

EMERGENCY ACTION PLAN

13. CAMPUS EVACUATION

Evacuations of all or part of the campus grounds will be announced by the President and/or the Dean of Administration. A comprehensive evacuation plan is set forth in Section 14 (Fire and Evacuation Plan) of the Emergency Action Plan. In the event that an alarm is sounded or a notification to vacate the building is broadcast, all persons are to immediately vacate the building following posted evacuation routes and procedures set for the in Section 14. Instructors, staff and / or their designees are responsible for assisting non-ambulatory occupants requiring wheel chairs or assisted means of vacating the building from the second floor to one of the two designated “Areas of Assistance” specified in Section 14.

BUILDING EVACUATION

There are a number of emergency situations which would require the evacuation of the building. These include fires and bomb threats, which are the most likely occurrences; but also situations such as chemical or gas leaks, structural failures, prolonged power outages, weather emergencies such as hurricanes or tornados, and major violence. In most cases, the procedures for evacuation and basic response to the emergency will essentially be the same and will include the following steps:

- The fire alarms will be sounded with an announcement to evacuate the building.
- The phone paging system will be used for special instructions during an emergency situation.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit and the location where persons should gather after they have left the building.
 - If an evacuation plan is not posted in your classroom or office, please request one from the Director of Facilities.
- Once people are outside the building, they should move to their designated Assembly Areas, keep away from the building and under no circumstance reenter the building until informed that the Fire Department Officer in Charge has declared the emergency over.
- Contemporaneous with the evacuation, an Emergency Operations Center (EOC) will be established in the Central Utility Plant (CUP). All faculty and staff who are willing to assist and have no other assignment should report to the EOC where they will be directed to a staging area to receive their assignments. All press or other media inquiries should be referred to this EOC where they will be directed to the Public Relations Associate.
- During the evacuation, all entrances to the College will be closed to all entering traffic except emergency vehicles. Orderly vehicle exits from the College will be permitted to the extent that they do not interfere with emergency operations.