

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO. 7032**

**TITLE:** EMERGENCY EVACUATION PLANS

**BASED ON POLICY:** 7.03 SAFETY AND TRAFFIC CONTROL

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

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I. Purpose:

To provide information to instructors and staff regarding emergency evacuation procedures in order to ensure the safety of students and staff

II. Procedure:

- A. The director, safety and risk management is assigned responsibility for safety and security at all College locations.
  - 1. The Office of Safety and Security staff may conduct an emergency evacuation drill at unannounced times during the year as required by the local or state fire marshal.
  - 2. Evacuation drills may be held on a College-wide basis or on an individual building basis.
  - 3. Evacuation drill reports shall be kept on file in the Office of Safety and Security.
  - 4. Any serious hazards to life shall be reported to the Office of Physical Plant Operations and Maintenance for immediate correction.
  - 5. In case of actual fire or related emergency, the switchboard operator or a security guard shall be notified and he/she will notify the appropriate emergency services.
- B. Instructors and administrators shall be responsible for their individual shops, classrooms, or buildings.

Where there is more than one instructor in a shop, classroom, or building, the responsibility may be divided. Where a building is occupied by more than one class or shop, it is the duty of the instructors, together with their supervisor, to plan for the entire building. Responsibilities will be as follows:

1. To know the location of and the operation of the fire alarm control for the building in which they are located
2. To determine what exits and alternate exits shall be used to evacuate their building (emergency procedures are located in each classroom and most office suites)
3. To identify and designate an outside assembly area to be used for their students
4. To know the location of each fire extinguisher and the type of extinguisher to use on various types of fires
5. To check restrooms or other isolated rooms in their building for occupancy
6. In case of emergency, to notify the appropriate personnel who will, in turn, notify the appropriate emergency services
7. To ensure that all students under their supervision are familiar with the evacuation plan, and know what to do and where to go in case of an emergency evacuation
8. In the event of an actual emergency, to direct students to emergency exits and to ensure all students exit safely and remain in the designated outside assembly areas until the "all clear" signal has been sounded

C. All residential/dorm fire drills will be documented.

**HISTORY: Last Revised: 12/08/20**

**Adopted:** 8/1/89

**Reviewed:** 2/28/05, 2/28/08

**Revised:** 2/6/02, 12/08/20