



Title: EMERGENCY FIRE PROCEDURE – ALL CAMPUSES | Code: GG0307

Policy Reference: G0300, Safety and Security

Employees share the responsibility for emergency evacuations on all MATC campuses and in all MATC buildings. All fires, regardless of size or intensity, must be reported to the Public Safety Department who will coordinate the necessary emergency personnel, i.e., Fire Department, Public Safety, Operations Managers, or Facilities staff.

GENERAL INFORMATION

1. When a fire is discovered, it must be reported immediately to Public Safety at 414-297-6200 (76200). Additionally, a fire alarm should be initiated at any of the numerous fire pull stations located throughout each building. These pull stations are connected to an internal alarm system that is monitored 24 hours a day by Public Safety and will indicate the location of fire anywhere in the district. Public Safety will take control of the scene until firefighters arrive on campus.
2. Campus buildings have a fire alarm system. If a fire pull station or smoke detector is set off, the building will go into alarm. An audible signal and strobe lights will be activated. The fire alarm systems are tested and inspected regularly. The cause of all alarms will be investigated and appropriate action taken.
3. All students, faculty and staff should be familiar with college fire safety procedures, including the sight and sound of strobe lights and fire sirens. They should also be aware of the need to assist anyone with a disability should an evacuation be ordered.
4. Employees and students are encouraged to contact Public Safety at 414-297-6588 with any questions about fire safety procedures.

FIRE PROCEDURES

1. Reporting Fires

In the event a fire is discovered, the following steps should be taken to protect life and property:

- A. Immediately evacuate the affected area of all non-essential people.
- B. For spaces that have automatic fire suppression systems in place, (i.e. food services, shops, labs, etc.,) activate the system according to the protocols for each specific location.
- C. Contain the fire by closing any doors in the area. If time permits and you can safely do so, shut down any main power switches on your way out of the area.
- D. Activate the nearest fire pull station, which can generally be found at each exit. An audible alarm and strobe lights (where available) will signal throughout the affected building. The Public Safety Department will receive an alarm at the fire system computer.



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- E. As soon as possible, contact Public Safety at 414-297-6200 (76200) to report your observations. This is necessary even if you've already alerted Public Safety using a fire pull station or if the audible fire alarm system has been activated. You may also contact 911 if needed.
- F. Describe the location, any injuries, source of the fire (if known), type of material burning and size of the fire.
- G. After you have made all the necessary contacts, if it is safe for you to do so and you have been trained on the use of fire extinguishing equipment, you can attempt to extinguish the fire. Fire extinguishers are available in clearly marked areas throughout all campus buildings. Instructions for use are on the label.
- H. Stand by, at a safe distance, to provide necessary information to responding emergency personnel.

2. When Fire Alarms Are Activated

Evacuation is crucial anytime a fire alarm sounds. Small fires can spread quickly and with little warning, therefore all building occupants are advised to familiarize themselves with the specific fire evacuation steps that must be followed whenever a fire alarm sounds. These steps can be found beginning on page 10 of the [District Emergency Procedures Guide](#). This guide also lists the designated relocation points for all campus buildings, as well as guidelines for creating individualized fire safety plans.

Additionally, guidance is included on page 16 to assist people with disabilities during any evacuation. Information will be given to students with visual, communication or mobility impairments at orientation by Student Accommodations or Public Safety staff.

Office of Responsibility: Public Safety Department
Last Reviewed: Jun-2021