

EMERGENCY ACTION PLAN

25. OFF CAMPUS TOXIC FUME RELEASE

During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended. In emergency management terms, Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.

It is the responsibility of the local authorities to notify the College to issue orders for in-place sheltering during toxic fume or chemical emergencies originating off campus.

Should the College receive such notification the Campus Emergency Notification System will immediately be activated to inform individuals on and off campus of the emergency.

The following guidelines are provided for your assistance in the event of a toxic fume release:

- All employees, students and visitors outside should be directed to enter the nearest building.
 - Shelter-in-Place.
 - Close all windows and doors.
 - If one is available, turn on your television or radio for further information.
 - If eyes, nose, or throat become irritated, protect your breathing passages by covering your mouth and nose with a damp cloth, take frequent, shallow breaths, and stay calm.
 - Do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.
- The Director of Facilities will assess the need and feasibility of shutting down ventilation systems.