



EVACUATION/RELOCATION PROCEDURES

Evacuation:

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of a device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or college emergency response team designee notifies relocation center.
- If necessary, a college emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Document students who are picked up from a relocation center.
- Notify chancellor's office and college Office Public Affairs and Information of relocation center address.

Relocation Centers:

List primary and secondary student relocation centers. The primary site is usually located close to the college. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center:

Address:

Phone: _____

Secondary Relocation Center:

Address:

Phone: _____