

## EVACUATION

Evacuation of a location (room, building, or area) may become necessary if an area becomes unsafe *for any reason*. Evacuations may be appropriate in a variety of situations including bomb threats, fires, or earthquakes.

### ***Alert Methods***

Notice to evacuate may be given in several ways, depending upon available methods, systems, and/or existing conditions. Typical alerting methods include:

- Audible Alarms (sirens, horns, or bells).
- E-mail Alerts.
- Telephone Notification
- Cell Phone/Text Message Alerts.
- Personal Notification (by site administrators, faculty, staff, or public safety personnel).

### ***If an Evacuation Becomes Necessary:***

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or other special needs.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

### ***DO:***

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

**DO NOT:**

- Use elevators.
- Rush for an exit.

**Once at an Assembly Area or Other Safe Area:**

- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

**Additional procedures:**

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- Site administrators should be prepared to open designated shelter sites for use.

### ***Decision to Evacuate/Dismiss Personnel***

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

### ***Preparedness/Mitigation Measures***

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an evacuation, it is critical to properly plan for and practice evacuation procedures. To assist in this effort:

- Ensure that Evacuation Maps and Plans are posted and readily available.
- Become familiar with Evacuation Maps, Systems, and Plans.
- Keep adequate emergency supplies on hand.