

EVACUATION PROCEDURE

AREAS AFFECTED: College, Residence Halls

SCOPE OF PRACTICE: All Employees, Visitors, Staff, and Occupants.

PROCEDURE:

Only the President, Vice President, or a designated college official (Dean of Faculty, Dean of Students, Associate VP) may order the general evacuation of a building, or any section thereof **except in the event of a fire or fire alarm** (see Fire Procedures)

There are three main types of evacuation.

- A. Room evacuation: Evacuation outside the room door.
- B. Horizontal (wing or unit) Evacuation: Evacuation outside smoke doors.
- C. Entire Facility Evacuation: Evacuation to another facility or to the outdoors. This type of evacuation could be used in the event of a fire, bomb threat, earthquake, etc.

A. **EVACUATION OF A ROOM:**

- 1. All students, visitors, and staff will be removed from the room. Immediately close the door, and if necessary place wet towels along the bottom of the door to seal off the room.

B. **HORIZONTAL EVACUATION (WING OR SECTION OF THE BUILDING):**

- 1. The senior person, (INSTRUCTOR, HD, RA, ADMINISTRATOR, ETC.) in the area, will take charge of the section being evacuated and will make the decision concerning methods of evacuation. The senior person in charge of the section will not jeopardize personal safety by remaining in an evacuation zone until all students, visitors, and staff have been evacuated.
- 2. Evacuation will be to the opposite wing of the building away from the fire (or event), and on same or lower floor. If it is necessary to move to a lower floor, elevators shall not be used.
- 3. Evacuation should be done efficiently, quietly and without haste or evidence of panic. In the event of a fire, the buildings are fire resistant and there is little possibility of a fire spreading rapidly. However, smoke does, so haste without panic should be of primary concern.
- 4. Occupants will always move horizontally or away, and never up in the building. The person in command of the disaster will determine the place of temporary housing. The following people will be authorized to assist in the evacuation:
 - a. Police personnel in uniform
 - b. Ambulance personnel
 - c. Fire Dept. personnel
 - d. HC security personnel
 - e. HC personnel (faculty, residence hall HDs & RAs, maintenance personnel, and administrative personal as directed).
- 5. The senior person on-duty in charge of the area will be responsible for maintaining a list of rooms that have been evacuated if possible and be available to offer that information. (To include all areas i.e.: resident dorm, college by area, etc.).

6. If an evacuation is to occur, no one should re-enter unless given proper authorization. This would ordinarily be from police.

GENERAL INSTRUCTIONS FOR HORIZONTAL EVACUATION:

1. Protect from hazards of smoke, heat, cold, or panic. In the event of a fire, wet blankets or towels will be used to protect from extreme heat or flame.

C. EVACUATION OF AN ENTIRE BUILDING:

IF AN EVACUATION COMMAND IS GIVEN FOR A BUILDING ON THE CAMPUS

1. The switchboard operator (or designee)(when notified) will call 911 requesting all available ambulances, equipment, and other vehicles for transporting victims to the hospital and to assist in the evacuation.
2. The Emergency Response Coordinator will activate the Emergency Response Plan.
3. The Director of Residence Life will coordinate for temporary housing etc, as needed.