

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**EMERGENCY PROCEDURES**

**SECTION 2—FIRE EMERGENCY**

- a. In the event of a fire:
- 1) Stay calm—evaluate the situation.
  - 2) Notify the Campus Police Department, extension 4424. Emergency phones are located in the hallways of all buildings, at the east and west exterior doors of the Forum, the west exterior doors at the Radcliff Center, and in the north and south parking lots.
  - 3) Should evacuation of the building be advisable, pull one of the red manual pull fire alarm stations that are located in every hallway close to the exit doors. This will cause a continuous sounding of the evacuation horns in the building.
  - 4) Fight the fire only if it is small, and you feel safe in doing so. The extinguishers located throughout our buildings are only designed to contain small fires.
  - 5) Meet responding emergency personnel and direct them to the scene of the fire.
- b. The responding Campus Police Officer will notify the Fire Department, Facilities Management, and appropriate College administrator, once the location of the fire and the need for outside assistance is verified.
- 1) If evacuation is necessary, the first Campus Police Officer on the scene will direct the evacuation with the assistance of any College personnel available.
  - 2) The Campus Police Officer on the scene should keep in radio contact with the Campus Police Department to keep them apprised of the situation.
  - 3) If more than one Campus Police Officer is at the scene, one should go outside to meet the responding Fire personnel and direct them to the scene. Other College personnel should be assigned this task if the officer is alone or otherwise occupied.
  - 4) If the Fire Department has been notified of a fire and it is extinguished before they arrive, the Campus Police Officer at the scene should notify them of the fact by dialing 911.

- 5) After the fire has been extinguished, the Campus Police Officer at the scene shall see to it that all College property in the damaged area is secure and take all necessary steps to reduce any safety hazard.
  - 6) Evacuated persons should not reenter a building until told it is safe to do so by an official at the scene.
- c. Facilities Management personnel will respond to the fire scene upon notification and give assistance where required.
  - d. For detailed procedures, see Schoolcraft College Critical Incident Manual.
  - e. If evacuation is necessary, the instructor in each class or the manager in each area should insure that all individuals vacate the space and should be prepared to account for people from the classroom or office area.

Revised—Administrative Committee  
March 25, 1980  
Revised—Cabinet  
August 26, 1996  
November 13, 2001  
May 3, 2005  
Retyped—Department/Title Changes  
September 14, 2007  
Revised—VP and CFO  
August 1, 2019