

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7033

TITLE: FIRE EXIT REGULATIONS

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/SAFETY AND SECURITY

I. Purpose:

To instruct College personnel about fire evacuation procedures affecting each room and fire evacuation zone of the building

II. Procedure:

- A. The fire alarm will be a series of intermittent horn-type signals that could only be interpreted as an alarm signal.
- B. When the alarm sounds, the following steps should be taken:
 - 1. Instructors, administrators, and department chairs/program managers with assigned responsibilities of fire evacuation are to see that all personnel within assigned classrooms or fire evacuation zones evacuate the building immediately by the predetermined evacuation routes.
 - 2. After all personnel are safely out of rooms, doors are to be closed. (The last person leaving can do this. Lights are to remain on.)
 - 3. Evacuate to your designated rally points or at least 500 feet away from the affected building(s) and stand by for the "all clear." All personnel should stay away from firefighting equipment and hydrants.
 - 4. Fire doors within hallways will automatically close when the alarm sounds. Only under extreme emergency circumstances should these doors be used during a fire emergency or drill (prescribed evacuation routes circumvent all fire doors).
 - 5. After a drill or emergency, the alarm will cease for a period of at least two minutes. College officials will notify the evacuees when it is safe to return to the building and resume normal operations.

HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89

Reviewed: 10/29/04, 10/29/07

Revised: 10/30/01, 12/08/20