# South Texas College Evacuation Guidelines

<table>
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<th>Evacuation Guidelines</th>
<th>Responsible Party</th>
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| 1 Evacuation will be required due to:  
- Sounding of the facility fire alarm  
- College RAVE mass notification alert  
- Via messenger or management directive | Department of Public Safety |
| 2 When evacuation is required, leave at once. Remain calm. Act quickly.  
- Take identification, keys, laptop, and cell phone with you, if within reach  
- Do not risk your life by going back to your office to retrieve these things.  
- Close all doors behind you  
- 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.  
- If due to fire alarm:  
  o Never open a door without first checking for heat or smoke.  
  o If heavy smoke is present in a stairwell, avoid it. Choose another route.  
  o If your clothes catch fire, “Stop, Drop, and Roll to extinguish the flames.” | Facility Occupants |
| 3 NEVER USE ELEVATORS, UNLESS SPECIFICALLY DIRECTED TO DO SO BY FACILITY MANAGEMENT. | Department of Public Safety |
| 4 Move quickly, but DO NOT RUN! | Facility Occupants |
| 5 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. | Facility Occupants |
| 6 Proceed to the nearest marked fire exit and leave the building.  
- 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 | Facility Occupants |
| 7 Assist physically changed personnel to refuge areas in stairwells | Facility Occupants |
| 8 Should one encounter heavy smoke:  
- Take short breaths.  
- Breathe through your nose and crawl on hands and knees or walk in crouched-over position to the exit  
- Do not crawl on stomach as toxic vapors settle to 6” above floor. | Facility Occupants |
| 9 Upon exiting the building, report immediately to assigned Assembly Point. DO NOT LEAVE THE ASSEMBLY POINT UNLESS TOLD TO DO SO! | Facility Occupants |
| 10 Check with your Building Responder.  
  1. Stand well clear of the building, especially the exits.  
  2. Do not re-enter the building until authorized personnel grant permission.  
  Await further instructions from authorized personnel | Facility Occupants |