

# Evacuation Procedure

## Building Evacuation

- Evacuate building when fire alarms sound and/or if directed to do so by a campus emergency authority.
- Remain calm, leave the building by the nearest cleared exit, and ask others to do the same.
- Evacuation Plan maps are posted at the main entrances of each campus building. Check these maps for the nearest escape route in preparation for an emergency.
- Help individuals with disabilities exit the building. Evacuation chairs are available at each stairwell to assist with evacuating disabled persons
- Emergency Building Coordinators will assist if time and situation permit.
- Proceed to a clear area a minimum of 50 feet away from the affected building(s), and keep streets, fire lanes, fire hydrants and walkways clear for responding emergency vehicles and personnel.
- Return to building(s) only when declared safe to occupy.

## College Evacuation

The President or designee will announce evacuation of all or part of the college campus. Follow building evacuation procedures while exiting any college facilities, or other directions when applicable.

## Elevators

Do not use elevators in case of fire, explosions or earthquakes, or other emergency as you may become trapped.