

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.7.5.2
Related Policy: 3.7.5
Title: Fire and Fire Drill Procedures
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994
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President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

- A. Fire extinguishers and fire alarm pull boxes are located in strategic areas throughout the buildings. In the event of a fire, do the following:
1. Clear the immediate area of all personnel.
 2. Alert the Main Office.
 3. Attempt to extinguish or confine the fire.
 4. Sound a general alarm if the fire is uncontrollable.
- B. A fire drill can be expected at any time during school hours. It will not be pre-announced. The alarm for a fire is a continuous sounding of the fire signal buzzer. At the instance of an alarm, all faculty will immediately see that the following is accomplished:
1. All students clear the classroom and the buildings in a rapid and orderly manner and proceed to at least fifty feet from the building. Use fire exit route posted on room, laboratory, or office walls.
 2. When the last student has cleared the classroom, the lights are to be turned off and the door closed.
 3. The "All Clear" sign will be short blasts for one minute.

4. The class roll should be called after exiting the buildings to assure that no students remained in the buildings. Any missing or extra students should be reported to the Vice President for Academic Affairs, the Associate Vice President for Student Affairs, or any Division Chairperson.

A fire drill will be conducted during each semester, Staff and faculty members should observe exiting procedures posted in each room, and the faculty member, as the last person to leave, should extinguish the lights and shut the door. The signal for a fire drill is the continuous ringing of the class change bell.