

Policy Source: Gwinnett Tech	Owner: Chief of Police	Effective: 1999
Division: Technology & Operations	Reviewed: 3/2024, 2/2026 Revised:3/2024	

7.3.9 GT Fire Emergency Response

1. To Report a Fire

- a. Go to the nearest fire alarm and activate it (**pull handle straight down and pull handle down and release as you exit the building.**)
 1. Dial 911 for Gwinnett County Fire Department or Alpharetta Fire Department.
 2. Give your name.
 3. Tell where you are – name and address of building.
- b. Police or a designated administrator should make sure those access roads and fire lanes are clear for incoming fire units.
- c. The chief of police or campus police officer will meet the responding emergency units.

2. Fire Containment

- a. Those who are professionally trained should try to contain the fire to the area. Be sure to use the nearest extinguisher for the fire. **Do not** use water on an electrical fire.
- b. If the fire is too large to contain, do not take any chances. Close all doors and windows in the area of the fire. Evacuate the building immediately by following the fire drill procedures. Evacuation should be at least 300 feet from the building involved. Streets and walkways should be kept clear for emergency vehicles and crews.
- c. An Emergency Command Post may be set up near the incident site. Keep clear of the Command Post unless you have official business.

3. What to Do When the Alarm Sounds

- a. Close all the windows in the labs and classrooms.
- b. Turn off all power to industrial machines and equipment.
- c. Turn off all lights (except emergency lighting and exit lights).
- d. Proceed to evacuate the building through the safest, most convenient route. The last person out should close, but not lock all doors in the lab or classroom.
- e. Follow the posted escape route to the nearest exit. **Do not use the elevators. Assist the handicapped in exiting the building.**
- f. Once outside, go to an area designated by your instructor or by the fire escape

plan posted for your area.

- g. Remain outside until the “all clear” signal is given (i.e., the silencing of the alarm).
- h. Remember to remain calm while evacuating the building. There should be no running, pushing, smoking, or loud talk. Move as quickly and in as orderly a manner as you can.
- i. Instructors should be sure everyone is accounted for.
- j. Do not let anyone return into any involved building until clearance is given by the fire command.

4. What to Do If You Are Trapped in the Building

- a. If there is a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- b. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert crews of your location.