



# ECKERD COLLEGE

## Emergency Response Procedures

(12/03)

### FIRE

---

Fires cause many deaths each year in workplace settings. Be aware that fires may exist alone or in conjunction with another type of emergency, such as explosion, tornado, or chemical spill.

#### **If a fire occurs in your building:**

1. **Pull the nearest fire alarm to evacuate the building.** Leave the building immediately.
2. **If you hear the fire alarm, leave the building immediately.** You may not be able to see or smell a fire that is near your work area.  
**All college employees are expected to exit a building immediately upon hearing the fire alarm.**
3. If possible, shut down any equipment or processes that could cause a secondary fire if left unattended.
4. Know your emergency exit routes and be prepared to use an alternate route if necessary. **Do not use elevators. If you are trapped in the building,** try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
5. If possible, close doors and windows behind you to confine the fire.
6. **Keep low if there is smoke.**
7. On your way out, assist any **mobility-impaired persons** to a stairwell or other point of refuge if possible. Report their location to the emergency response personnel.
8. **Do not attempt to evacuate other personnel from your work area.** This is a job for the Fire Department. If you work in an area frequented by the public, announce that an evacuation has been ordered, and ask people to follow you out of the building. Healthy adults and young adults are expected to evacuate themselves upon hearing the fire alarm.
9. **Assemble a safe distance away from the building.** Try to account for personnel known to have been in the building. Do not block driveway or areas to be used by emergency response personnel.
10. **If you have pertinent knowledge of the fire, meet the St. Petersburg Fire Department or EC Police personnel outside the main entrance of the building to provide them with all the information you have regarding the fire.**
11. Do not re-enter the building until the Fire Department has declared the building safe.

**Report the exact location of the fire, status of any injuries and/or location of mobility-impaired, or other persons, trapped in the building.**

**If you choose to use a fire extinguisher:**

- **You must pull the fire alarm before attempting to use an extinguisher.**

- Only use an extinguisher if the fire is in a contained area. If the fire is starting to spread, exit the building.
- Only attempt to use one extinguisher on the fire. If one extinguisher doesn't put out the fire, exit the building.
- Do not endanger yourself or others in an effort to put out a fire in your building.
- Report the fire to your supervisor and the Campus Safety so that the extinguisher can be recharged.

Note to Supervisors: Please ensure that all employees in your unit are familiar with these procedures.