extinguish safely, remember the P-A-S-S acronym to use your extinguisher as follows:

- a. **Pull** the safety pin at the top of the extinguisher.
- b. **Aim** the nozzle, horn, or hose at the base of the flames.
- c. **Squeeze** the handle of the extinguisher.
- d. **Sweep** the nozzle from side to side until the fire goes out.

3. Procedures for Emergency Evacuation

• General Emergency Evacuation Procedures:

Be aware of the following procedures if a fire is discovered or when the fire alarm sounds in your building. You should also be familiar with your emergency exit routes and your assembly area (see maps).

- Leave the premises immediately.
- If there is smoke or heat, stay low to the floor. Crawl to the nearest exit if need be.
- Always use stairwells to evacuate if possible. Do not use elevators.
- Before opening any door, feel the door near the top. If it is hot, do not open it. Use another exit. If the door is not hot, open it cautiously. Stand behind the door and be

prepared to close it quickly if there is excessive smoke or heat.

- If you become trapped, do the following:
 1. Call SWTCC Police Services at 901-333-4242 or 901-333-5555 and or 9-1-1 and tell them your exact location and situation.
 2. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
 3. Retreat. Close as many doors between you and the fire as possible.
 4. DO NOT JUMP!
- Activate the nearest fire alarm pull station as you leave the building. From a safe location, call SWTCC Police Services at 901-333-4242 or 901-333-5555 and/or 9-1-1 (no matter how small the fire is.) Tell them where the fire is and provide any other requested information.
- Assemble outside in a pre-designated area (see maps). The Memphis or Shelby County Fire Department will notify Police when it is clear to re-enter the building. Once you have assembled, you may be required to remain at the Assembly area until released by MFD, SCFD, or SWTCC Police Services.

- **Assisting Individuals with Disabilities:**

Under the assumption that SWTCC Police Services may be the first responders to any fire incident, they must be made aware on an ongoing basis of those persons with significant physical disabilities attending or working in any College facility.

- Responsibilities of Supervisors and Southwest Emergency Response Team (SERT).
 - a. Must be thoroughly knowledgeable of emergency evacuation procedures and for knowing the exit routes from their buildings.
 - b. Know the location of offices, labs, and classrooms of students who are mobility, visually, or hearing impaired. Each semester, supervisors and/or residence hall staff should notify Campus Safety about these persons and their normal locations.
 - c. When evacuating a building, if possible, give persons with physical disabilities assistance.
 - d. Upon evacuation of your building, give the first responders immediate information about persons with physical disabilities who are not accounted for.
- Responsibilities of Individuals with Mobility Impairment or Disabilities

- **Mobility Impaired – All**

It is critical to your health and safety that you are knowledgeable of your needs during an emergency evacuation. You should convey these needs to your supervisor and Campus Safety at the beginning of your employment or the academic year. In the event of a fire emergency, you may choose one of the following alternatives:

- a. Proceed to an enclosed stairwell that is free of smoke and fire, accompanied by a partner, and wait inside the stairwell. Call 9-1-1 or Campus Safety and notify them of your location. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation. The stairwells are rated for 2 hours of protection from fire and smoke.
- b. Proceed to an area that is free of smoke and fire. Call 9-1-1 or Campus Police and notify them of your location.
- c. Shelter in place. Seek refuge in a room or section of a building that, by virtue of

- its construction, is associated with the fire incident and will provide a safe area for persons to remain during a fire situation until rescue is made. The door should be kept closed, and a wet towel or cloth should be placed at the base of the door. If possible, you should call 9-1-1 or Campus Police to advise them of your location.
- d. After safely exiting the building, proceed immediately to your designated assembly area (see maps) and remain there until released.

▪ **Mobility Impaired – Wheelchair**

Individuals who use a wheelchair may need to be evacuated with the wheelchair. During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own life.

▪ **Mobility Impaired – Ambulatory**

Mobility Impaired – Ambulatory would include individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance. If an emergency evacuation is imminent, these individuals should wait until heavy pedestrian traffic has cleared before attempting to use stairways.

▪ **Hearing Impaired**

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their assigned rooms or offices. Staff should be aware of these situations and attempt to provide assistance and guidance in the event of an emergency situation.

▪ **Visually Impaired**

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide these persons from the building. Special attention should be given to obstacles or route obstructions.

▪ **Speech Impaired**

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer capable of communicating with that individual should assist them during the evacuation.

▪ **Developmentally Disabled**

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

4. Emergency Evacuation Type and Exit Route Assignments

Locate the nearest exit or follow the illuminated “EXIT” signs. Evacuation plans are building-specific. It is important for all employees of the College to be familiar with the evacuation policy for the building that is their primary place of employment as well as other areas that they are required to frequent. Employees are advised to familiarize themselves with

the closest route of safe egress.

5. Employees Conducting Critical Functions Before Evacuating

Employees who are required and permitted by the responding fire department to remain in the building to conduct critical operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work-related duties.

6. Procedures to Account for Persons after Evacuation

- **Employees**

Supervisors shall develop a procedure to account for employees after an emergency evacuation has been completed. Supervisors should conduct a “head count” of persons in their Evacuation Assembly Area (see maps). Supervisors who have knowledge of any person(s) still inside the building (or otherwise unaccounted for) must inform emergency responders (e.g., the Memphis or Shelby County Fire Department)

- **Students**

- In Classrooms:**

- Instructors shall develop a procedure to account for (to the best of their ability) students under their control after an emergency evacuation is complete.

7. Emergency Medical and Rescue Duties

Emergency medical and rescue duties will be provided by the responding fire department and EMS units.