



# STATE COLLEGE OF FLORIDA<sup>SM</sup>

## MANATEE - SARASOTA

### Fire Emergency 24 Hours / 7 Days

#### Fire Emergency

*#1 priority is the safe and orderly evacuation of personnel from buildings.*

#### Don't wait for a fire to know:

- The closest fire extinguisher and how to use it.  
Remember **P-A-S-S**.  
Pull the pin.  
Aim extinguisher nozzle at the base of the flames.  
Squeeze trigger while holding extinguisher upright.  
Sweep extinguisher from side to side, covering base of fire.
- The location of the closest fire alarm
- The evacuation route

#### In Event of Fire

- Stay calm.
- Pull the nearest fire alarm.
- Go to the nearest and safest campus telephone.
- Dial 911.
- Then call SCF Public Safety & Security.

#### Evacuation

- Occupants must evacuate the premises when the fire alarm sounds.
- Employees in cash-handling departments should secure cash drawers and safes IF possible without jeopardizing personal safety.
- Do not use any elevator during a fire.
- Follow instructions from emergency service personnel.
- Account for all students and staff in your charge.
- Move to at least 500 feet away from the affected building.

#### Blocked Escape Route

- Shut the door and use a window.
- Stay low to the floor if smoke is present.
- Cover your mouth with a damp cloth.
- Do not open a closed door if it feels hot to the back of your hand.
- Try to ventilate the room if breathing is difficult.

***If clothing catches fire --***

**Stop. Drop. Roll.**

#### Contacting SCF Public Safety & Security

	Outside line	College line
SCF Bradenton.....	941-752-5550	.....ext. 65550
SCF Venice .....	941-408-1550	.....ext. 61550
SCF Lakewood Ranch.....	941-752-5550	.....ext. 65550