



SCF DEPARTMENT OF PUBLIC SAFETY & SECURITY

Community Response Check List

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.

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	752-5550ext. 65550
SCF Venice	408-1550ext. 61550
SCF Lakewood Ranch	752-5550ext. 65550