



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CGA-2 **Fires and/or Explosions** **APPROVED:** December 6, 1978 **REVISED:** November 3, 2006
Year of last review: 2025
AUTHORIZING BOARD POLICY: CGA

Classification: Institutional
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for reporting fires and explosions and for evacuating District buildings in related emergency situations.

PROCEDURE:

- I. In the event of a fire and/or explosion, the following actions are to be taken:
 - A. Call for assistance.
 1. Call the EPCC Police Department, 831-2200, as soon as possible.
 2. Identify yourself and be precise in indicating where the fire is by providing the following information: campus/facility, building, floor, room number, and type or cause of fire, if known.
 3. In case of an explosion, also have the dispatcher request a Paramedic and Ambulance service unit.
 4. Proceed to the nearest fire alarm box and sound the alarm to make other building occupants aware of the emergency.
- II. If evacuation of the building is necessary, the following steps should be taken:
 - A. All individuals should leave the emergency scene according to designated evacuation routes in a calm and orderly manner. All District employees and students should familiarize themselves with the evacuation routes indicated for each area of the District facilities. Floor maps showing these designated evacuation routes are posted throughout each campus where exits or exit signs are not in line of sight.
 - B. Whenever the alarm sounds, all individuals should regard the alarm as a signal to evacuate the premises.
 - C. The EPCC Police will assume control of directing the evacuation. All District employees and students should follow the instructions given by the EPCC Police.
 - D. All District employees and students should proceed to a clear area at least 100 yards from the buildings to enable emergency vehicles to have access to the scene.
 - E. The EPCC Police will assist the Fire Department and other agencies, as directed, upon their arrival.
 - F. District employees and students will enter the building only when instructed by the EPCC Police.