

EVACUATION PROCEDURES OVERVIEW

(Please review the HCC Emergency Evacuation Procedures found within the Emergency Response Plan located in the Academic Dean's Office for detailed procedures.)

College policy requires that ALL persons evacuate any facility where a fire alarm is activated (even if alarm is known to be false).

Instructors: Information on emergency evacuation procedures should be provided to students by faculty/instructors during their initial classroom session.

Minimum information to include:

- Designated primary and secondary evacuation routes. Refer to Brandon Campus Evacuation Map and plan two routes to get the assembly point for your building.
- Location of nearest fire alarm pull station and fire extinguisher.
- Location of assembly point for your building. Refer to the Brandon Campus Evacuation Map. Assembly point(s) are to be at least 100 feet away from the building/300 feet away for a bomb threat.
- Evacuation procedure(s) for disabled students:
 - Arrangements for evacuation of disabled persons (or persons that cannot negotiate the stairs) should be pre-planned (inform Dean and Coordinator of Students with Disabilities).
 - Recruit/Designate student(s) to assist with evacuation of disabled students and review the location of Emergency Rescue Areas. Refer to the Brandon Campus Evacuation Map for Emergency Rescue Areas (2nd floor of concrete stairwells in BSCI, BTEC, and BHUM). Individuals should remain at the Emergency Rescue Area until Security gives the "all clear" to return to campus or until emergency personnel arrives.
 - Emergency chairs, Evacu-Tracs, are located outside the BTEC and BSCI Emergency Rescue Areas. The Evacu-Trac chairs are in place to help facilitate evacuation of disabled persons. These chairs should only be used by emergency personnel or trained individuals. All staff and faculty who wish to receive training on how to use the Evacu-trak, please contact the Risk Manager.

IMPORTANT EVACUATION PROCEDURES:

- All equipment, water, and gas should be turned off before leaving the room. The last person out of each room should turn off the lights (if possible) and close the door.
- Individuals should take all personal items with them when evacuating.
- Instructors are responsible for supervising the orderly movement of their students from the classroom to their pre-designated assembly point. Move quickly but do not run.
- Do not use elevators during the evacuation procedure.
- Once outside of the building, everyone should move to pre-designated assembly point until released by Emergency Coordinator or Security. All individuals should stay at assembly point.
- Faculty should take a headcount to insure that all students have evacuated.
- Do not smoke during the evacuation procedure.
- In case of hurricane or tornado, individuals should evacuate to the closest concrete stairwell.