Districtwide Fire Safety and Alarms Protocol

<u>**In the event that a fire alarm is sounded at a campus facility**</u>, the following procedures will occur:
1) Evacuate the building immediately and follow your building marshals instructions.
    a. Seek and assist any disabled persons in evacuating the building.
    b. Exit via stairway. DO NOT USE THE ELEVATORS (use the EvacuTrac located near the stairs for disabled persons).
2) Once outside, move to an open area at least 150 feet away from the affected building(s).
    a. Follow building evacuation plan to the designated locations.
    b. Keep roadways and walkways clear for emergency vehicles.
3) Call CAPS (619) 644-7654 (identify where you are located at the college).
4) If you see smoke or flames call 9-1-1.
5) The building must be checked to determine that it is safe before students and staff are allowed to re-enter.
    a. Only designated and <u>trained</u> employees from the following categories can give the "all clear" signal before the building is reopened for use:
        i. Sheriff's Department or local law enforcement
        ii. Campus & Parking Services
        iii. Building Marshals
        iv. Maintenance and Operations Personnel

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO by authorities listed above.

Notes:
If you know that a fire alarm was tripped accidentally, please immediately contact Campus & Parking Services at (619) 644-7654.