

SOUTH TEXAS COLLEGE EVACUATION GUIDE



Evacuation Guidelines		Responsible Party
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: • Never open a door without first checking for heat or smoke. • If heavy smoke is present in a stairwell, avoid it. Choose another route. • If your clothes catch fire, "Stop, Drop, and Roll" to extinguish the flames.	Facility Occupants
3	NEVER USE ELEVATORS.	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 individuals with disabilities 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