

### **IN CASE OF FIRE or ALARM**

- ⇒ Exit the building immediately using the nearest exit and go to the designated area on the map.
- ⇒ Instructors should take the lead for their classes and escort the students outside of the building
- ⇒ The instructor should ensure everyone in their class is accounted for.
- ⇒ Shut office and classroom doors behind you.
- ⇒ A designated person will make a head count once gathered in the designated area.
- ⇒ Crawl low if there is smoke.
- ⇒ Use a wet cloth to cover your nose and mouth.
- ⇒ Use the back of your hand to feel door knobs of closed doors.
- ⇒ If the door knob is not hot, brace yourself against it and open slowly.
- ⇒ If the door knob is hot, DO NOT open it. Look for another way out.
- ⇒ NEVER go back into a burning building.
- ⇒ If you catch fire, STOP\*DROP\*ROLL

### **FIRE PREVENTION TIPS**

- ⇒ Eliminate Fire Hazards. Keep workspaces free of waste paper and other combustibles, have damaged electrical cords replaced and DO NOT overload circuits.
- ⇒ Prepare for Emergencies. Make sure you know who to call in an emergency; participate in all drills.
- ⇒ Report Fires and Emergencies promptly. Immediately report all foul odors or defective equipment to Campus Police at 405-382-9500 or 405-380-8989. If fire is detected, pull the fire alarm station to sound the alarm.
- ⇒ Evacuate Safely. Leave the area quickly in an emergency; use stairs instead of the elevator. Assist your co-workers. Make sure all walk ways and corridors are kept clear .

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Seminole  
State College

Emergency  
Preparedness  
Guide

# FIRE

Seminole State College

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2701 Boren Blvd.  
Seminole, OK 74868

Phone: 405-382-9950  
Campus Police: 405-382-9500

<b>IF YOU ARE IN</b>	<b>GO OUTSIDE TO</b>
Colclazier Tech. Building	Far side of lot in front (east) of building
Scott Building	Far side of parking lot in front (east) of building
Tanner Hall	Employee parking lot directly in front (east) of building
Haney Center	Parking lot directly in front (east) of building
Boren Library	Far side of parking lot in front (east) of building
Jeff Johnston Fine Arts	Far side of parking lot behind (west) of building
Milt Phillips Building	Far side of parking lot behind (west) of building
Raymond Harber Field House	Far side of parking lot behind (west) of gym
E.T. Dunlap Student Union	Parking lot to the south of the building by Walkingstick Building
Roesler Residential Learning Center	Parking Lot (west) of building
Seminole Nation Residential Learning Center	Far side of parking lot on side (south) of building
Walkingstick Student Services Building	Far side of parking lot (south) of building near highway #9
I.T. Building	Parking lot (north) of building
Maintenance Building	Parking lot (east) of building
Baseball Complex	Parking lot (west) of building
Softball Complex	Parking lot (west) of building
Employment Readiness	Parking lot (south) of building
Dan and Andrea Boren Building	Far side of parking lot (south) of building near highway #9