PROCEDURE NO. 7032

TITLE: EMERGENCY EVACUATION

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/PHYSICAL PLANT OPERATIONS AND MAINTENANCE

I. Purpose:

To provide information to instructors regarding emergency evacuation procedures in order to insure the safety of students and staff in case of fire

II. Procedure:

A. The director, physical plant operations and maintenance is assigned responsibility for safety and security at all college locations.

1. The Maintenance Department staff may conduct an emergency evacuation drill at unannounced times during the year as required by the local or state fire marshall.

2. Evacuation drills may be held on a college-wide basis or on an individual building basis.

3. Evacuation drill reports shall be kept on file in the physical plant operations and maintenance office.

4. Any serious hazards to life shall be reported to the director, physical plant operations and maintenance for immediate correction.

5. In case of actual fire or related emergency, the switchboard operator shall be notified and he/she will notify the fire department. If after hours or on weekends/holidays, the security guard should be notified and he/she will notify the proper authorities.

B. The instructor or instructors shall be responsible for their individual shops, classrooms, or buildings.

Where there is more than one instructor in a shop, classroom, or building, the responsibility may be divided. Where a building is occupied by more than one class or shop, it is the duty of the instructors, together with their supervisor, to plan for the entire building. Responsibilities will be as follows:
1. To know the location of and the operation of the fire alarm control for the building in which they are located

2. To determine what exits and alternate exits shall be used to evacuate their building

3. To designate an outside assembly area to be used for their students

4. To know the location of each fire extinguisher and the type of extinguisher to use on various type fires

5. To check restrooms or other isolated rooms in their building for occupancy

6. In case of actual fire, to notify the appropriate personnel who will, in turn, notify the fire department

7. To be sure that all students under their supervision are familiar with the evacuation plan, and know what to do and where to go in case of a fire drill or actual fire

8. In the event of an actual fire, to direct students to fire exits and to ensure all students exit safely and remain in the designated outside assembly areas until the "all clear" signal has been sounded

C. Each such drill shall be documented through the use of the attached Coordinator’s Safety Check-list and the attached Evacuation Drill Record.

HISTORY: Last Reviewed: 2/28/08

Adopted: 8/1/89
Reviewed: 2/28/05, 2/28/08
Revised: 2/6/02
I. EXITS

A. Are all exit signs lighted?  
   YES  NO
   ___  ___

B. Are there sufficient exit signs:  
   YES  NO
   ___  ___

C. Are the lanes to exits clear of furniture, storage articles, debris, etc?  
   YES  NO
   ___  ___

II. EXTINGUISHERS

A. Are there sufficient fire extinguishers?  
   YES  NO
   ___  ___

B. Are they of the proper type?  
   YES  NO
   ___  ___
   Type A - Paper, Wood, etc.
   B - Liquids (Gas, Oil, etc.)
   C - Electrical

C. Have they been inspected and tagged within the last year?  
   YES  NO
   ___  ___

D. Are they readily accessible in case of an emergency?  
   YES  NO
   ___  ___

III. EVACUATION ROUTES

A. Is there an evacuation route chart posted in each classroom or shop?  
   YES  NO
   ___  ___

B. Do they need to be updated?  
   YES  NO
   ___  ___

IV. SIGNS

A. Are "No Smoking" signs posted in classrooms and shops?  
   YES  NO
   ___  ___

B. Are there any areas where a door appears to be an exit but does not lead to an exit? Example: Door leading to a balcony or closet.  
   YES  NO
   ___  ___

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FIRE DRILL RECORD

Building Number and Name: __________________________

Date of Drill: __________________________

EVALUATION:

1. Number of minutes to evacuate the building: ______

2. Was the alarm system working properly? Yes ___ No ___
   If no, explain: ___________________________________________

3. Did the fire doors close automatically? Yes ___ No ___

4. Comments on cooperation of faculty, staff and students: ______

   __________________________________________________________

5. Were all doors and windows (if any) closed? Yes ___ No ___
   If no, explain: ___________________________________________

6. Did personnel maintain the required distance from the building and
did they evacuate the building calmly and in an orderly fashion:
   Yes ___ No ___. If no, explain: _____________________________

7. Suggestions for improvement and other comments: ________________

   __________________________________________________________

____________________________________
Building Fire Marshall

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