In case of fire, building occupants should be alerted by using one of the fire alarm pull stations located adjacent to each main exit or classroom emergency exit as appropriate. The building alarm sounds only in the building where activated. The fire must also be reported to the fire department by calling 911. If the College is open, the Campus Police Department should be notified.

Fire extinguishers are strategically located in each building and in some classrooms. They may be used to fight small, containable fires if, in the user's opinion, a reasonable chance of success exists and no undue risk of personal injury will be encountered. Under no circumstances shall sounding the alarm, building evacuation, or proper notification be delayed to fight the fire. When the building is being evacuated, elevators should not be used. The evacuees should proceed to the designated assembly area, await further instructions, and not interfere with emergency equipment or personnel.

Smoke is the greatest danger in a fire. If evacuation is not possible, persons should stay near the floor where the air will be less toxic. If trapped on the second floor of a building during a fire and a window is available, an article of clothing should be hung outside the window as a marker for rescue crews. If no window is available, the persons should stay near the floor and shout at regular intervals to alert emergency crews of their presence. Above all, everyone should try to remain calm.

Instructors should ensure that all students evacuate in a prompt, orderly manner, assist students with disabilities as required, close any windows that may be open, and close (but not lock) classroom/office doors upon exiting. Upon reaching the assembly point, instructors should account for all students.

No one should return to the evacuated building until specifically instructed to do so by a College official.