

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title FIRE AND EMERGENCY EXIT	Number E-1.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2020 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-1.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Employees should familiarize themselves with the location and use of emergency fire extinguishers and fire alarm boxes. Faculty should instruct all classroom and laboratory students in the appropriate route(s) of exits to be used during a fire drill or in case of an actual fire, and use the nearest exit to lead their class(es) a safe distance away from the building.

- I. Extinguishers are available in strategic areas throughout the building. In the event of a fire, personal safety is a priority. If prudent, activate a fire alarm and extinguish the fire if possible, and exit the building. Upon securing personal safety, notify appropriate administrative personnel.
- II. The floor plan of Williamsburg Technical College may be found on the college's website and exit plans are posted in every room.
- III. Fire drills will be held at least once per semester.