

Century Community and Technical College

6.21.0.1 Emergency Procedures – Fire, Tornado, Evacuation

STUDENT EVACUATION: Instructors are responsible for directing students in their classroom to leave the building via the nearest safe exit, or in the event of a tornado, to a safe location.

STAFF EVACUATION: The most senior supervisor present in each office or service area is responsible for directing all staff, students, and visitors to leave the building via the nearest safe exit, or in the event of a tornado, to a safe location.

The **WEST Campus** does not have fire drills. Anytime the warning horn is sounded; it signifies an emergency situation.

The **EAST Campus** has fire drills (as mandated by State Law for K-12 students). Anytime the warning horn is sounded, whether an emergency or a drill, staff and students are to leave the building, or in the event of a tornado, seek a safe area.

Fire or Emergency Evacuation (Loud continuous blast of warning horn)

1. Direct people to evacuate the building via the nearest safe exit.
2. Report any special conditions or major problems to the switchboard by dialing “0”.
3. Leave the building and direct people away from the building entrance. Be aware that emergency vehicles will be parking in parking areas close to the building.

Wait for the all clear signal (20-second blast of horn) and direct people back into the building. If you are unable to hear the warning horn, watch for security or someone in administration for directions to return to the building.

Tornado Alert (Loud intermittent blast of warning horn.)

1. Direct people to the first floor, areas away from windows and doors. Interior classrooms and corridors are ideal.
2. Report any special conditions or major problems to the Switchboard by dialing “0”.
3. Wait for the all-clear signal (20-second blast of horn), and direct people to return to their area.

Administration and Maintenance Staff Assignments

On each campus, the Physical Plant Director, security personnel, or most senior maintenance person present, will be responsible for checking the alarm panel, directing emergency personnel to the emergency area, and sounding the all-clear warning.

An administrator or designee will be assigned to each floor of each building to be sure all students and staff has been evacuated. These assignments will be made annually.

Evacuation of Disabled Persons (Third Floor Only)

1. Call the switchboard at "0", or use an emergency phone located to determine the exact location of the emergency and which elevator(s) is safe to use.
2. Escort people in wheelchairs to the elevator and accompany them to the second floor and see that they are escorted to the nearest exit.
3. Be sure the third floor has been evacuated before leaving the building.

Evening Procedure for Fire and Tornado

1. At the sound of either alarm, security staff will immediately check the panel to determine the location of the emergency.
2. Instructors are responsible for evacuating students.
3. Security staff will be responsible for checking the building before leaving.
4. Security staff will sound the all-clear warning when it is safe to return.

Health Services and First Aid Emergencies

The Century College Health Service is located in Room 202E on the East Campus. Health Services is open from 8:00 AM to 2:00 PM Monday through Friday and can be reached by calling 779-3954. When College Health Service is not open; students and staff may obtain first aid assistance from public safety personnel:

References:

Date Proposed:

Date Approved:

Date Implemented:

Date Revised: