

EVACUATION OF A BUILDING

Notification of the need to evacuate a building could be made by sounding the fire alarm or by direct order from emergency response personnel or administration personnel.

Procedures:

1. Each faculty member should take the class attendance list and proceed out the building in an orderly manner. Students should be instructed to stay with their instructor.
2. Office staff should take duplicate class list or other emergency information (employee list) and evacuate.
3. Everyone, except Emergency Response Team members designated to remain, will proceed to an outside meeting area at least 500' from the building.
4. Upon arrival to the meeting area:
 - Determine if everyone who was in the building has vacated, by checking your list.
 - Faculty or staff member not responsible for a class should report to the person in charge or their supervisor for assignment.
 - If somebody is unaccounted for, notify an emergency responder on the scene.
5. Maintain class together until instructed by authorities.
6. All persons should remain at the meeting area until released by the emergency responders or administration on the scene.

PERSONS WITH SPECIAL NEEDS

Persons with special needs, such as a disability or medical condition, may not be able to quickly respond without extra assistance. If this is your case, contact your supervisor & building representative, before an emergency arises, to inform them of any special needs. It's also a good idea to inform a co-worker in your direct work area of assistance you may need in an emergency.