Evacuation

There will be various reasons why we may have to evacuate the building. Usually, we will evacuate the building during a fire, fire drill, explosion or bomb threat. When we evacuate the building, we will follow the Fire Evacuation Plan. During any evacuation, designated employees are responsible to ensure equipment has been shut down, fire doors cleared, and that all employees have evacuated the area.

In an emergency situation, it will be the responsibility for each Department Director/Manager (or Alternate) to ensure that each employee and/or student has evacuated the area as appropriate. They are also responsible for accounting all employees and notifying the Control Center of any unaccounted employees or students.

Evacuation Procedure:
a. Treat every alarm as an emergency.
b. Walk - do not run to nearest exit towards the assemble point.
c. Do not use elevators.
d. Turn off lights, electrical equipment, gas, water faucets, air/heating system.
e. Close doors behind you.
f. Take only important personal items with you, purse, keys, jackets, backpacks, medications, etc.
g. Follow instructions from emergency personnel.
h. Assist people with special needs
i. Keep noise to a minimum so you can hear emergency instructions.
j. Feel all doors before opening. If the door is hot, don’t open it. Go to another exit.
k. If the hall between you and the fire exit is filled with smoke, crawl along the floor to the exit.
l. Missing persons should be reported immediately to the Emergency Coordinator or Police.
m. Avoid inhaling and going through thick smoke as it can be fatal.
n. **IF YOU ARE UNABLE TO EVACUATE.**
   - Go to a distant office or room that has a window
   - Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep the smoke out.
   - Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.
   - Wait for rescue.
   - Re-enter the building only when told to do so by the Emergency Coordinator and/or police or fire personnel

Evacuation of People with Physical Disabilities
The person with a physical disability(s) may be an employee, student or visitor. Individuals may be mobility, visually or hearing impaired or any combination of these physical challenges. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse! DO NOT attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

Guidelines for Emergency Classroom Evacuation
a. At the beginning of each new class start, the person responsible for teaching the class will discuss the evacuation plan concerning various types of emergencies during class orientation.
b. The instructor will inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.
c. During an evacuation, the Instructor will assist students in safely evacuating the classroom by directing and leading the students to the nearest safe exit. Upon exiting the building, the Instructor will direct/lead the students to the assemble point. The Instructor should take a headcount to be sure no students have been left behind. No one should be allowed to leave this area until told to do so by the Emergency Coordinator or Police Department.

d. The Instructor will assist all ADA students to a safe area in case they cannot be evacuated from the building. Immediate notification will be made to the Emergency Coordinator or Police Department if an ADA student is stranded and needs further assistance to complete evacuation. Do not re-enter the building to attempt a rescue unless you have been trained in this type of rescue.

e. The Police Department will then aid in the evacuation of ADA students. It is the responsibility of all College employees to help in the evacuation of students and visitors.

f. Students will adhere to the evacuation process by following the instructions provided by their Instructor, Program Director, Campus Director and/or Emergency Coordinator.