



## EMERGENCY PLAN for

### FIRE EMERGENCY

#### **In the event of a fire, smoke from a fire or detection of a gas odor:**

- Pull the fire alarm
- Evacuate students and staff to the designated areas.
  - These areas should be a safe distance away from emergency personnel.
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located in each classroom.
  - Teachers take class roster to evacuation site, take attendance after evacuation, and report missing students to building administrator immediately.
- Do not use elevators.
- If trapped by fire, go to [Shelter-in-Place Procedures](#)

#### **Building administrator:**

- Building administrator notifies fire department (call **911**).
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at \_\_\_\_\_, if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the college day.  
Practice both primary and alternate routes.*

*Extra staffing is necessary for students with special medical or physical needs.*