Building Evacuation Procedures

1. When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, occupants will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.

2. Building Emergency Coordinators designated in the Disaster Plan will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. As shown on the campus maps, people will be evacuated to designated "Staging Areas" around the campus.

3. Evacuation of disabled persons will be given high priority by Building Emergency Coordinators in all emergencies; they will be evacuated in accordance with the district evacuation plan. Elevators are not to be used. Building Emergency Coordinators may request assistance of faculty. Based on specific circumstances, Building Emergency Coordinators are responsible for designating the safest evacuation routes for disabled persons. If a disabled person cannot reasonably be assisted out of the building due to the nature of the disability, arriving emergency personnel must be made aware of the location of the individual inside the building.

4. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Emergency Operations Manager at that time.

On-Campus

Areas on campus have been designated as "Staging Evacuation Areas" for evacuation. These include:

- Baseball Fields
- Tennis courts
- Parking Lots (All persons should assemble in the middle of lots)
- Stadium Parking Lot (All persons should assemble in the middle of lot)

If only on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" signal is given by the Emergency Operations Manager.