

# SOUTH TEXAS COLLEGE EVACUATION GUIDE



Evacuation Guidelines		Responsible Party
<b>1</b>	Evacuation will be required due to: <ul style="list-style-type: none"> <li>▪ Sounding of the facility fire alarm</li> <li>▪ College RAVE mass notification alert</li> <li>▪ Via messenger or management directive</li> </ul>	Department of Public Safety
<b>2</b>	When evacuation is required, leave at once. Remain calm. Act quickly. <ul style="list-style-type: none"> <li>▪ Take identification, keys, laptop, and cell phone with you, if within reach</li> <li>▪ Do not risk your life by going back to your office to retrieve these things.</li> <li>▪ Close all doors behind you</li> <li>▪ Leaving the building immediately using prearranged routes. If these routes are blocked, use the quickest, safest route. If possible, utilize a route along the outside windows as natural lighting will be present and rescue personnel will search that area first.</li> <li>▪ If due to fire alarm:               <ul style="list-style-type: none"> <li>• Never open a door without first checking for heat or smoke.</li> <li>• If heavy smoke is present in a stairwell, avoid it. Choose another route.</li> <li>• If your clothes catch fire, "Stop, Drop, and Roll to extinguish the flames.</li> </ul> </li> </ul>	Facility Occupants
<b>3</b>	<b>NEVER USE ELEVATORS.</b>	Department of Public Safety
<b>4</b>	Move quickly, but <b>DO NOT RUN!</b>	Facility Occupants
<b>5</b>	<b>IF A FIRE IS ENCOUNTERED, DO NOT ATTEMPT TO FIGHT THE FIRE unless it is small and you can put it out with a fire extinguisher.</b>	Facility Occupants
<b>6</b>	Proceed to the nearest marked fire exit and leave the building. <ul style="list-style-type: none"> <li>▪ Stairwell exits to the outside are preferred, as the Lobby needs to remain fully accessible to emergency and rescue personnel. Stay to the right of the stairwell. Use handrails</li> </ul>	Facility Occupants
<b>7</b>	Assist individuals with disabilities to refuge areas in stairwells	Facility Occupants
<b>8</b>	Should one encounter heavy smoke: <ul style="list-style-type: none"> <li>▪ Take short breaths.</li> <li>▪ Breathe through your nose and crawl on hands and knees or walk in crouched- over position to the exit</li> <li>▪ Do not crawl on stomach as toxic vapors settle to 6" above floor.</li> </ul>	Facility Occupants
<b>9</b>	Upon exiting the building, report immediately to assigned Assembly Point. <b>DO NOT LEAVE THE ASSEMBLY POINT UNLESS TOLD TO DO SO!</b>	Facility Occupants
<b>10</b>	Check with your Building Responder. <ol style="list-style-type: none"> <li>1. Stand well clear of the building, especially the exits.</li> <li>2. Do not re-enter the building until authorized personnel grant permission.</li> </ol> Await further instructions from authorized personnel	Facility Occupants