

BUILDING EVACUATION

**FIRE: Leave doors CLOSED / BOMB THREAT: Prop doors OPEN
DO NOT USE ELEVATORS**

Students/Staff

GET OUT

- **Remain silent!** Listen for instructions. Only speak to report an emergency.
- Receive instructions from your faculty member or office supervisor about where to meet outside. (closest parking lot or any safe parking lot)
- Grab your belongings (without delay) and **LEAVE** the building as quickly as possible (know ALL entrances/exits from your building) Use the **CLOSEST SAFE** exit.
- **Assist** people who may need help getting out (but don't delay your exit)
- **Warn others** to get out
- **Use the stairs** - not the elevator (exterior stairs if available) *Evac-U-Chairs are on upper floors*
- **Stay together.** Go ALL THE WAY to the parking lot.
- **Keep streets and walkways clear for emergency personnel**

CHECK IN

- Stay with your group (class or office). If you were not in a class or office when the evacuation began, go to any safe assembly area and check in with any faculty or staff member.

HELP OUT

- Faculty and staff supervisors will provide updates on the emergency and advise if it is safe to leave campus. **DO NOT DRIVE OR LEAVE** the parking lot until you have been given information that the area around campus is safe.
- Offer to help any way you can
- **NO SMOKING! NO CELL PHONES! NO DRIVING!**

Faculty/Staff Supervisors

GET OUT

- Identify the safest exit and direct your group to leave the building. Leave doors **UNLOCKED**.
- Go to the closest safe parking lot
- **COUNT HEADS** as you leave the building
- Review additional **GET OUT** instructions for students/staff (above)

CHECK IN

- Faculty and staff supervisors **COUNT HEADS**
- **Keep your group together** (if assisting with Check In, assign your group to a colleague)
- Provide information to Check In team member (hazards observed, missing/trapped people, etc)

HELP OUT

- Provide emergency status updates to your group.
- Help with Head Count
- Do not leave campus until you receive official notification from the Campus Response Team. (Depending on the event, you may be a witness, or be contaminated, or needed to help the Campus Team calm people and distribute information).
- Notify the Campus Response Team if you need to leave campus. Assign your group to another leader.
- Treat injuries or send to the Medical Aid station
- Help out according to your training
- Refer any media to the Command Post for the campus Public Information Officer

If the evacuation is due to a bomb threat...

- Be alert for suspicious items/people in the building or in the evacuation area.
- Don't turn any light switches on/off
- Report anything suspicious to the Check In Team in the parking lot
- No radios or cell phones!

Building Fire Alarm Guideline

When you hear a fire alarm...

1. The *affected* building (where the alarm is sounding) is evacuated to the closest parking lot (facilitated by the Campus Safety Evacuation Team and CERT) per EVACUATION Guideline. (stay quiet, no cell phones, help people get out, use outside stairs if applicable)
2. Faculty begin head count of their students. Staff supervisors begin head count of their staff.

Each parking lot with people in it...

1. Parking Lot Group Supervisor sets up a Sign In Sheet for staff, CERT and the Campus Safety Evacuation Team who can help with the event.
2. Parking Lot Group Supervisor sets up a Check In site and receives head count forms from faculty and staff.
3. Parking Lot Group Supervisor determines the nature of the emergency through investigation by facilities or first responders, depending on the emergency. *If you are the only parking lot involved, make contact with the first responders to make sure you get timely updates.* Otherwise, the Incident Commander will do this.
4. When staff or first responders on scene have determined that the building is safe, the Parking Lot Group Supervisor/Or Incident Commander assigns team members to announce that it is "All clear to reenter the building".
5. The Parking Lot Group Supervisor is responsible for providing timely (every 5 minutes) updates to Faculty and students so they know what is happening. If there is an Incident Commander, you will receive these updates from the Command Post (Normally in Lot E at Mission College and the Flag Pole or Lot 4/5 entrance at West Valley College). Lot E at Mission and Lot 4/5 at West Valley entrance may have BOTH a Parking Lot Group Supervisor Check In location and an Incident Commander/Command Post if the event is REAL.

Emergency Preparedness & Response Guidelines

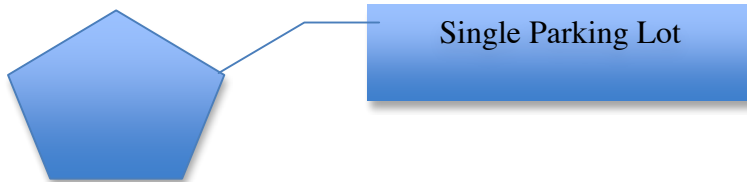
Communication: We do not send out phone/text/email messages for building evacuation. The notification is by Fire Alarm or CERT/Campus Safety Evacuation Team verbal request (if the alarm system isn't working). We also only use verbal notification once we are in the parking lot. If you have questions while in the parking lot, you should be able to get them answered at the Staff Check In area (and orange flag that says "Check In" should help you locate the Check In location)

You may also check campus Facebook and Twitter links for updates.

Refer any media to the Command Post Public Information Officer

Single parking lot event

- Parking Lot Group Supervisor with 3-5 team members conducting staff Check In, Staff/Faculty/Student Head Count and communicating with the evacuees
Request medical support if needed
- All coordination and decisions made on site



Multi parking lot event

- Parking lots feeds lot-specific information to - and receives situation information from - the Incident Command Post (ICP).
- One radio per site funnels all communication to limit radio traffic.
- Logistics requests go to the Command Post
- Command Post coordinates with Law and Fire
- Parking lots manages activities in the lot
- Command Post gathers overall event information and manages response and recovery strategy

