



## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: EMERGENCY FIRE PROCEDURE – ALL CAMPUSES	Code: GG0307
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Policy Reference: G0404, Employee Environmental Health and Safety
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All fires, regardless of size or intensity, must be reported to the campus telephone operator (dial "0") who will dispatch emergency personnel, i.e., Fire Department, Public Safety, Operations manager, or Maintenance.

All employees share the responsibility for emergency evacuation on all campuses and outlying buildings of MATC.

Emergency evacuation information will be given to students with Visual Impairments (VIP), Communication Impairments (HIP, ESL), Learning Impairments (LIP), and Mobility Impairments at orientation by designated staff.

### GENERAL INFORMATION

1. Alarm System - MATC buildings are equipped with an internal alarm system that will indicate the location of fire anywhere in the district. Alarms can be initiated at several locations in each building via numerous fire pull stations.

If a fire is discovered, it should be reported immediately. Pull stations will activate an alarm consisting of a series of short, loud blasts.

The loud blast is an alert only. It will be followed very shortly by an announcement over the PA system with requests for action or details of the reason for the alert.

2. In addition, the faculty and staff at the Milwaukee Campus will:
  - a. Call the emergency extension 76200 with information about all fires. If a telephone is not available, a messenger should be sent to notify the Public Safety Department in Room M276 of the Main Building.
  - b. In any emergency, Public Safety Department personnel will take charge until fire-fighters arrive.
3. In addition, regional campuses will:
  - A. Call the Operator (dial "0") with all information about all fires. If a telephone is not available, send a messenger to the Administration Office.
  - B. In any emergency, the Operations managers will take charge until firefighters arrive.



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(NOTE: The Aviation Center fire alarm will transmit a signal to the South Campus.)

Every campus building has a fire alarm system. If a fire pull station or smoke detector is set off, the building will go into alarm and an audible signal will be given.

The fire alarm systems are reliable and tested and inspected regularly. The cause of all alarms will be investigated and appropriate action taken.

All faculty, staff, and students should be aware of what a fire alarm sounds like as well as what to do upon hearing a fire alarm signal.

All faculty, staff, and students should be familiar with this procedure.

Everyone should be aware of the need to assist all disabled students, staff, or faculty in their immediate area should an evacuation be ordered.

### FIRE PROCEDURE

#### 1. Reporting Fires

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

- A. Activate a fire pull station located near the fire (pull stations are located by each exit). An audible alarm and strobe lights (where available) will signal in the corridors. The Public Safety Department or Campus Operations Office will receive the alarm at the fire system computer.
- B. If possible, go to the nearest phone and dial 76200 (at Milwaukee Campus) or Operator ("0") at regional campuses to inform emergency personnel of the fire.
- C. Describe the location, type of material burning, and size of the fire. Emergency personnel will call the local fire department.
- D. If you can safely do so, extinguish the fire. Fire extinguishing equipment is available in clearly marked areas of each floor in the building (instructions for using a fire extinguisher are on the label).
- E. Contain the fire by closing all doors in the area of the fire (do not lock those doors).



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- F. If time permits and you can safely do so, attempt to shut down any machines, fans, exhaust systems, or motorized equipment in your area.
- G. If you can safely do so, stand by for responding emergency personnel to direct them to the location of fire or smoke.

### 2. WHEN ALARMS SOUNDS

Immediately open your classroom, office, or shop doors in order to hear any subsequent verbal instructions.

The audible signal is an alert only. Public Safety or Campus Operations personnel will investigate the alarm and shut off the audible warning device.

After the alarm has been investigated, instructions will be given on what further actions should be taken (i.e. resume normal operations, evacuate the building, evacuate the floor, etc.).

If smoke or fire is present and the situation is viewed as dangerous, immediate evacuation should begin. Occupants should not wait for an order to evacuate.

If evacuation is ordered, the building should be evacuated by safely walking to the nearest safe exit, alerting others of the evacuation along the way. Smoke-filled exits should be avoided and elevators should not be used.

All employees shall cooperate in an evacuation situation to insure that all visually, communication, or mobility impaired students and employees are assisted in an orderly evacuation of the building as directed.

Once outside the building, move to a safe area away from the fire and emergency response personnel.

Employees, to the best of their ability and without reentering the building, should assist Public Safety officers or college staff in their attempt to determine that everyone has evacuated safely.

Once a building has been evacuated and the Fire Department is on the scene, it is their decision on when and if employees can reenter the facility. Until the Fire Department releases the building to MATC, no one can reenter for purses, jackets, coats, etc.

An Emergency Command Post will be set up in the Emergency Response Center or Operations manager's office. If the emergency does not permit use of the offices, a



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command post will be established on the campus perimeter. Everyone should keep clear of the command post unless they have information to report.

3. In Evening Centers - Day and Evening Classes

Faculty, staff, and students will follow the emergency fire procedures of that facility.

4. When to Contact Outside Emergency Assistance

When unable to contact the campus telephone operator or Public Safety Department in a fire emergency, the local fire department should be called.

5. Assisting Visually Impaired, Communication Impaired, and Mobility Impaired

a. Visually Impaired

Employees should explain the emergency situation and ask how they can best assist the individual.

b. Communication Impaired (Hearing and Speech)

Employee should get their attention, attempt to communicate the emergency, and guide them to safety.

c. Mobility Impaired

Employees should explain the situation and ask how they may assist them.

Nonambulatory persons should be assisted in a safe and efficient manner. If necessary, two persons should assist in transporting the person.

Always assure a safe and clear passageway before transporting.

Insist that the elevator NOT be used.

Office of Responsibility: Administrative Services Division - Public Safety