EMERGENCY RESPONSE

EVACUATION

JAMES SPRUNT
COMMUNITY COLLEGE

CAMPUS SAFETY March, 2010
FIRE EVACUATION TRAINING

Purpose

To provide for an orderly evacuation of a college facility during an emergency, the following plan and operating procedures have been adopted.
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FIRES

Evacuation and Emergency Escape Procedures

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff, and visitors should leave the building by the closest available exit in an orderly manner.

Emergency evacuation routes are posted in the facilities.
Treat all building alarms as an emergency until determined otherwise.
Everybody has a responsibility for ensuring the safety of the building on a day to day basis.

- Don't tamper with any fire safety equipment. Don't prop open fire doors.
- Make sure you don't create any risks. If you are working in a laboratory make sure you are aware of the risk assessments for your experiments. In offices the main sources of ignition are likely to be electric equipment. The main sources of fuel are paper.
- The use of open bar electric heaters is forbidden by the college. Any personal electrical equipment brought into the department MUST be tested before use.
- If you see anything unsafe, e.g. damaged fire equipment, fire doors not closing properly or unsafe working practices in a lab then report it to the safety officers (SRO, Arthur Kornegay, Kristy Brinson, Toni Murphy-Henderson)
Accountability for Students

Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation.

The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed, but not locked, and lights turned out as classrooms are evacuated and the instructor ensures that the classroom is empty.

The instructor should regroup the class at the evacuation site. Any student(s) unaccounted for should be reported to emergency response personnel immediately.
FACULTY: IMPORTANT TO REMEMBER

Keep attendance roster with you to account for students

At the beginning of each semester advise Kristy Brinson and Toni Murphy-Henderson of students in your class with limited abilities that would need assistance during an evacuation. A copy of their class schedule will need to be provided.

At the beginning of each semester, physically show your class the Designated Area for an evacuation. These designated areas will be posted across campus.

When you reach your Designated Area, you will hold up a green card if all your students are accounted for, OR a red card if someone is missing.
Supervisors or designees should account for the employees in their immediate work area or department.

Any employee(s) unaccounted for should be reported to emergency response personnel immediately. Because supervisors are responsible for accounting for employees, it is imperative that work groups reassemble in the designated evacuation site after evacuation.

Supervisors: When you reach your Designated Area, you will hold up a green card if all your staff is accounted for, OR a red card if someone is missing.
Emergency Evacuation Assembly Areas

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ASSEMBLY AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boyette/Maintenance</td>
<td>Parking lot by Head Start</td>
</tr>
<tr>
<td>Hall</td>
<td>Parking lot by grape vineyard</td>
</tr>
<tr>
<td>Herring</td>
<td>Parking lot directly in front of Herring Building</td>
</tr>
<tr>
<td>Hoffler/Recreational</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>McGowen</td>
<td>Flag Pole – in front of McGowen Building</td>
</tr>
<tr>
<td>Strickland</td>
<td>Clock Tower</td>
</tr>
<tr>
<td>Williams</td>
<td>Parking lot directly in front of Herring Building</td>
</tr>
</tbody>
</table>
To Assembly Area — Parking lot located by the grape vineyard.
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To Assembly Area –
Parking lot in front of Herring Building

Herring Building

Legend
100 Classroom
100A Office
101 Classroom
101A Lounge
101B Storage
102 Computer Lab
103 Darkroom
104A Storage
105A Media
106 Media
106A Storage Center
106B Office
110 Classroom
110A Lab
110B Storage
111A Classroom
111B Classroom
112 Office
113 Media
114 Welding
115 Cisco Lab
DOC Dining Facility
116A Classroom
116A Storage
117A Classroom
118 Classroom
119 S.E.A.
120 Women
121 Mechanical Room

Front of Building

To Assembly Area –
Parking lot in front of Herring Building

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In the event of an emergency evacuation from the building, the assembly area for this building is at the CLOCK TOWER. It is located between the Strickland & McGowen Buildings.
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Take stairs – use exit doors to meet in Assembly Area – Parking lot located by Head Start

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TO Parking lot located in front of Herring Building.

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Campus Safety
Please remember that during any emergency call to an outside source, you must dial “9” to get to an outside line.

NOTE: Off-campus facility telephones may not require dialing “9” first.
Actual fire or smoke situation

Begin building evacuation by activating the nearest fire alarm.
Notify Front Desk by calling extension 2400 or 296-2400. State your name, building, and location of fire.
Receptionist will call the fire department even though fire alarm sounds.
Security and/or Facilities personnel will investigate the situation and will help clear the building.
If a source of smoke or fire is located, determine if the fire is small enough to handle with a fire extinguisher. Do not attempt to extinguish the fire unless you have been trained to use a fire extinguisher and know what you are doing.
Make sure all occupants are out of the building. Direct evacuees to the Designated Assembly Area. Do not block emergency vehicle access to the building.
The fire chief and/or campus safety and security will notify you when it is clear to return to the building.

Automatic System Activation

Ensure that evacuation of the building begins.
Call Front Desk at extension 2400 or 296-2400 to report alarm activation.
If fire or smoke is seen, leave the building by the nearest safe exit.

False Alarms

Obviously, you will not know at the time of activation whether or not an alarm is false. For this reason, you MUST regard each alarm as an emergency. In fact, it is a violation of local fire code to disregard alarm activations. Evacuation procedures MUST be followed for any alarm.

Contact Front Desk at extension 2400 or 296-2400 to report alarm activation.
In the event of an emergency evacuation from the building, never use the elevator.

People who have difficulty with stairs or with a timely exit should not use the stairs during an evacuation. One of the biggest dangers in the evacuation of a large group of people is not the fire, but from people trampling each other in their efforts to escape. People with disabilities should seek out the nearest emergency evacuation assembly area during an evacuation.

The emergency evacuation assembly areas are located on each floor, adjacent to a stairwell.

They are clearly marked with the international wheelchair access symbol (most often seen on handicap parking signs) and signs that state, "Emergency Evacuation Assembly Area."
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Receptionist – Brandy Boone, 2400
Arthur Kornegay, Extension 2575
Kristy Brinson, Extension 1429
Toni Murphy- Henderson, Extension 2438