

Evacuation

1. Be aware of all the marked exits from your area and building.
2. To activate the building alarm, pull the handle on the red alarm boxes.
3. When the building evacuation alarm is sounded or when you are ordered to leave by campus safety and security personnel or college staff, walk quickly to the nearest marked exit and ask others to do the same.
4. Direct people with physical disabilities to elevator lobbies on second floors. Assist those with physical disabilities to exit the building on ground level floors.
5. Outside, proceed to a clear area that is **at least 50 feet away from the affected building. Keep walkways clear for emergency vehicles.**
6. To the best of your ability, and without re-entering the building, assist Campus Safety and Security and college staff in their attempt to determine that everyone has evacuated safely.
7. An Incident Command Post or an Emergency Operations Center will be set up near the emergency site. Keep clear of the incident command post/EOC unless you have important information to report.

DO NOT RETURN TO A BUILDING UNTIL YOU ARE TOLD TO DO SO OR UNTIL THE 'ALL CLEAR' HAS BEEN ANNOUNCED.

Evacuation of Persons with Access and Functional Needs (disabilities)

NOTE: It is suggested that individuals who use wheelchairs or have a mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

In the event of an emergency, individuals who use wheelchairs, other individuals with mobility impairments, and individuals with disabilities that can affect response to emergencies, should observe the following procedures:

- During an emergency, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help.
- As a first choice, use the building elevator, **BUT NEVER IN THE CASE OF FIRE, EARTHQUAKE OR POWER OUTAGE.**
- If assistance is not immediately available, continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- **Rescue personnel, Campus Safety, Emergency Response Teams, Fire and Police Departments should first check all exit corridors and exit stairwells for trapped persons.**

Consultation about these procedures is available from your campus's Department for Students with Disabilities