

## Procedure 4.1511

### Fire Response Procedure

In case of fire:

Dial 9-911 on any campus phone or 911 from a cell phone FIRST

Dial 9-943-8721 on any on campus phone or 943-8721 on any cell phone for the BCCC Police Duty Officer

1. Tell the 911 Center Operator and the Duty Officer:
  - a. Your name
  - b. The exact location of the fire
  - c. If anyone is injured
2. Close all windows and doors in your immediate work area
3. Grab only necessary personal items
4. Pull the nearest fire alarm pull station
5. Evacuate the building via the nearest exit
6. Go to the safe zone for your building
7. Do not re-enter the building for any reason until you are instructed by the proper authority.

### References

**Legal References:** OSHA 29 CFR 1910.165

**SACSCOC References:** CS 3.11.2

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** 11/9/2015

**Board of Trustees Review/Approval Dates:** Enter date(s) here

**Implementation Dates:** 11/9/2015