

**Policy Number/Title:** 6.2.6 Fire Response Plan  
**Effective Since:** 04/21/2021  
**Last Revision Approved:** 07/23/2025  
**Responsible Office:** Winthrop University Police Department

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### **1. Scope:**

Winthrop University community, faculty, staff, students, and visitors.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

Purpose:

The purpose of this policy is to establish the procedures to be followed by the student body, faculty, and staff in the event of a fire. Implementation of these procedures whenever necessary should minimize loss of life, injury, and disruption of scheduled activities.

Priorities:

In the event a fire occurs on campus, the Winthrop University Police Department will work with the Rock Hill Fire Department to ensure immediate rescuer response and to minimize the loss of life and property.

Expectations for Employees and Students:

In the event of a fire, students, faculty, and staff will be asked to partner with the Winthrop University Police Department in order to minimize damage. This partnership will require prompt notification to emergency responders and in some cases, assistance in evacuation and extinguishing the fire.



#### **4. Procedures:**

##### Communications:

Winthrop University may communicate with the campus community by any of the following means:

1. ALERTUS Notification System — Beacons within campus buildings, also includes instant messaging system for the campus' networked computers
2. WU Alert — Blackboard Connect text/SMS and voice messages for all subscribers
3. E-mail — Messages to faculty/staff/student distribution lists
4. Web — Updates on [www.winthrop.edu](http://www.winthrop.edu) and detailed information on [www.winthrop.edu/emergency](http://www.winthrop.edu/emergency)
5. Campus Alert Line — Recorded message on 803/323-2222 with detailed information, primarily for individuals without access to a mobile device, computer, etc.
6. Face to Face — Direct contact by emergency responders
7. Runner — Group contact by individuals moving from area to area
8. Media — Communication via local radio and television stations

##### Responsibility and Control:

Emergency responders will have total control of the scene. If the situation dictates, the Incident Command System will be used as directed by the National Incident Management System.

The university also will assemble the Emergency Management Team to make university-related decisions.

The Winthrop University Police Department will operate an Emergency Operations Center (EOC) located in the Winthrop University Police Department Office. If the incident requires York County to open the Emergency operations Center, the Winthrop University Police Department or a designee will be represented in the York County EOC and/or will be in continuous communications with the Winthrop EOC.

##### Emergency and Training Plans:

If a fire occurs, report it immediately to the Winthrop University Police Department and take the following actions:

1. Know the locations of the fire extinguishers, fire exits, and fire alarm systems in the buildings. Also, know how to use them.

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2. If a minor fire appears controllable, immediately contact the Winthrop University Police Department. Then direct the charge of the fire extinguisher towards the base of the flame.
3. If an emergency exists, activate the building alarm.
4. On large fires that do not appear controllable, immediately notify the Winthrop University Police Department. Do not hang up the phone until told to do so. Evacuate all rooms and close all doors to confine the fire and reduce oxygen.
5. DO NOT LOCK DOORS. NOTE: SMOKE IS THE GREATEST DANGER IN A FIRE, SO STAY NEAR THE FLOOR WHERE THE AIR WILL BE LESS TOXIC.
6. When the building evacuation (Fire) alarm is sounded, go quickly to the nearest "SAFE EXIT" and ask others to do the same. DO NOT USE ELEVATORS. Assist the disabled in exiting the building.
7. Once outside move the assembly and point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. Do not return to an evacuated building unless told to do so by the Winthrop University Police Department.

If you become trapped in a building during a fire, do the following:

- If possible, contact the Winthrop University Police Department via cell phone to let them know you are trapped and where you are located.
- If you are in a location with a window, put an article of clothing outside the window as a marker for rescue workers.
- If there are no windows, stay near the floor where the air will be less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- DO NOT PANIC

Acronym for responding to a fire:

R — REPORT the fire immediately to the Winthrop University Police Department

A — ACTIVATE the building evacuation (fire) alarm

C — CONTAIN by closing all doors to confine the fire and reduce oxygen

E — EXTINGUISH by knowing the location of fire extinguishers and how to use them

## 5. Resources:

Emergency Response Plans Level 2: Fire Response:

<https://www.winthrop.edu/emergency/fire-response.aspx>

## 6. History of Revisions:



07/23/2025	Minor Revisions
04/21/2021	Minor Revisions
01/01/2005	Policy first established

**7. Approvals:**

President Signature/Date: