Stafford Campus
Occupant Procedures for Reporting
And
Responding to Fires & Emergency Situations

I. NOTIFICATION

A. If the following is reported to you, or if you see smoke, or flames, or smell something burning, or hear a fire alarm, immediately:

- Call the Fire Department - Dial [9] - 911
- Call the HCC Police Dispatch (located @ 3100 Main) – 713-718-8888
- Call the Building Fire Safety Director:
  Debra Robinson 713-718-7941
  Andrew Johnson (evening) 713-718-7942
- Activate the Fire Alarm Pull Station or Notification Procedure for the building - If the alarm is not sounding.
- Report any change in conditions to the Fire Department, HCC Police Dispatch, and the Building Fire Safety Director.

B. If you think you smell a peculiar or unfamiliar odor, immediately:

- Call the HCC Police Dispatch - 713-718-8888
- Call the Building Fire Safety Director: 713-718-7941 or 713-718-7942
- Call the Building Coordinator: 713-718-6702

C. Information to be given to the Fire Department:

Call 9-911 from any campus telephone (will be transferred to Stafford)
Stafford Fire Department – 281-261-3927

- What is the Emergency: (Alarm, Smoke, Flames, Etc.)
- Address:
  HCCS - Scarcella Science and Technology Building - 10141 Cash Rd.
  HCCS - Stafford I (Bldgs. A, B, C, D, & F) - 9910 Cash Rd.
  HCCS - Greenbriar Annex – 13645 Murphy Rd.
  HCCS - Applied Technology Center – 4010 & 4014 Bluebonnet
- Type of Occupancy: Educational Facility – Houston Community College

- What Floor: _________ Room #: __________ Telephone # calling from ____________.
- Let the Dispatcher hang up first!

D. Notification or Alarm System Procedures

- In the event of a fire or emergency situation an alarm will sound where possible, and occupants will evacuate using the nearest exit.
- In the event of an alarm, the Fire Wardens will evacuate the facility.
II. EMERGENCY PROCEDURE RESPONSE ACTIONS

A. STAGE ONE - ALARM ONLY - Emergency procedures - in the event of an alarm only:
   - Minimum procedure: Prepare to evacuate by going to the nearest emergency exit stairwell door, if there is any evidence of fire, evacuate the floor to a safe area.
   - Report any change in conditions to the Fire Department, HCC Police Dispatch and Fire Safety Director.

B. STAGE TWO - EVIDENCE OF FIRE - If there is report of Smoke, or Flames, or Smell of Something Burning, - IMMEDIATELY:
   - Isolate the fire - (If inside a room, close the door if you can do so safely.)
   - If notifications have not been completed activate the Fire Alarm Pull Station, if the Alarm is not sounding call the Fire Department, Building Fire Safety Director, HCC Police Dispatch.
   - Evacuate - Using Exit / Stairs to a safe area.
   - In multi-story buildings - relocation to three (3) or more levels below the fire floor is generally adequate.
   - Fire Extinguishment is optional and only if all of the above has been completed and you have been trained in portable fire extinguisher use.

C. FLOOR FIRE WARDENS WILL GIVE FURTHER DIRECTIONS
   - Return to work area from STAGE ONE without evacuation.
   - Proceed with evacuation and enter stairwell to relocate.
   - Continue to designated Assembly Points.

D. ASSEMBLY POINTS
   - Primary assembly point in the event of an evacuation shall be:
     
     Scarcella Science & Technology Building – Evacuees will be directed to assemble in farthest point in the South Parking lot. Caution should be taken to ensure evacuees do not block entrances to the building.

     Stafford I – Building A, B, C, D, & F – Evacuees will be directed to assemble across Cash Road in the parking lot from the buildings. Caution should be taken to ensure evacuees do not block entrances to the campus.

     Greenbriar Annex – Evacuees will be directed to assemble in the field in front of the building. Caution should be taken to ensure evacuees do not block entrances to the building.

     Applied Technology Center- Evacuees will be directed to assemble to the north side of the buildings. Caution should be taken to ensure evacuees do not block entrance to the buildings.

E. ASSISTING THE MOBILITY IMPAIRED
   - Floor Fire Wardens will coordinate obtaining assistance.
   - Based on pre-planned assistance arraignments.
- Unplanned needs.
- The Fire Plan has established a pre-planning registry for building occupants anticipating a need for assistance during an emergency or evacuation.
- Contained in the **Stafford Campus, Fire Safety Plan, SECTION TWO - Special Instructions, Assisting the Mobility Impaired.**
- Contact the Building Fire Safety Director at 713-718-7941 or 718-7942 for additional information.
- Information voluntarily provided for this purpose would be come part of Fire Plan information made available to responding firefighters, building Fire Wardens and emergency response personnel.
- Information may be contained in material deposited at;
  - 1) the building designated Fire Command Center/Fire Depository Box,
  - 2) Building Fire Safety Director Office,
  - 3) HCC Director of Safety Offices and
  - 4) the HCCS Police 24-hour dispatch center located at 3100 Main, telephone 713-718-8888.
- Information will be marked "Confidential" and reasonable effort will be made to maintain this privacy.

F. FIRE SAFETY DIRECTOR

- Call the Fire Department and have someone meet the Fire Department upon their arrival
- Any fire shall be reported to the Fire Department, no matter how small, even if extinguished.

III. RECOVERY FROM AN EVENT

A. While at the designated Assembly Point remain alert for additional instructions and avoid interference with responding emergency personnel.

B. Do not leave the evacuation Assembly Point without notifying the Fire Warden or your supervisor of your departure.

C. Do not re-enter an evacuated area with out permission from fire department personnel or responsible building authority.

D. Building Fire Team members, fire department or other responsible authority must have issued clear instructions for building re-entry following an evacuation.