



## EVACUATION/RELOCATION PROCEDURES

### Evacuation:

- Upon the directive of the Chancellor/Chancellor's designee or evacuation alarm, Campus Police initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be altered for safety reasons.
  - *Bomb Threat:* Campus Police notifies staff of evacuation route dictated by known or suspected location of a device.
  - *Fire:* The fire alarm may initiate evacuation procedures. 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. Move upwind of hazardous situation. Plan route accordingly.
- Persons with disabilities should evacuate to the nearest stairwell and use the emergency phone located in hallways and classrooms to contact Campus Police to request assistance. Refer to [Evacuation/Relocation of Persons with Disabilities Procedures](#).
- Building/Floor Captains will assist Campus Police by helping individuals evacuate and looking out for anyone needing assistance.
- Faculty must take class rosters.
- Close offices and classroom doors but do not lock classroom doors when leaving.
- When outside the building, account for all students and colleagues. Immediately inform building administrator and Campus Police of any missing employees, students, or known visitors.

### Relocation:

- Campus Police determines whether students and employees should be evacuated to a relocation center.
- Campus Police or the college emergency response team designee notifies relocation center.
- If necessary, a college emergency response team designee coordinates transportation to relocation center.
- Faculty must stay with class en route to the relocation center and take attendance upon arriving at the center.
- Document students who leave or are picked up from the relocation center.
- Notify Chancellor's office and the College's Office of Communications, Marketing and Public Relations of the relocation center's location.