



**The Evergreen State College**

**BUILDING EVACUATION PLAN**

**July 2014**

*For Official Use only*

*The Evergreen State College  
Olympia, WA*

**For emergencies, dial 911**

**Note:** This document provides basic evacuation procedures for campus buildings. Please refer to the Emergency Response Handbook and the Comprehensive Emergency Management Plan for more detailed information regarding emergency preparedness and response.

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## A. Purpose

The purpose of the Building Evacuation Plan is to ensure that all individuals who use The Evergreen State College campus buildings or campus facilities are evacuated in an effective, timely and safe manner during any situation where emergency exiting of the buildings is necessary.

The strategy is comprised of four main elements:

1. Basic evacuation procedures;
2. Building Specific Evacuation Teams to assist with the evacuation;
3. Specific egress maps for each floor of the main campus buildings; and
4. Area specific procedures.

## B. Basic Evacuation Procedures

The following are the basic procedures to be used by everyone during an emergency involving an evacuation.

### Fire Alarm:

- **If the fire alarm is activated, immediately exit the building using designated evacuation routes and proceed to designated evacuation site. DO NOT USE THE ELEVATORS!** Be sure to take your personal belongings (coat, purse, keys, backpack, medication), providing they are readily close at hand.
- **Do not re-enter the building unless the fire alarm is turned off.** If the fire alarm is sounding, it is not safe to re-enter.

### Voice Alert:

- **If the voice alert is activated, listen carefully to the message and follow any instructions given. Exit the building using designated evacuation routes and proceed to designated evacuation site. DO NOT USE THE ELEVATORS!** Be sure to take your personal belongings (coat, purse, keys, backpack, medication), providing they are readily close at hand.
- **Do not re-enter the building unless notified by the voice alert system or by on-scene responders.**

### Earthquake:

- **If an earthquake occurs, DO NOT immediately evacuate. First take shelter under a table or other furniture away from windows or other objects that may fall.**
- **When the shaking stops, exit the building using the closest safe route. DO NOT USE THE ELEVATOR and AVOID OVERHANGING STRUCTURES.** Watch out for broken glass, water and downed electrical lines. Refer to building egress maps in hallways or near elevators and on the building specific evacuation routes

- **If trapped, call 9-1-1** if a phone is available. Report your location and situation. Go to a window, if possible, and signal emergency personnel by waving or by hanging or taping a large sign to the window. If smoke is present, stay low, cover your face with a cloth, damp if possible, and place fabric, cloth, towels around door cracks to keep smoke out.
- **Remember:** In case of an actual emergency, the most important thing to do is remain calm, follow procedures, and get yourself out of the building if possible. Members of the Building Evacuation Team are designated to help. Listen to them and follow their lead.
- **People needing special assistance:** College safety policy recommends that people who cannot evacuate using stairs move to an emergency exit and remain at the exit - in the stairwell - and wait for firefighters or other help to arrive. Depending on the situation, you may chose to wait at an alternative site AS LONG AS SOMEONE KNOWS WHERE YOU ARE.
- **Providing assistance:** If you are willing and able, help anyone in your area who may need assistance. Keep in mind that people with children, the elderly, and others without visible disabilities may need help getting out.

## C. Basic Emergency Responsibilities of all Building Occupants

**Faculty and Instructors:** Be familiar with emergency procedures and evacuation routes and make sure your students are made aware of the procedures. Account for the students in your class.

**Supervisors:** Be familiar with emergency procedures and evacuation routes and account for staff whereabouts.

**People with Disabilities:** Develop an individual evacuation plan and inform your instructor(s), supervisor or staff of your specific needs. Be familiar with emergency procedures and evacuation routes. Keep a cell phone programmed with emergency numbers. IT IS CRITICAL THAT SOMEONE KNOWS WHERE YOU PLAN TO BE SO EMERGENCY RESPONDERS CAN FIND YOU. Ideally you should have 2 buddies who know your plans, one who will stay with you and one who will contact emergency responders. Study the building specific evacuation diagrams.

**Staff:** Be familiar with emergency procedures and evacuation routes.

**Students:** Be familiar with emergency procedures and evacuation routes.

**Visitors:** Be familiar with evacuation routes

## D. Responsibilities of Evacuation Team Members

Evacuation Teams are composed of at least one volunteer from each work unit floor in a building. Team members have basic training in evacuation procedures and are equipped with a clip board and emergency vest. The team is divided into two units.

- **Sweepers** are individuals identified by an orange vest who are responsible for ensuring that everyone within their work unit or floor are safely evacuated to and accounted for.

- **Monitors** are individuals equipped with two way radios who, in addition to assisting with the evacuation, monitor building entrances to ensure people do not return before it is safe. They also act as a communication liaison with on scene responders (Police Services and/or the McLane Fire).

### **Specific responsibilities of the Evacuation Team**

#### **Prior to an emergency**

- Be familiar with the your building evacuation plan and the basic emergency procedures
- Know the alert signals, ie fire alarm and voice alarm
- Know the evacuation routes for your work unit
- Know where your unit's first aid kit is located.
- Have an up to date list of work unit members on a clip board that is easily accessible
- If you have a cell phone, program the Police Services emergency number on it and have the phone readily available
- If you have a two way radio, be familiar with how to use it and make sure it is charged
- Know who to contact with information about your work unit

#### **During an emergency while inside the building:**

- Determine if it is an evacuation situation
- Take vest, clip board, radio or cell phone, flashlight as needed
- Move quickly but safely to ensure everyone in your area is evacuating using designated routes
- Sweep your work area to ensure everyone is out.
- If possible, do a quick check in adjacent areas to ensure they have evacuated
- Assist any people having difficulty exiting without compromising your own safety
- Close doors when leaving

#### **Once outside of the building:**

- Collect head counts using list. If someone is missing or injured, contact Police, Fire or the Monitoring Coordinator
- Keep track of work unit members
- Provide information and status updates to evacuees if available. For those assigned as Monitors: Cover entrance area to keep people from re-entering. Five entrance areas require monitoring.

#### **After the emergency:**

- **Make sure the fire alarm is off or there is an all clear message from the Voice Alert or Police Services before allowing people to re-enter**
- If no message is forthcoming, contact on-site emergency responder or one of the Monitors
- Once back inside, make sure everyone is accounted for and ok
- When things have settled, send the Emergency Response Coordinator a short email about how it went, observations, concerns, etc.

## E. Emergency Equipment/ Supplies

**Fire extinguishers** – Fire extinguishers are located in locked boxes and identified on the evacuation diagrams. The boxes have breakaway locks so one must pull hard on the handle to access the fire extinguisher. It is important to remember that these are not meant to be used in a fire evacuation situation but only for small localized fires.

**Vests** - Evacuation Team Members will be wearing a safety vest so they can be readily identified.

**Two Way Radios** – Specific members of the evacuation teams will be equipped with a two way radios for communicating emergency information.

**Clip Boards** – All Evacuation Team members will have a clip board with the names of all members of their work unit

## F. Building Evacuation Sites

<b>BUILDING</b>	<b>EVACUATION SITE #</b>	<b>BUILDING PLAN</b>
Art Annex	5 – Parking lot B	Pages 75-78
CAB	10 – Red Square	Pages 79-83
Childcare Center	4 – Playground	Page 84
COM Lab	2 – Play fields upper	Pages 85-89
CRC	2 – Play fields upper	Pages 90-92
CUP	9 – CUP parking lot	Pages 93-95
Housing	3 - Play fields lower	See RAD Services Plan
Lab I	5 – Parking lot B	Pages 96-100
Lab II	6 – Longhouse parking lot	Pages 101-105
Lecture Halls	6 – Longhouse Parking Lot	Page 106
Library	1 – NE corner of Library	Pages 107-113
Longhouse	7 – Carving shed open area	Page 114
Seminar I	7 – Carving shed open area	Pages 115-119
Seminar II A & E	8 – SE corner Red Square	Pages 120-124
Seminar II B,C, D	2 – Play fields upper	Pages 120-124

## G. Campus Map of Evacuation Sites (see below)

**CAMPUS MAP KEY**

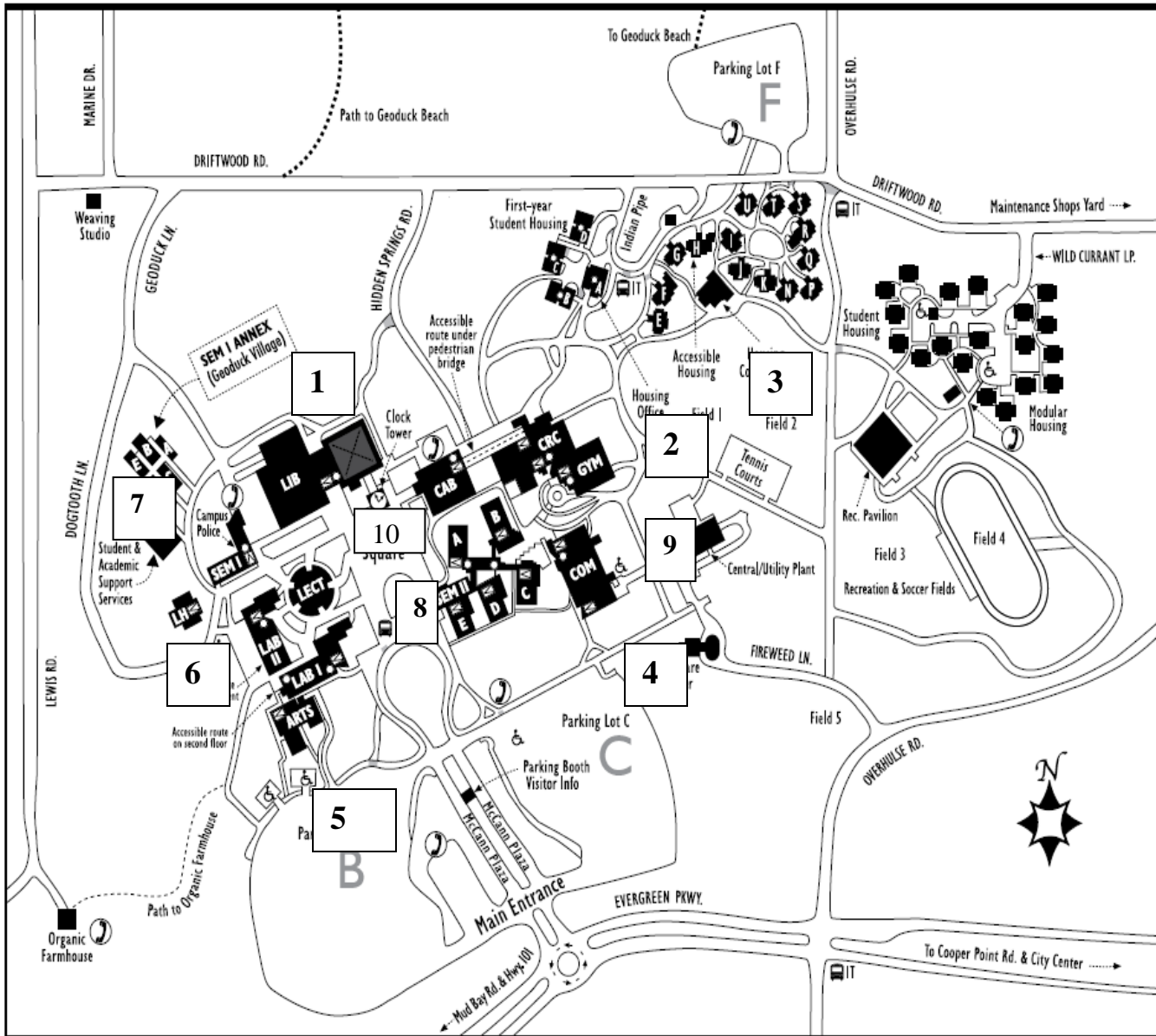
- ART . . . Arts Annex
- CAB . . . College Activities Bldg.
- COM . . . Communications
- CRC . . . Recreation Center
- IT . . . . . IT Bus Stop
- LAB I . . . Arts and Sciences
- LAB II . . . Arts and Sciences
- LH . . . . . Longhouse
- LECT . . . Lecture Halls
- LIB . . . . . Library
- SEM I . . . Seminar I
- SEM II . . . Seminar II

NOTE: Library A-wing being renovated 2007-09. Offices have moved.

	Automatic Door
	Emergency Phone
	Accessible Parking
	IT Bus Stop
	Elevator
	Curb Cuts

The Evergreen State College  
 2700 Evergreen Parkway, NW  
 Olympia, WA 98505  
 (360) 867-6000  
[www.evergreen.edu](http://www.evergreen.edu)

[ref: 07admap1.indd]

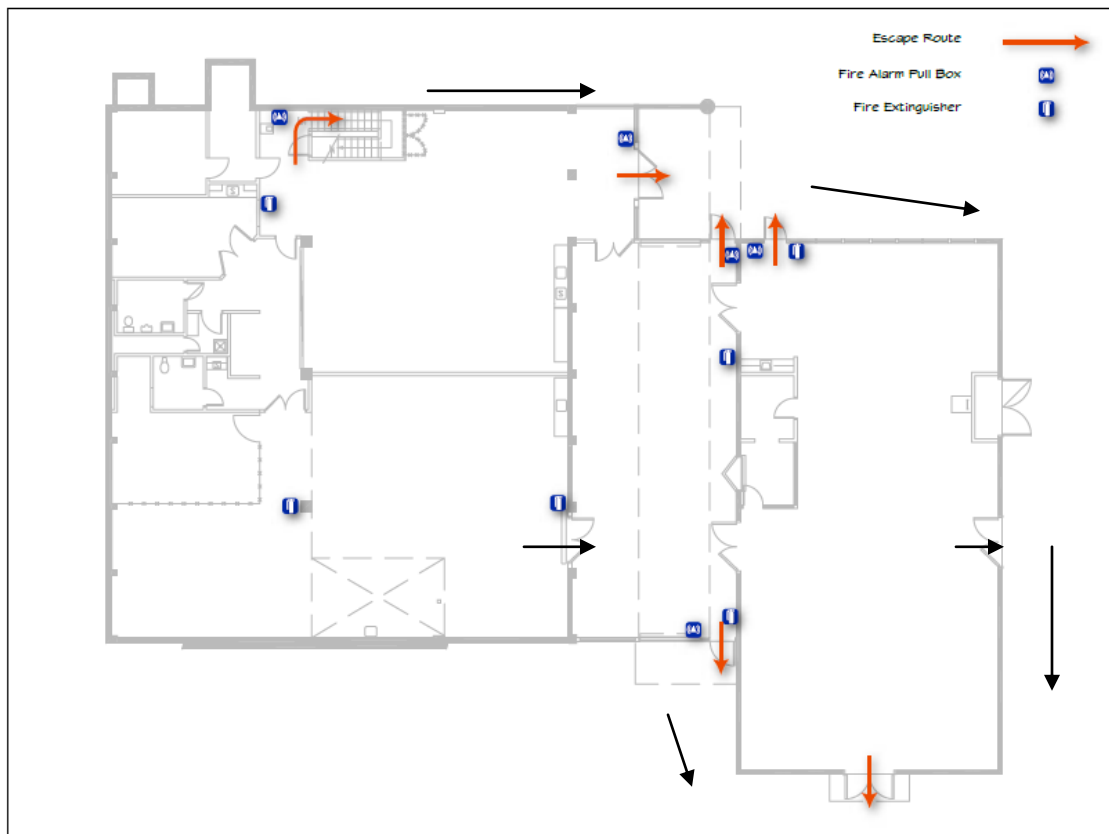


## H. Arts Annex Plan

### ARTS ANNEX – LOWER LEVEL

#### Instructions and map:

- After exiting, follow the arrows and gather in Parking Lot B by the Evergreen map kiosk. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities await assistance if needed or proceed to the evacuation site. Let someone know where you are.



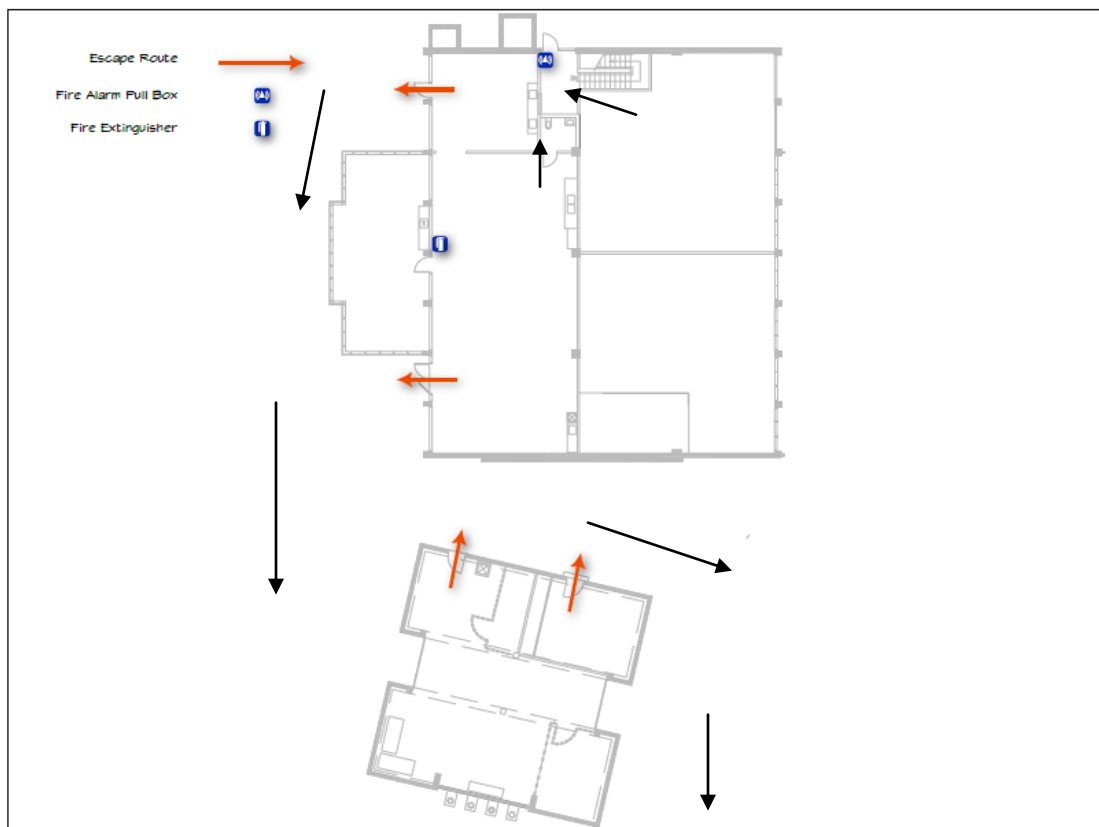
**Evacuation Site**  
Parking Lot B by  
Evergreen Kiosk



## ARTS ANNEX- MEZZANINE FLOOR – LEVEL 2

### Instructions and map:

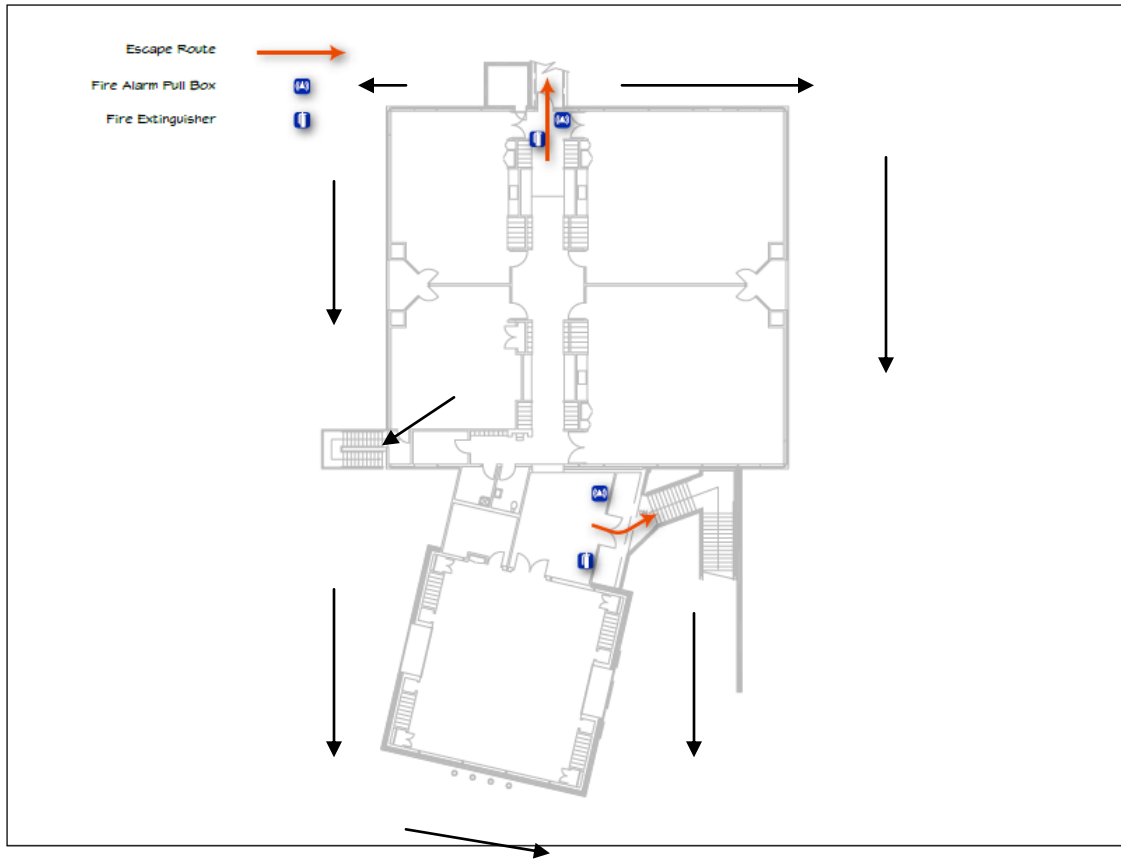
- After exiting, follow the arrows and gather in Parking Lot B by the Evergreen map kiosk. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities await assistance if needed or proceed to the evacuation site. Let someone know where you are.



## ARTS ANNEX- MAIN FLOOR – LEVEL 3

### Instructions and map:

- After exiting, follow the arrows and gather in Parking Lot B by the Evergreen map kiosk. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities await assistance if needed or proceed to the evacuation site. Let someone know where you are.



**Evacuation Site –  
Parking Lot B by  
Evergreen Kiosk**

## ARTS ANNEX EVACUATION TEAM MEMBERS

FLOOR	PRIMARY	BACKUP
Lower Floor	Don Jensen	Michelle Pope
Main Floor	Don Jensen	Michelle Pope
Mezzanine	Don Jensen	Michelle Pope

## MONITORS

PRIMARY	BACKUP
Don Jensen	Michelle Pope

### Monitor Responsibilities

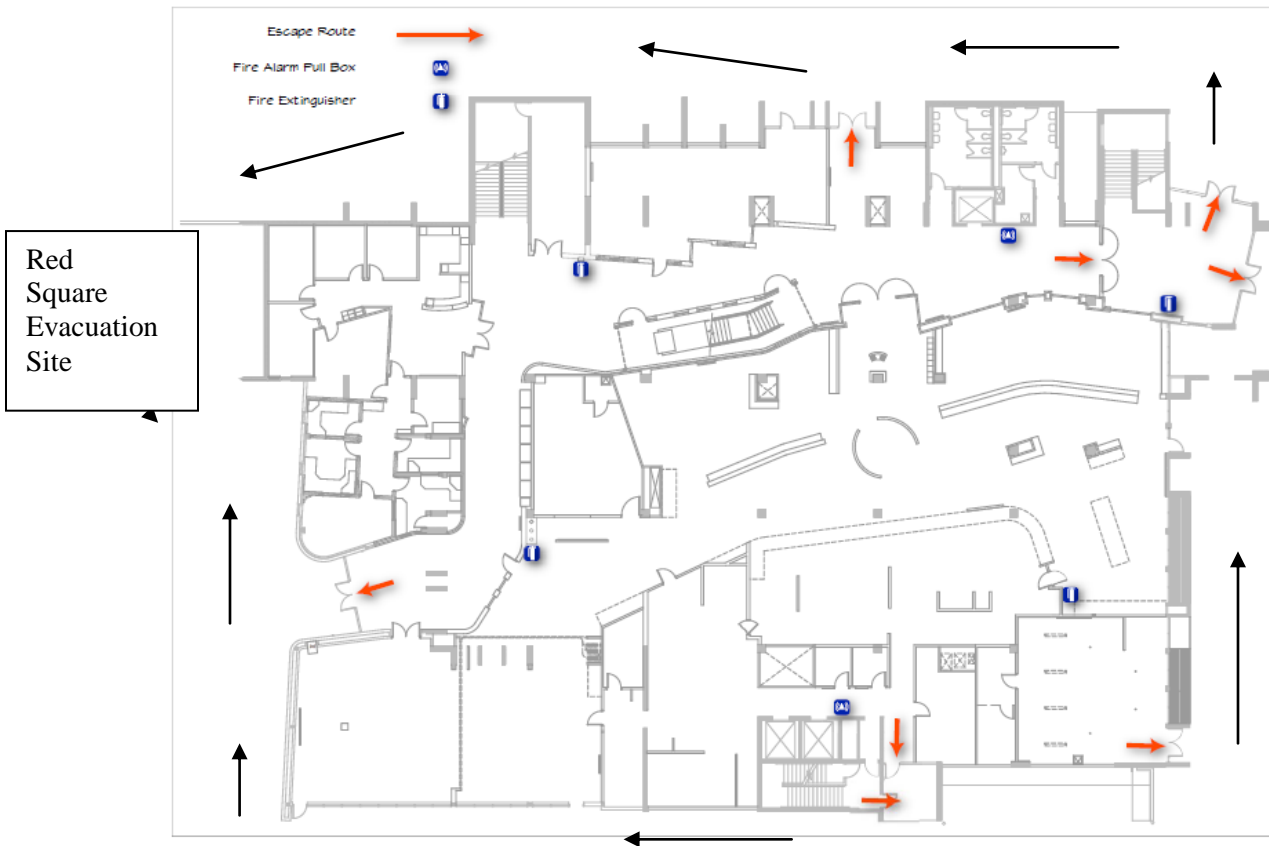
- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return

# I. College Activities Building Plan

## CAB - FIRST FLOOR

Instructions and map:

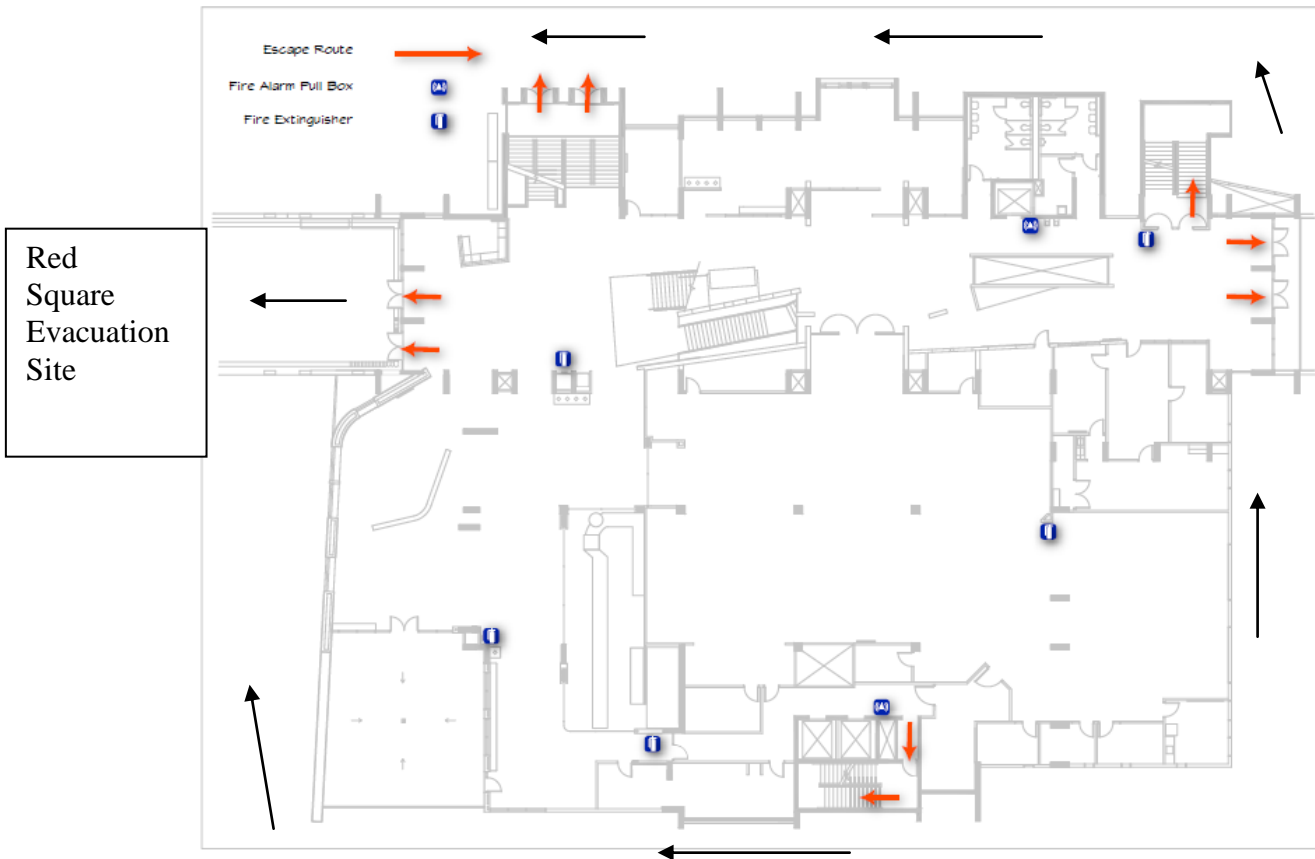
- After exiting, follow arrows and gather at the evacuation site at the main entrance on Red Square. Stay clear of all overhangs, overhead walkways and emergency equipment.
- Persons with disabilities, exit outside using any exit
- Greenery Users: Follow directions of Greenery Staff



## CAB - SECOND FLOOR

### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site at the main entrance on Red Square. Stay clear of all overhangs, overhead walkways and emergency equipment
- Persons with disabilities, exit outside using front exit



## CAB - THIRD FLOOR

### Instructions:

- After exiting, follow arrows and gather at the evacuation site at the main entrance on Red Square. Stay clear of all overhangs, overhead walkways and emergency equipment
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## CAB – BASEMENT

### Instructions:

- After exiting, follow arrows and gather at the evacuation at the main entrance on Red Square. Stay clear of all overhangs, overhead walkways and emergency equipment
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## CAB EVACUATION TEAM MEMBERS

FLOOR	UNIT	PRIMARY / BACKUP
First Floor	KAOS Greenery	Management staff Management staff
Second Floor	Market Place Book Store	Management staff Staff
Third Floor	Flaming Eggplant Student Activities Cooper Pt. Journal	Allie Van Nostran Allie Van Nostran
Basement		Book store staff

## MONITORS

First floor	Greenery
Second floor	Book Store staff
Third floor	Student Activities

### Monitor Responsibilities

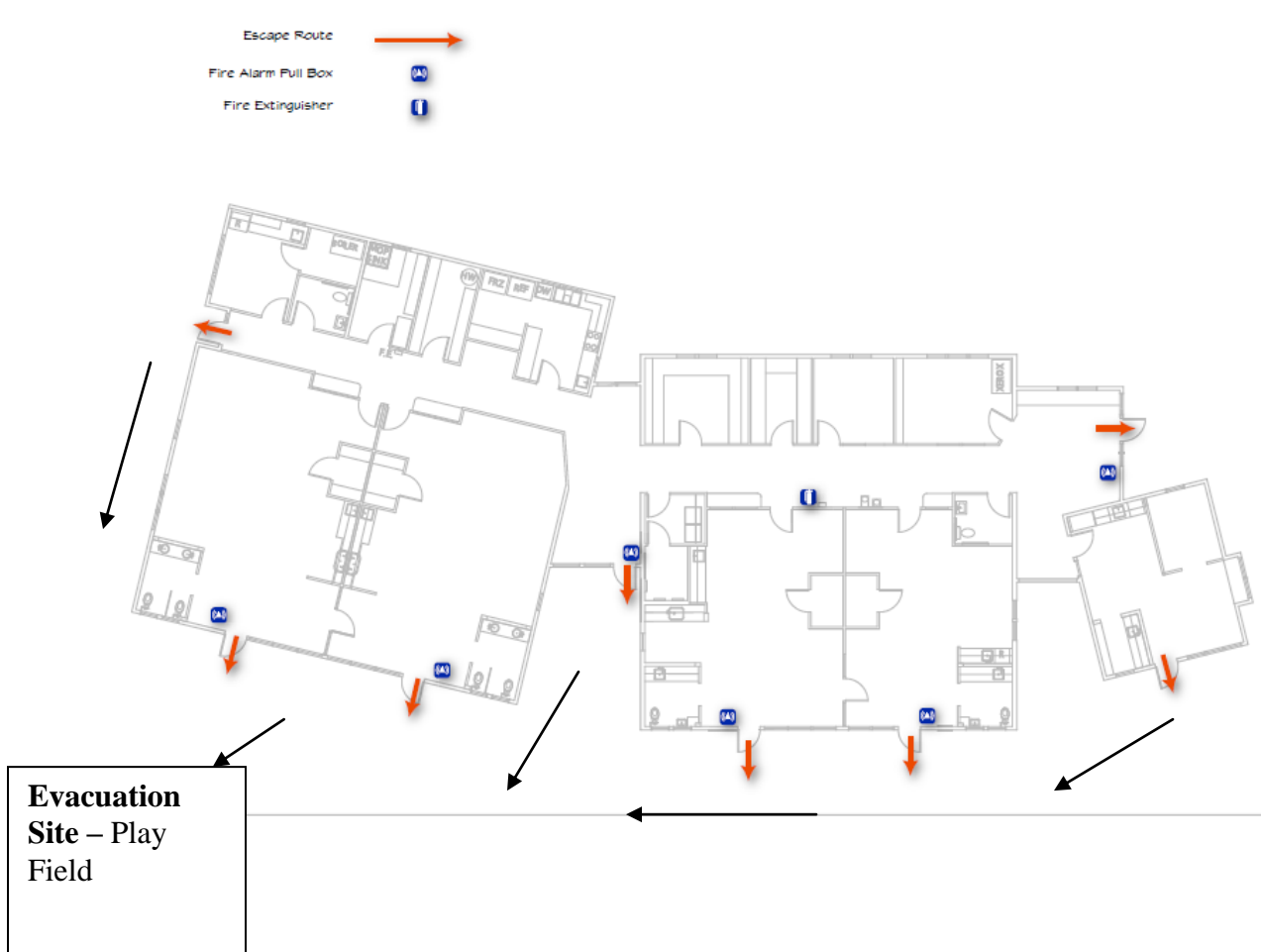
- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return



## J. Childcare Center Plan

### Instructions and map:

- Designated staff prepare and assist all children to the nearest exist. After exiting, follow the arrows and gather at the evacuation site in the Play Fields NW of Building. Stay clear of all overhangs and emergency response equipment. Ensure every child is accounted for and closely monitored.
- Persons with disabilities exit outdoors and wait for help. Make sure someone knows where you are.



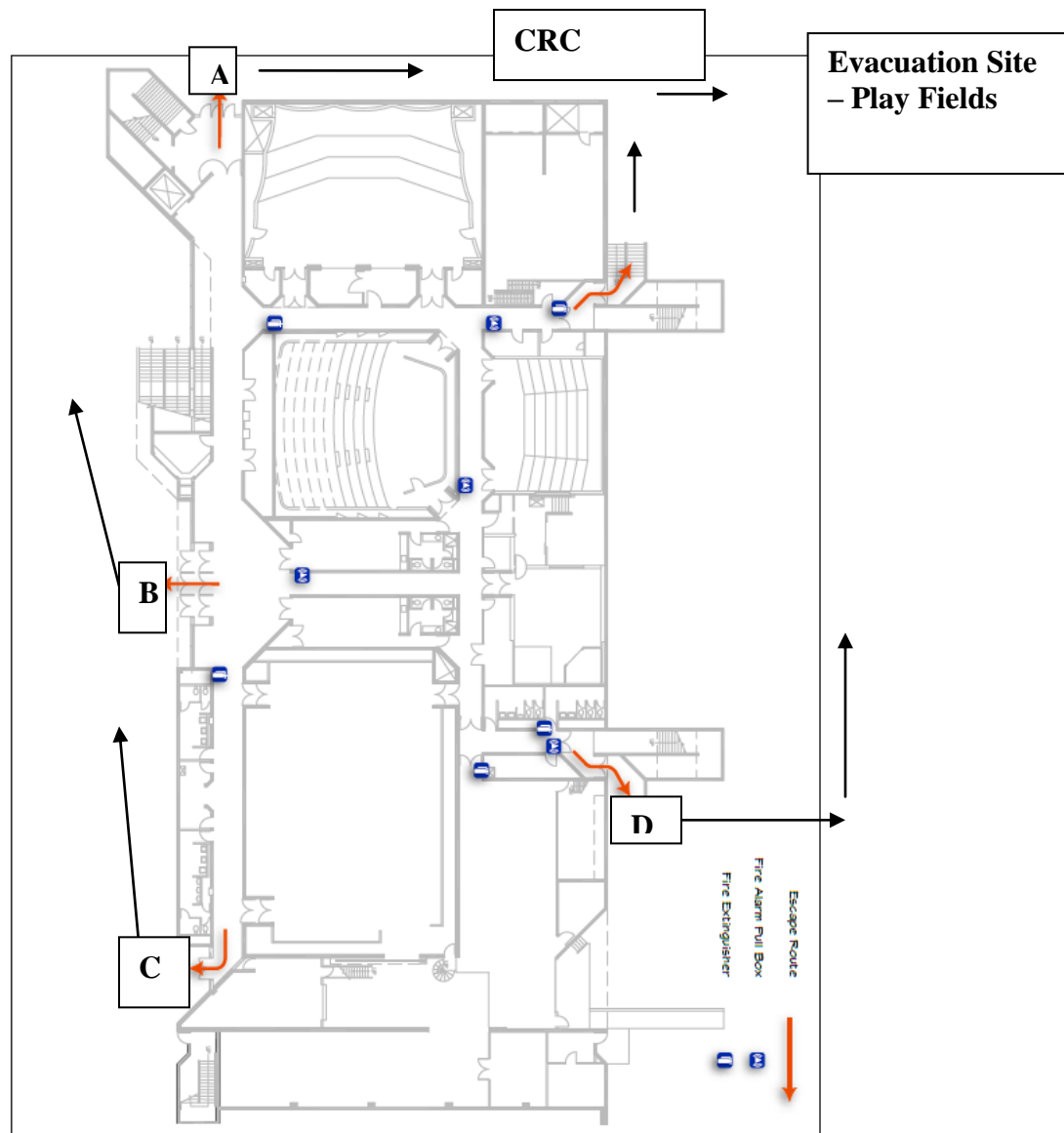
The Children's Center practices emergency preparedness with regular earthquake and fire drills. The Center is stocked with emergency supplies. For our monthly fire drills, we evacuate to the edge of the playgrounds just outside the building. If we must be evacuated from the building and the site, we will be at the tennis courts on the soccer field.

## K. Communications Lab Building Plan

### COMMUNICATIONS LAB FIRST FLOOR

#### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site in the Play Fields below the CRC. Stay clear of all overhangs and emergency response equipment.
- Persons with disabilities, exit outside using exits A, B, C, D

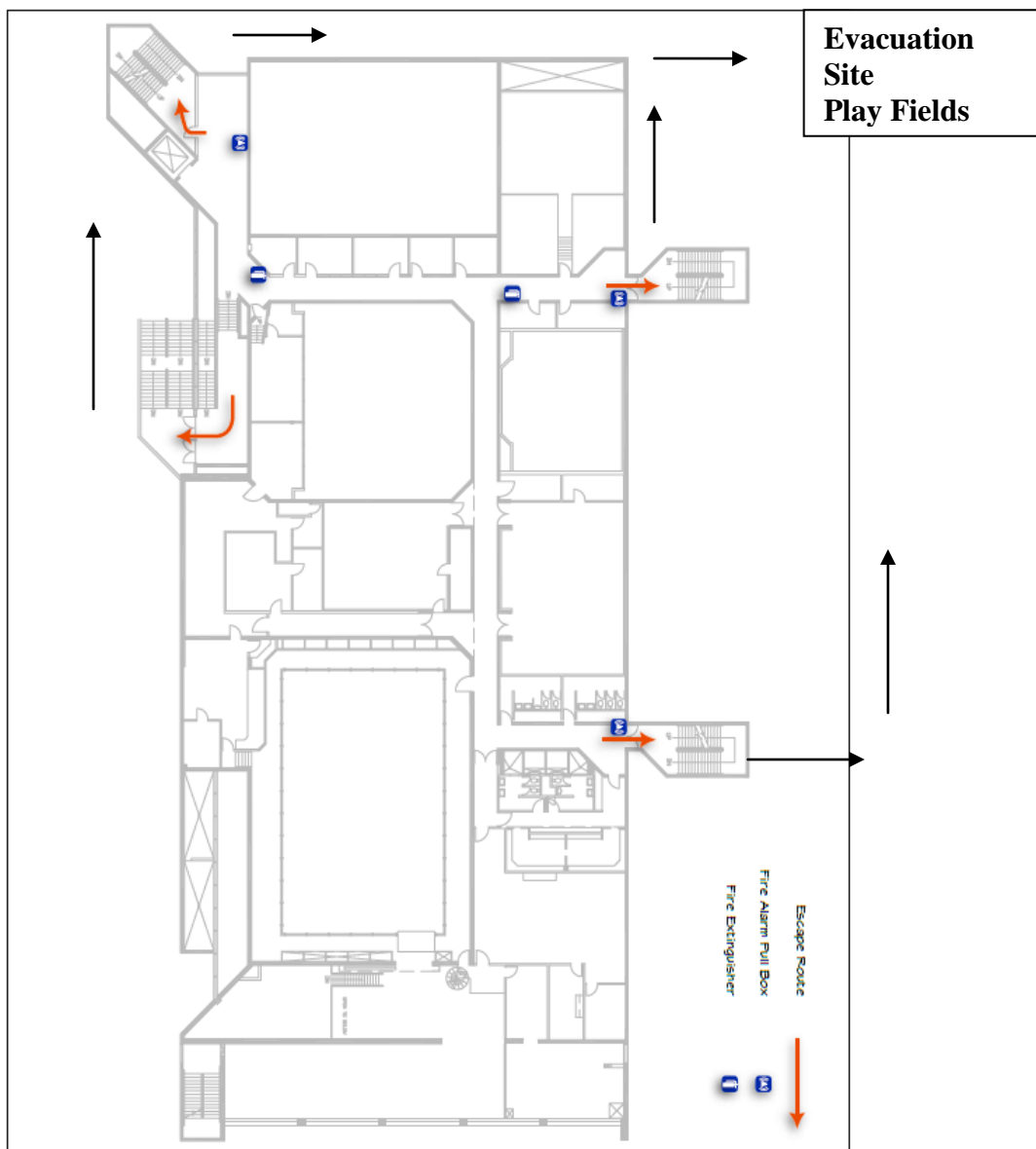


## COM LAB SECOND FLOOR

### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site in the Play Fields below the CRC. Stay clear of all overhangs and emergency response equipment.
- Persons with disabilities proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.

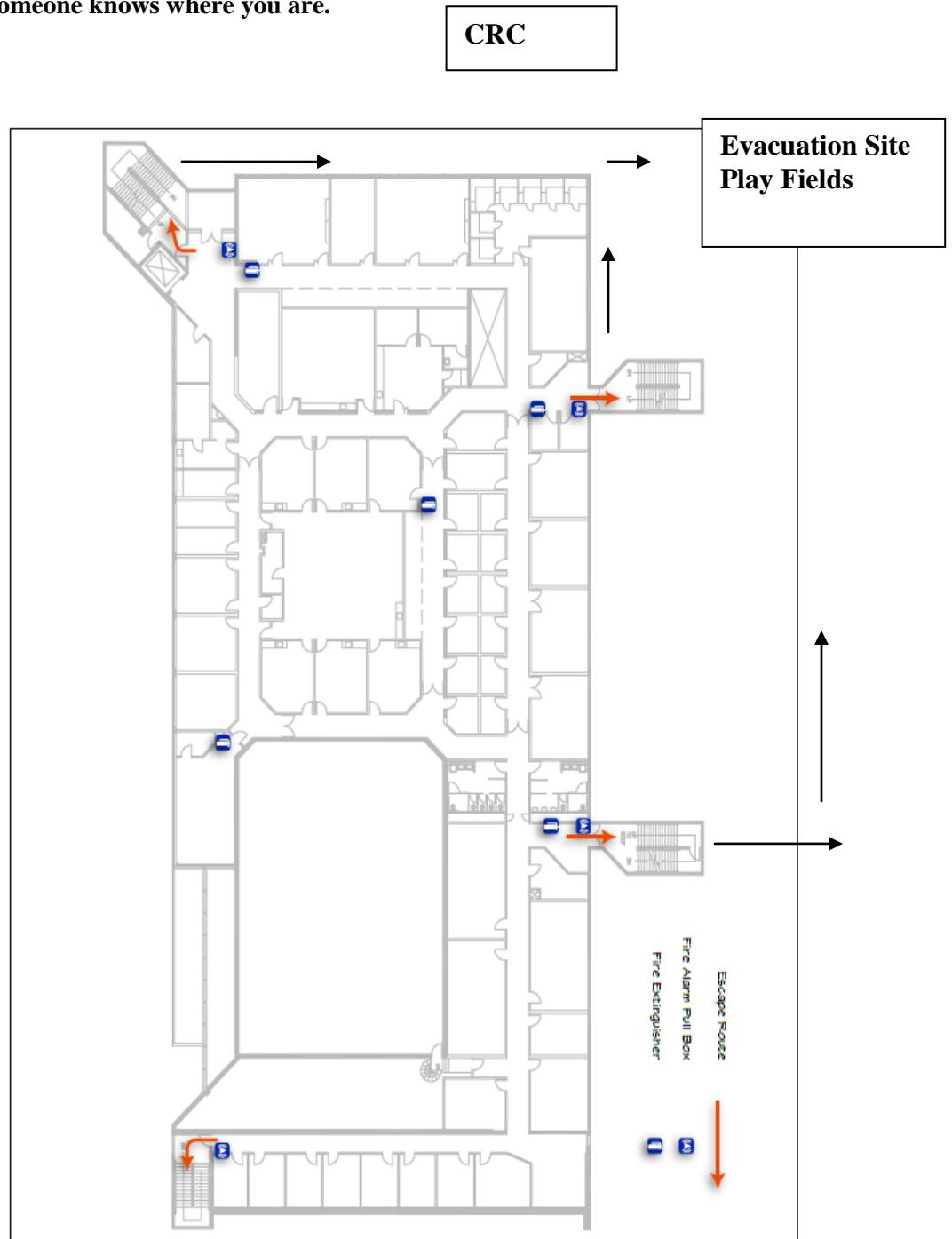
CRC



## COM LAB THIRD FLOOR

### Instructions and map:

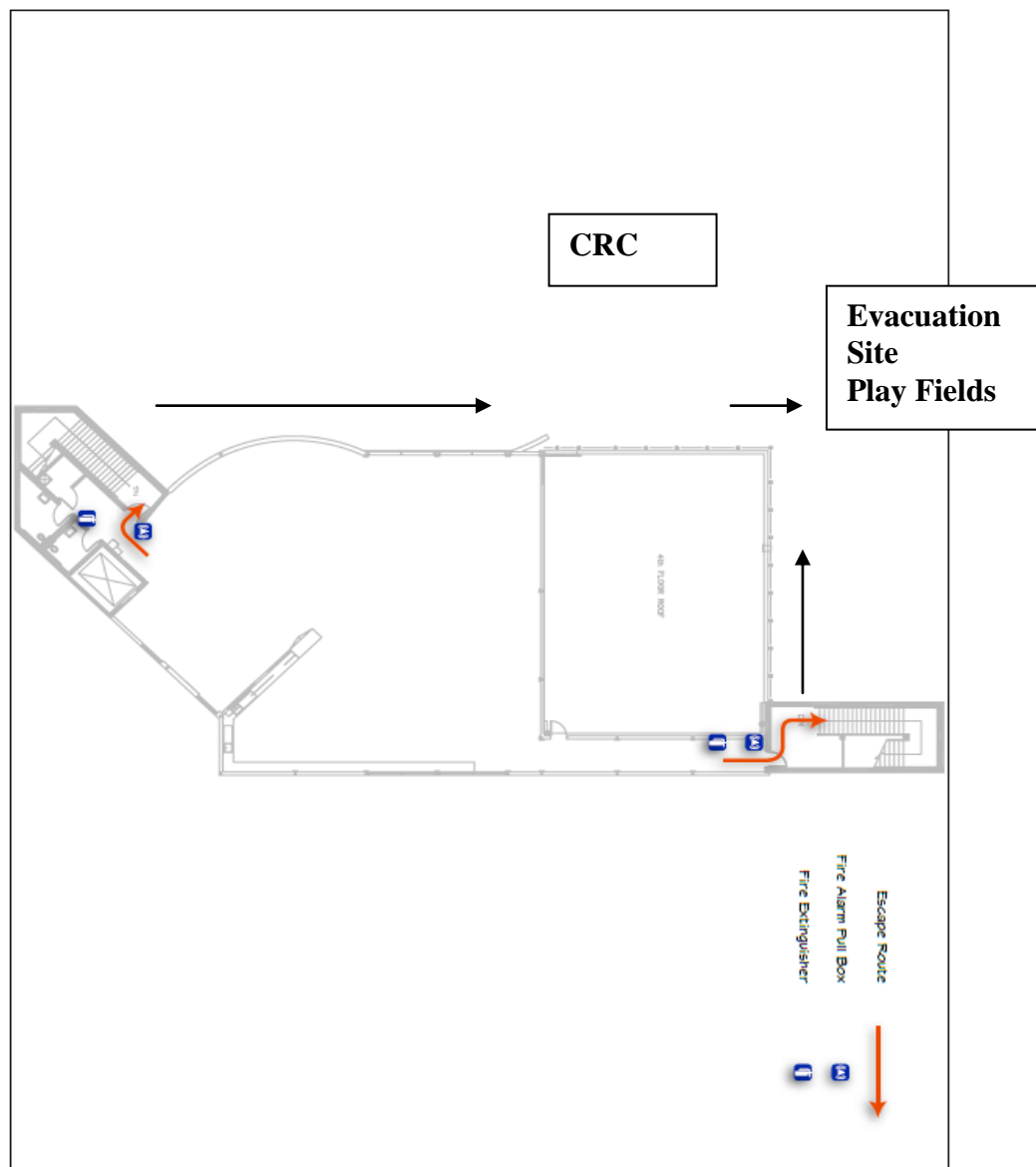
- After exiting, follow arrows and gather at the evacuation site in the Play Fields below the CRC. Stay clear of all overhangs and emergency response equipment.
- Persons with disabilities proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## COM LAB FOURTH FLOOR

### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site in the Play Fields below the CRC. Stay clear of all overhangs and emergency response equipment.
- Persons with disabilities proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## COMM BUILDING EVACUATION TEAM MEMBERS

<b>FLOOR</b>	<b>UNIT</b>	<b>PRIMARY</b>	<b>ALTERNATE</b>
<b>First Floor</b>	ET	Dennis Mobbs	
	Class Rooms	Jeremy Reynolds	
<b>Second Floor</b>		Monique Anderson	
<b>Third Floor</b>		Karen Johnson	
<b>Fourth Floor</b>		Jairo Torres	

**Monitors** - The following individuals are back ups and are equipped with two way radios. Evacuation team members should report the status of their work unit to one of these individuals who will be in contact with emergency responders. Any additional instructions should come from Police Services, the Fire Department or a recognized authority

1. Matt Lawrence (6748) – ERT first floor entrance
2. Shannon Stewart (5896) - ERT at Play fields

### **Monitor Responsibilities**

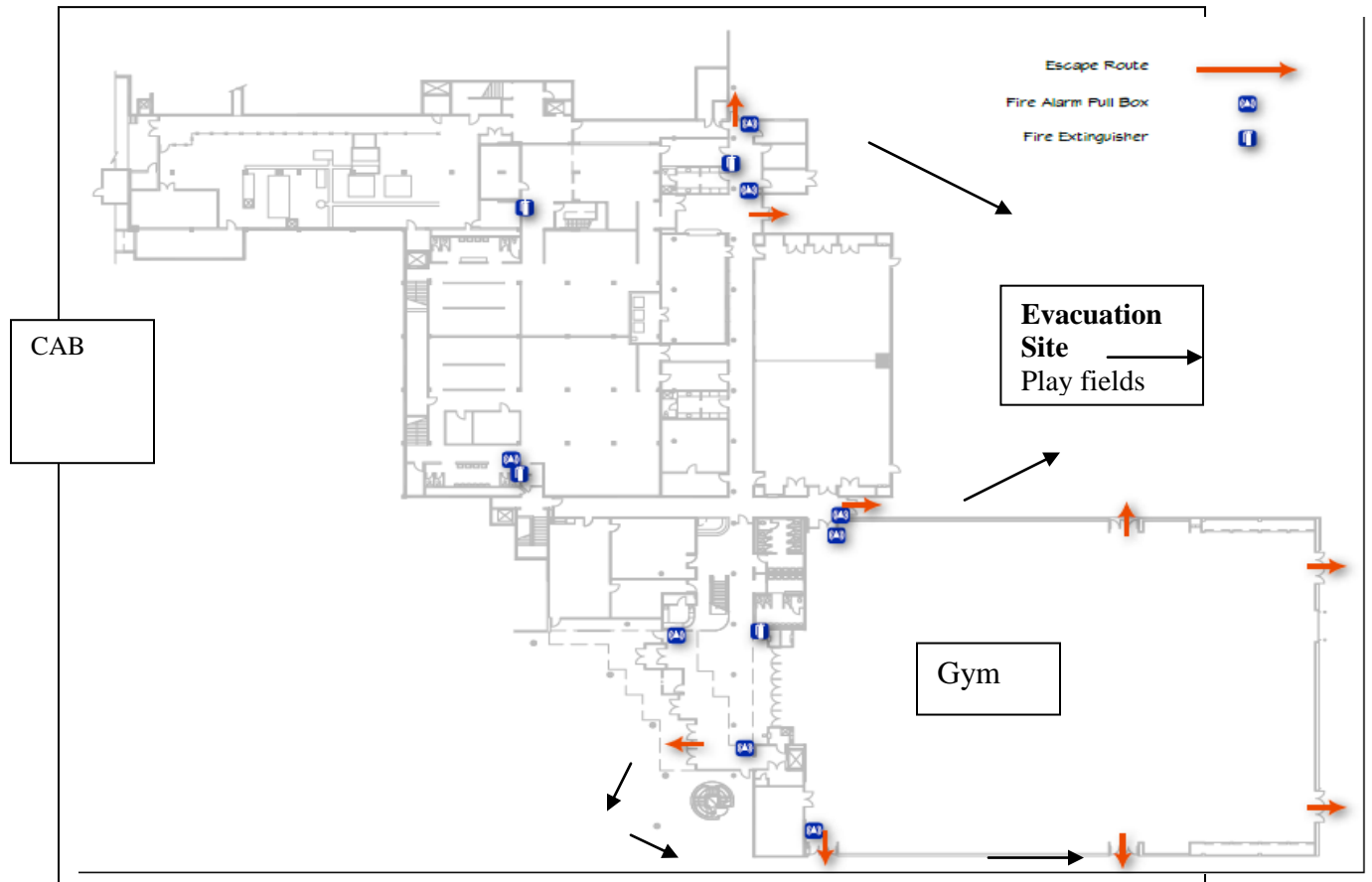
- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return

# L. Campus Recreation Center

## CRC FIRST FLOOR - 160 LEVEL

### Instructions and map:

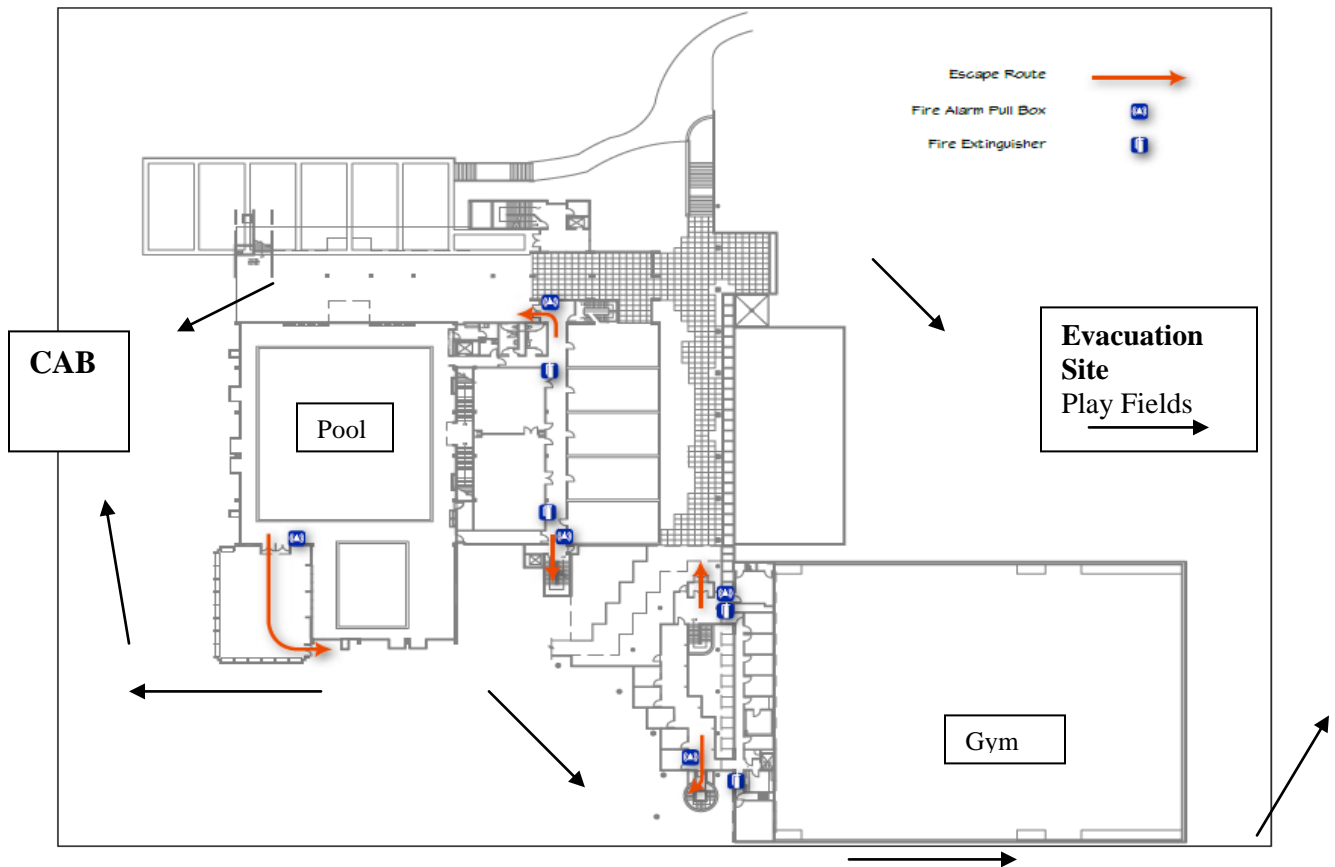
- After exiting follow the arrows below and gather at the play fields east of the CRC and await further instructions
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site.



## CRC SECOND FLOOR - 175 LEVEL

### Instructions and map:

- After exiting follow the arrows below and gather at the play fields east of the CRC and await further instructions. Pool users, weight room and cardio room users should seek shelter in the CAB out of the weather if it is safe to do so.
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site

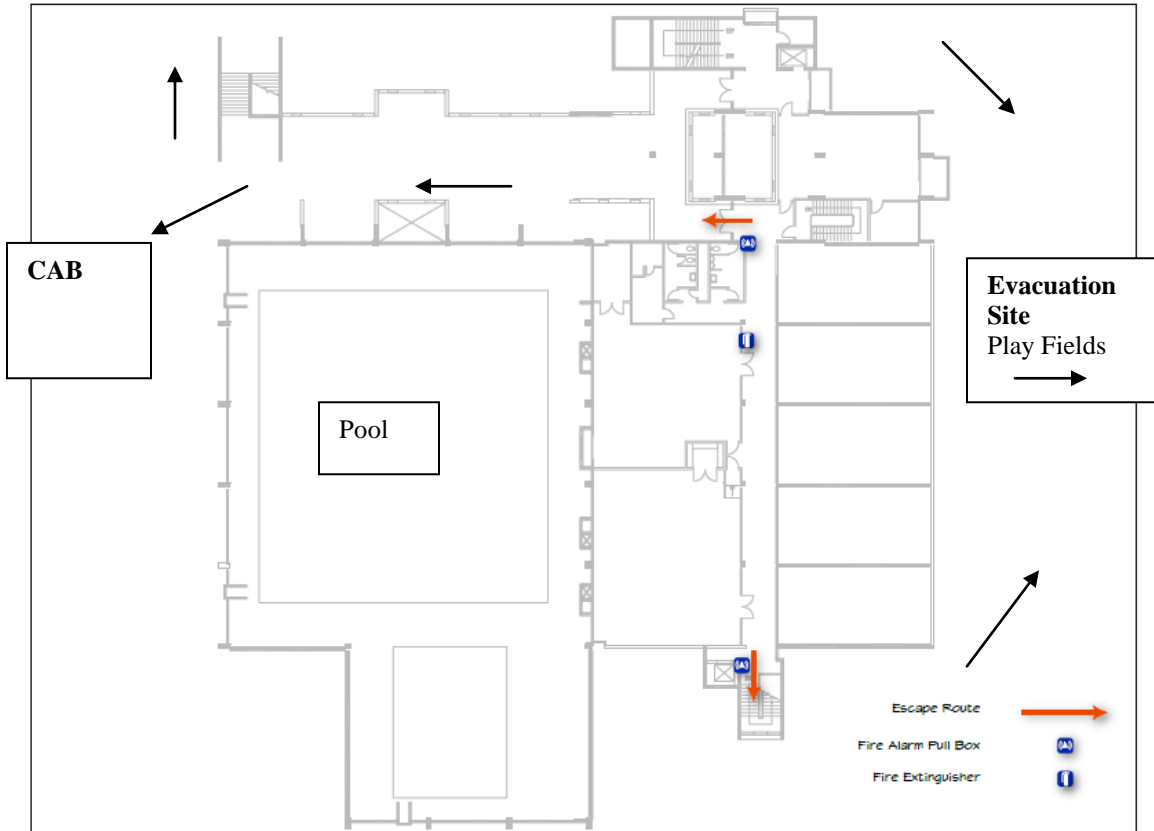




## CRC THIRD FLOOR - 190 LEVEL

### Instructions and map:

- After exiting follow the arrows below and gather at the play fields east of the CRC and await further instructions. Weight room and cardio room users should seek shelter in the CAB out of the weather if it is safe to do so.
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site



### CRC EVACUATION TEAM MEMBERS and MONITORS

Floor	PRIMARY	ALTERNATE
1 <sup>st</sup> Floor 160 Level	Andrew Beattie	
2 <sup>nd</sup> Floor 175 Level	Andrew Beattie	
3 <sup>rd</sup> Floor 190 Level	Andrew Beattie	

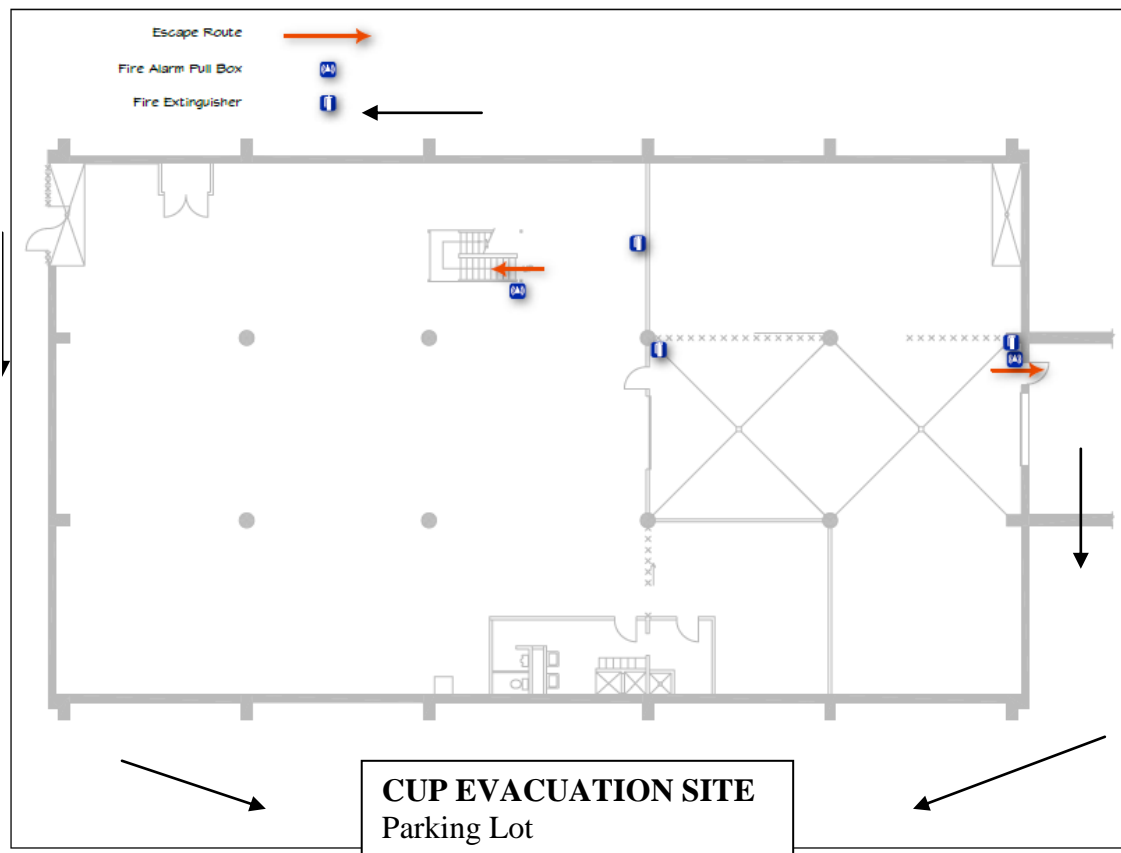
**Monitors** are equipped with two way radios and orange vests. Team members should report the status of their work unit to one of these individuals who will be in contact with emergency responders. Any additional instructions should come from these individuals, Police Services, the Fire Department or a recognized authority

# M. Campus Utility Plant Plan

## CUP – BASEMENT

### Instructions and map:

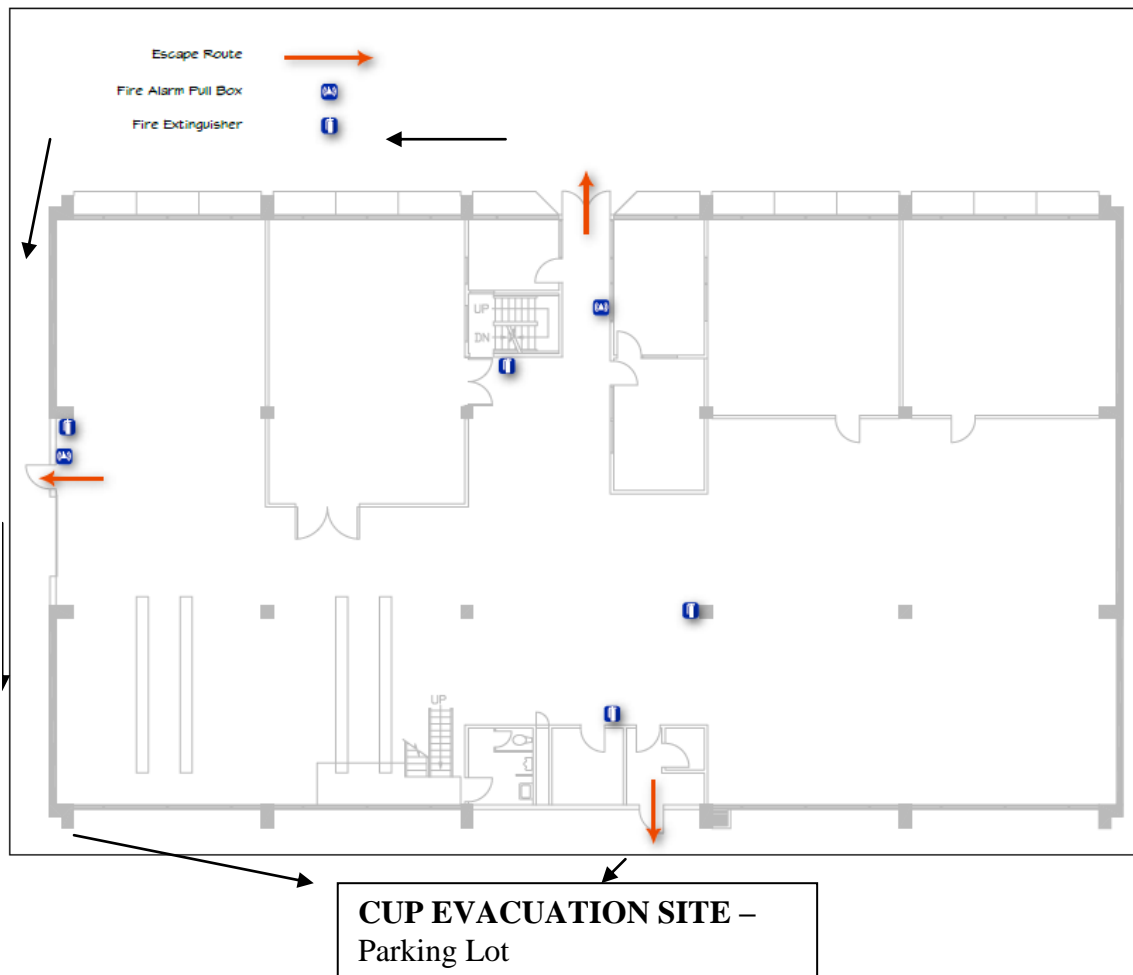
- After exiting follow the arrows below and gather at the parking lot south of the building and await further instructions
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site



## CUP – FIRST FLOOR

### Instructions and map:

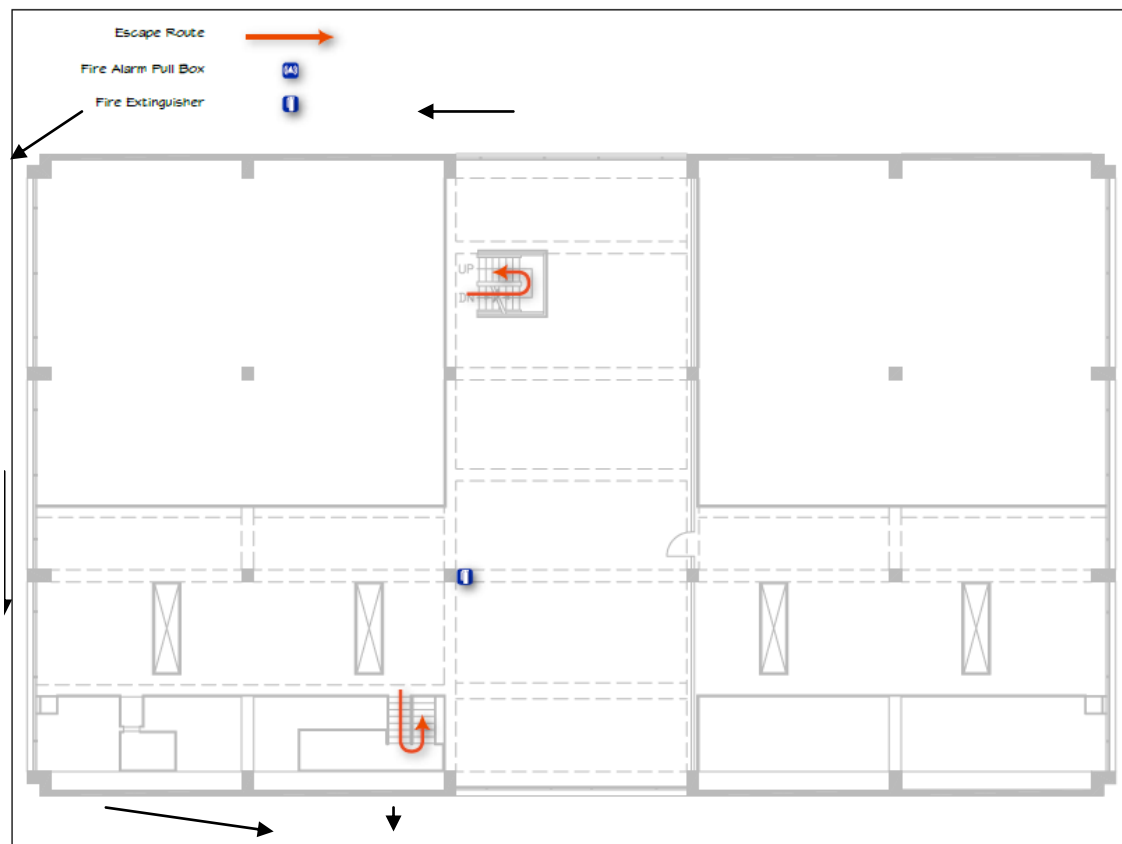
- After exiting follow the arrows below and gather at the parking lot south of the building and await further instructions
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site



## CUP – MEZANINE

### Instructions and map:

- After exiting follow the arrows below and gather at the parking lot south of the building and await further instructions
- Persons with disabilities use any exit, wait for assistance if needed or proceed to the evacuation site



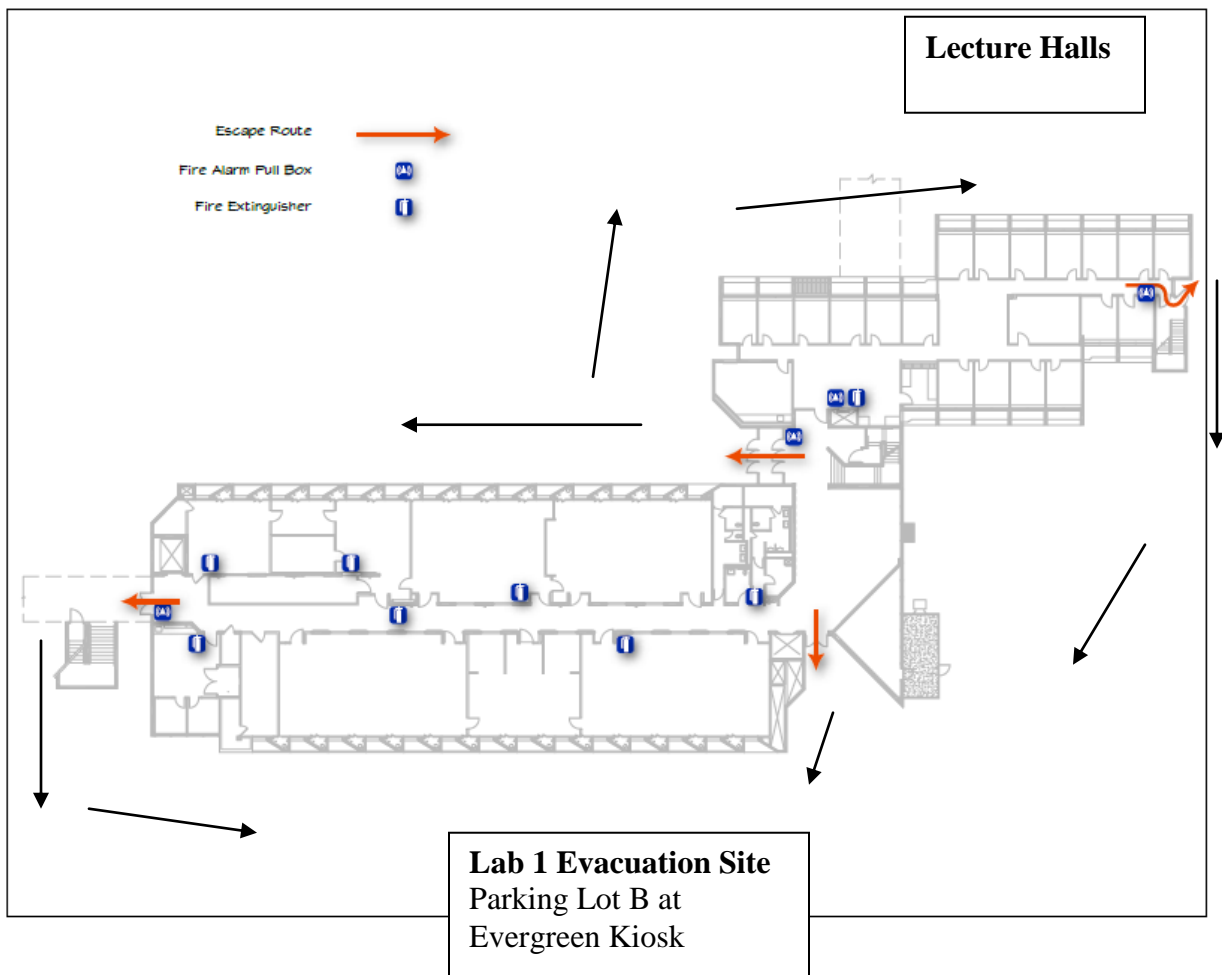
**CUP EVACUATION SITE**  
Parking Lot

# N. Laboratory I Building Plan

## LAB 1 - FIRST FLOOR

### Instructions and map:

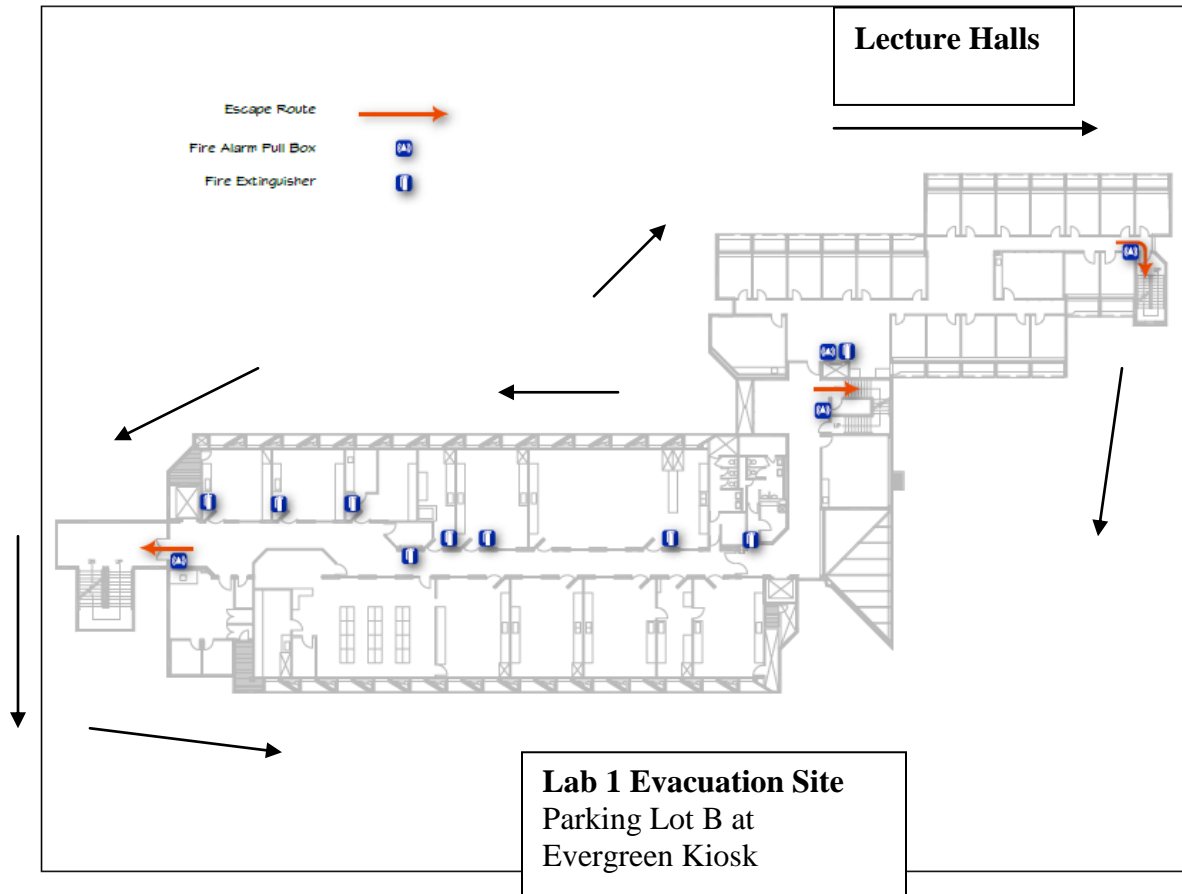
- After exiting, follow arrows and gather at the evacuation site in Parking Lot B at Evergreen Kiosk. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, exit outside using any exit



## LAB I - SECOND FLOOR

### Instructions and map:

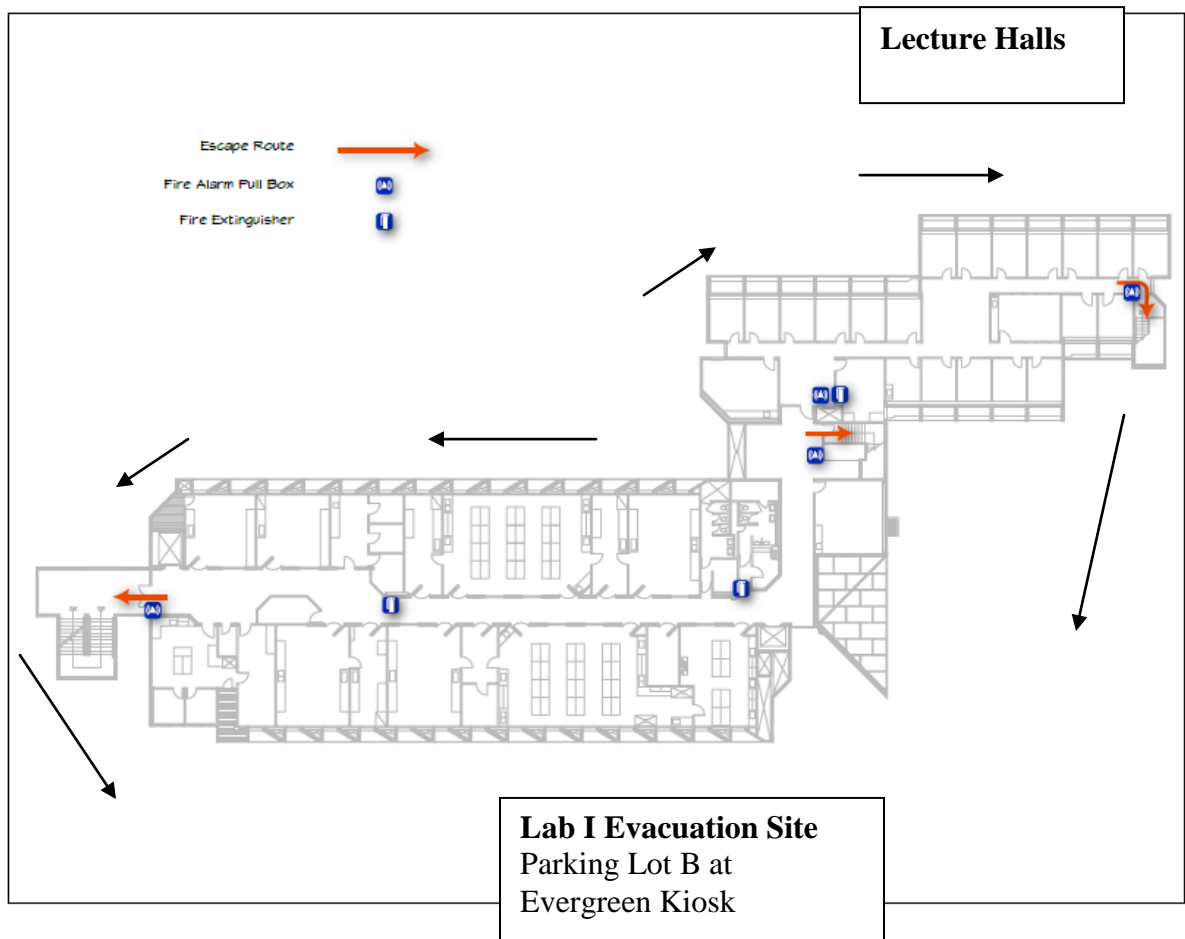
- After exiting, follow arrows and gather at the evacuation site in Parking Lot B. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.



## LAB I - THIRD FLOOR

### Instructions and map:

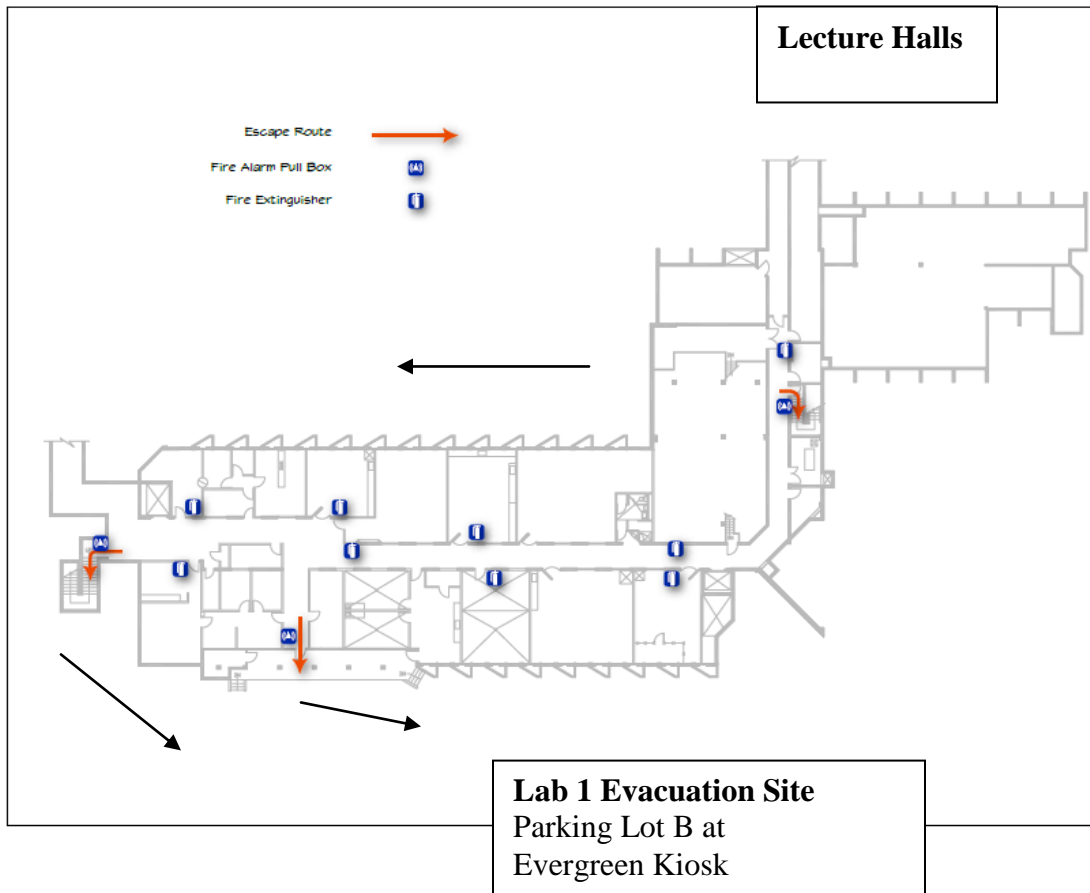
- After exiting, follow arrows and gather at the evacuation site in Parking Lot B. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.



## LAB I - BASEMENT FLOOR

### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site in Parking Lot B. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.





## LAB 1 EVACUATION TEAM MEMBERS

<b>FLOOR</b>	<b>UNIT</b>	<b>PRIMARY / BACKUP</b>
First Floor	Academics	Pam Udovich
Second Floor	Lab stores	Lab stores staff
Third Floor	MES	Randee Gibbons Gail Wootan
Basement		Michelle Bartlett

## MONITORS

<b>First Floor</b>	Academics
<b>Second Floor</b>	Lab Stores

**Monitors and Sweepers: Do not enter laboratories if a spill situation may exist**

### Monitor Responsibilities

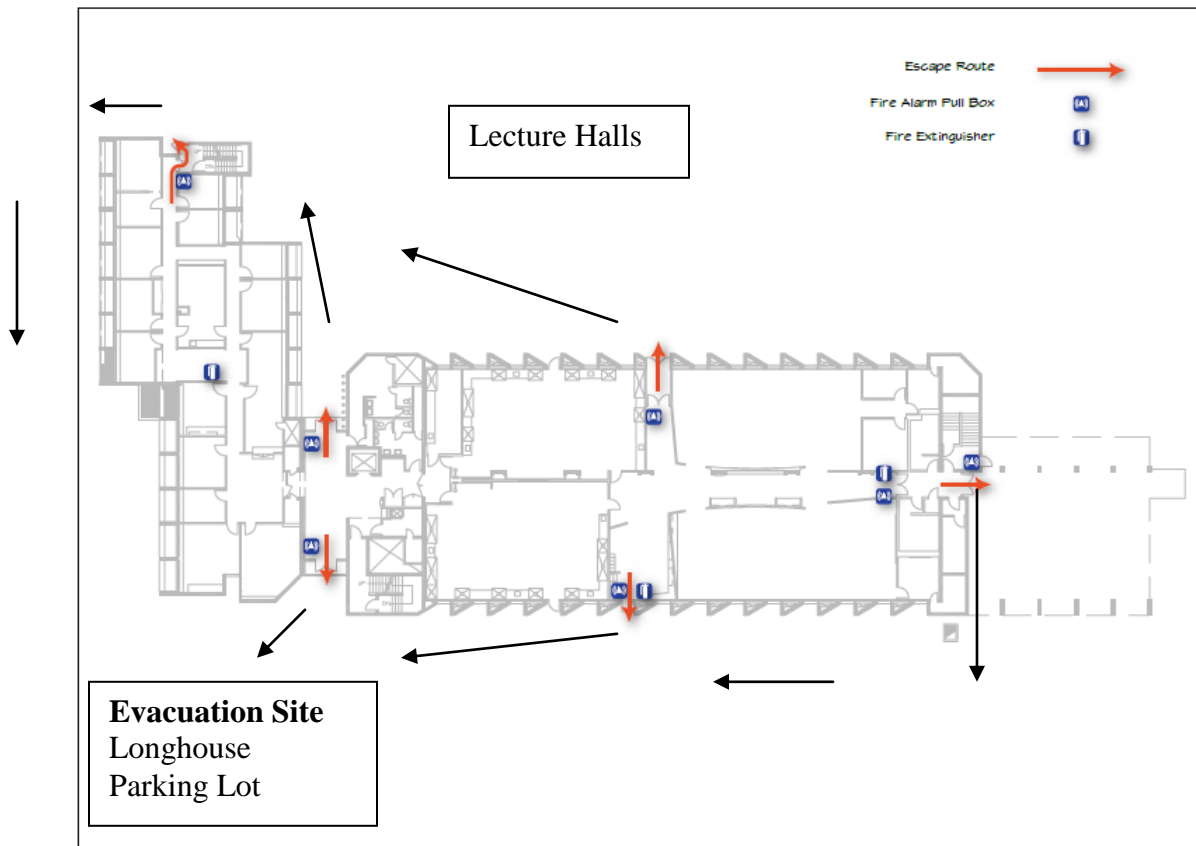
- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return

## O. Laboratory II Building Plan

### LAB II - FIRST FLOOR

#### Instructions and map:

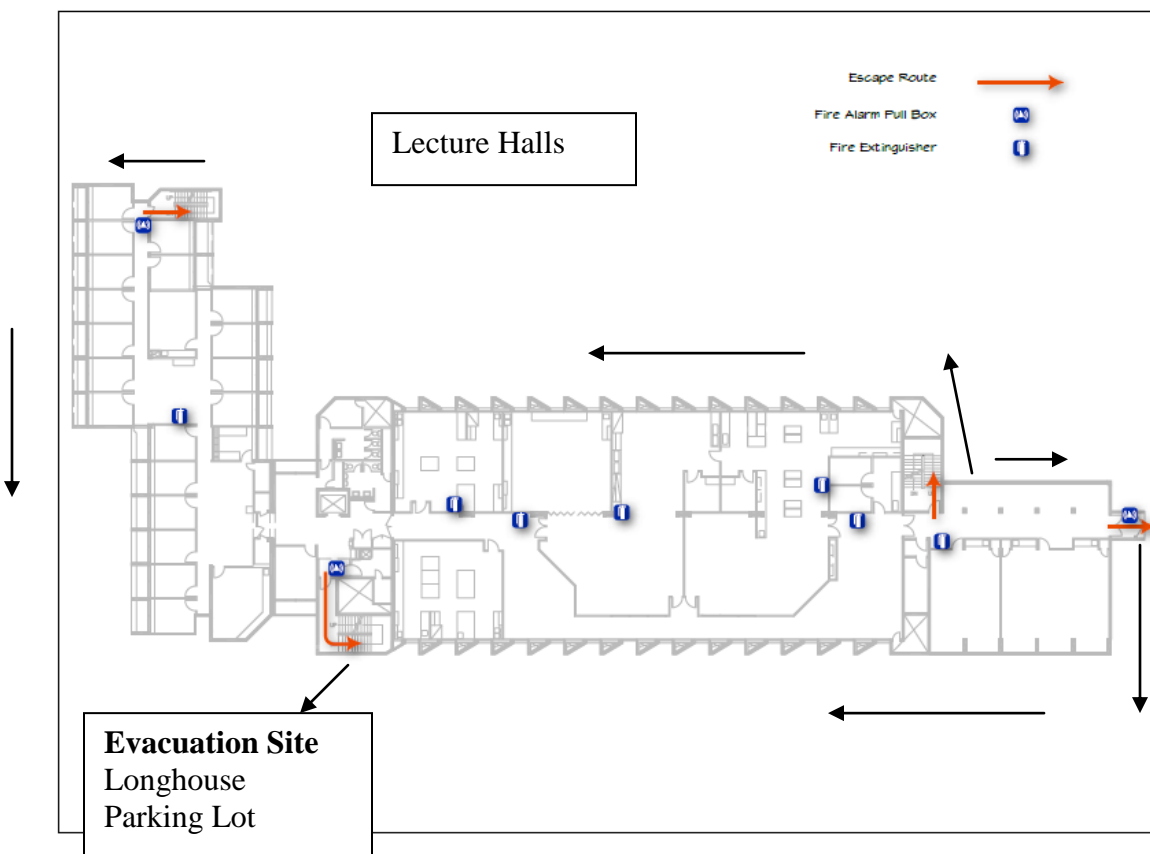
- After exiting, follow arrows and gather at the evacuation site in the Longhouse Parking Lot. Stay clear of all overhangs, overhead walkways and emergency equipment
- Persons with disabilities, exit outside using any exit



## LAB II - SECOND FLOOR

### Instructions and map:

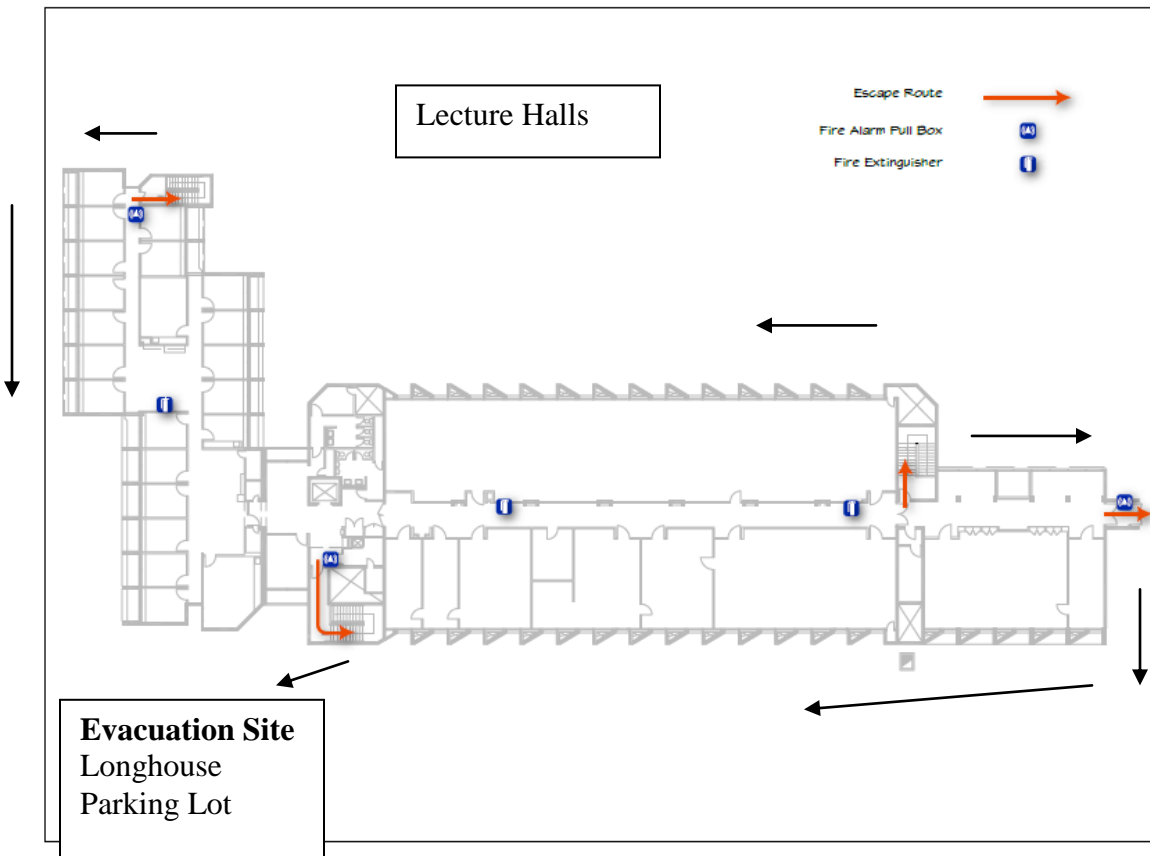
- After exiting, follow arrows and gather at the evacuation site in the Longhouse Parking Lot. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.



## LAB II - THIRD FLOOR

### Instructions and map:

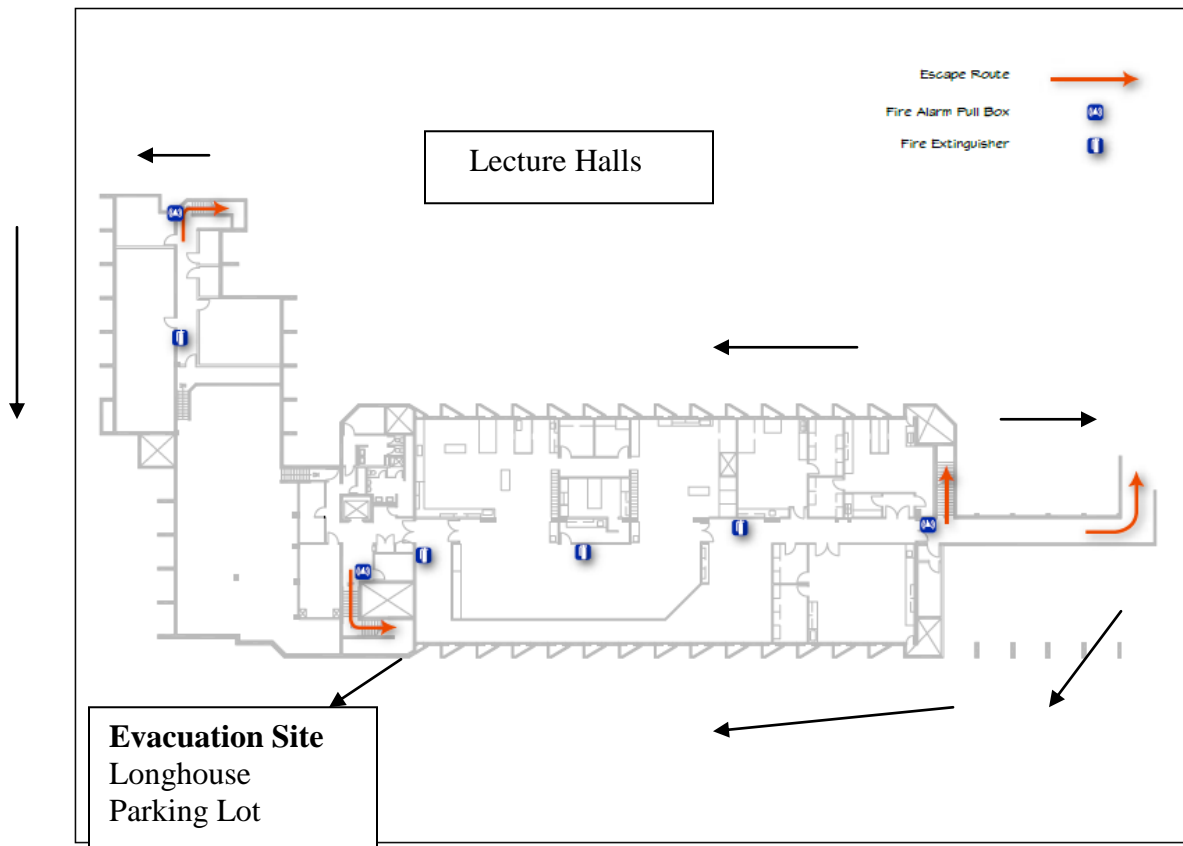
- After exiting, follow arrows and gather at the evacuation site in the Longhouse Parking Lot. Stay clear of all overhangs, overhead walkways and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.



## LAB II - BASEMENT FLOOR

### Instructions and map:

- After exiting, follow arrows and gather at the evacuation site in the Longhouse Parking Lot. Stay clear of all overhangs, overhead walkways, and emergency equipment.
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Be sure to let someone know where you are.



## LAB II EVACUATION TEAM MEMBERS

FLOOR	UNIT	PRIMARY / BACKUP
First Floor	Facilities	Bianca Janssen-Timmen
Second Floor	Faculty Offices	Tamara Pinero
Third Floor		Tamara Pinero
Basement		Judy Bauman

## MONITORS

First floor	Bianca Janssen-Timmen
Second floor	Faculty Offices

**Monitors and Sweepers: Do not enter laboratories if a spill situation may exist**

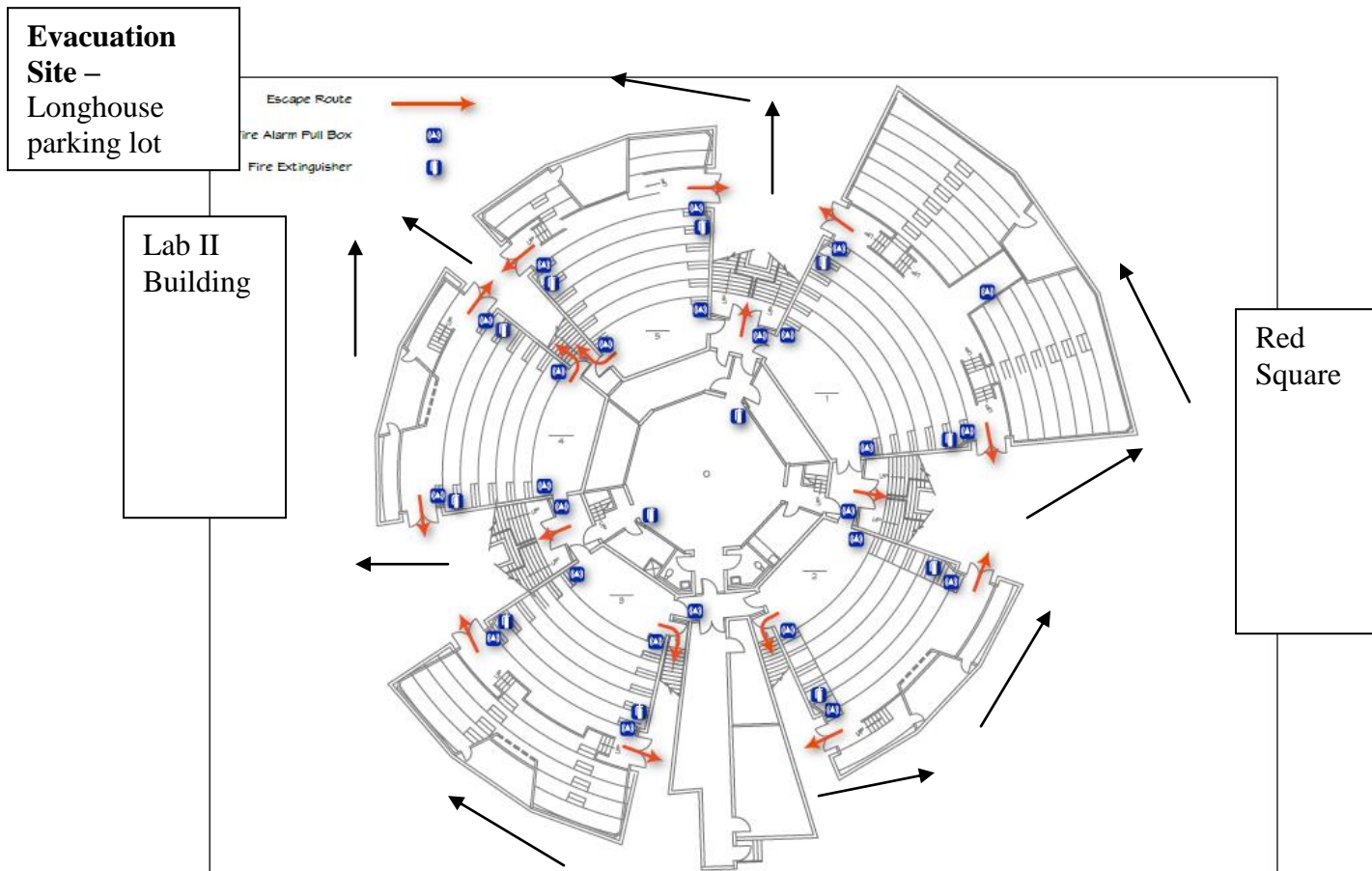
### Monitor Responsibilities

- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return

## P. Lecture Halls, Call Center and Rotunda Plan

### Instructions and map:

- After exiting, follow the arrows below and gather at the evacuation site in the Longhouse Parking Lot, await further instructions.
- Call Center: Persons in the Call Center after hours, evacuate to Police Services and await instructions. Those with disabilities wait at the stairwells, make sure someone knows where you are.
- Lecture Halls and Rotunda: Because there are no full time staff, it is critical that all faculty, staff, and students who use these buildings be familiar with the egress maps and evacuation site and be prepared to help others evacuate safely.

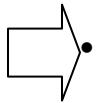


## Q. Library Building Plan

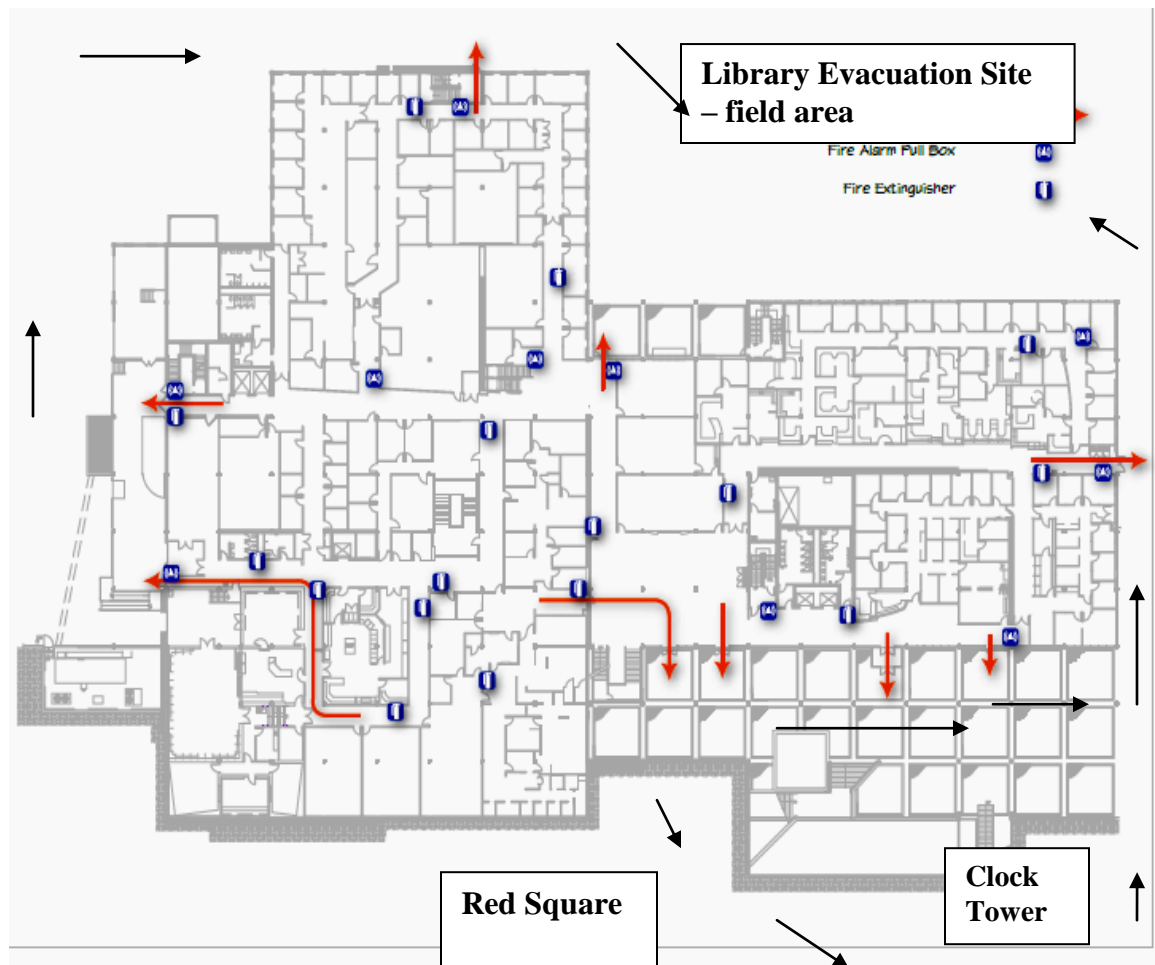
### LIBRARY FIRST FLOOR

#### Instructions and map:

- After exiting, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions.



- Avoid the clock tower during earthquake events and stay well clear of overhangs.
- Persons with disabilities, use any exit, wait for assistance if needed or proceed to the evacuation site at the rear of the building or to the alternative site in front of the Long House, whichever is nearer.

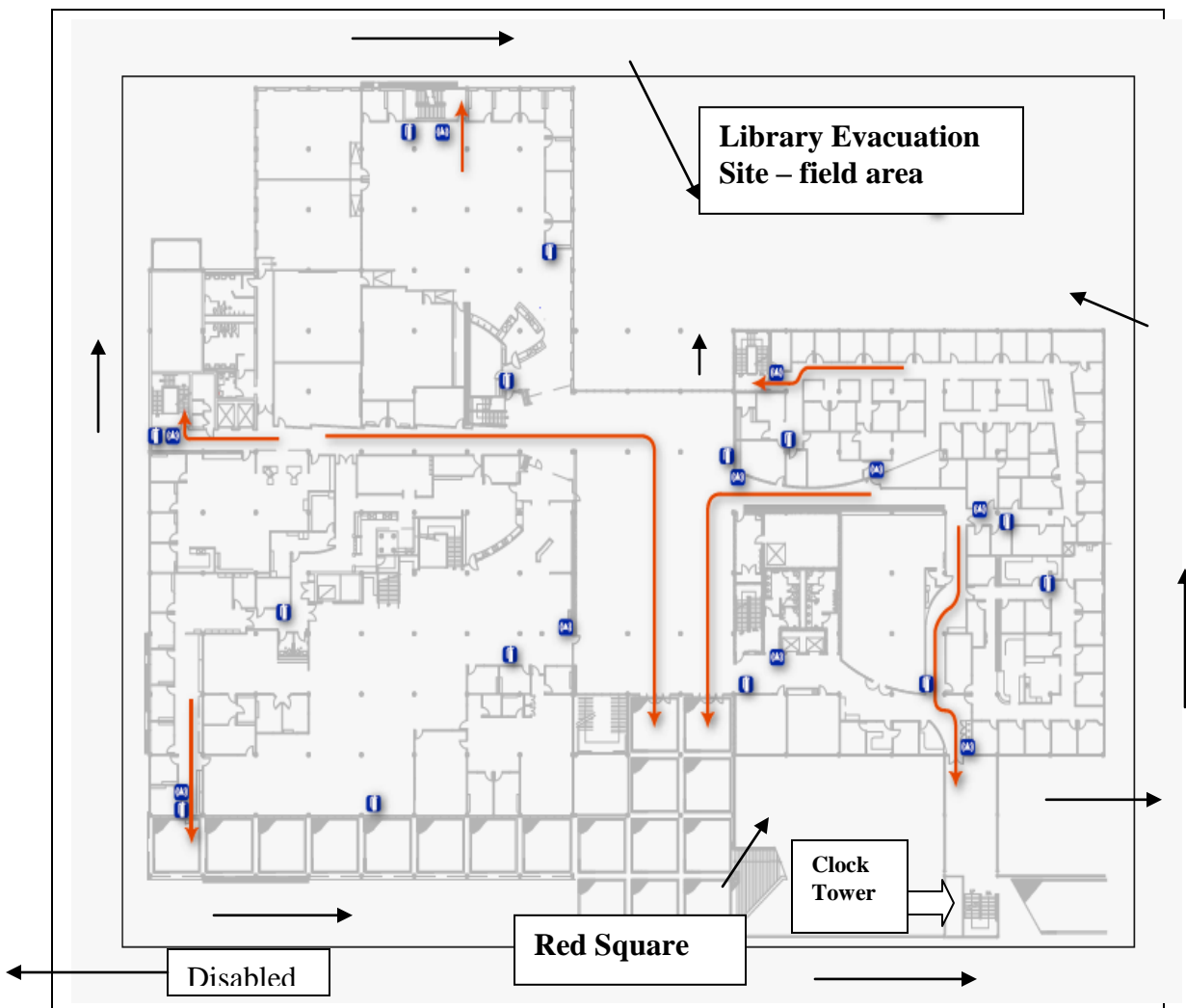




## LIBRARY SECOND FLOOR

### Instructions and map:

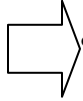
- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions.
- ➡ • Avoid the clock tower during earthquake events and stay well clear of overhangs.
- Persons with disabilities, exit to Red Square and proceed to waiting area near the Longhouse. If at the rear or west side of the building, proceed to nearest enclosed stairwell, wait for assistance.



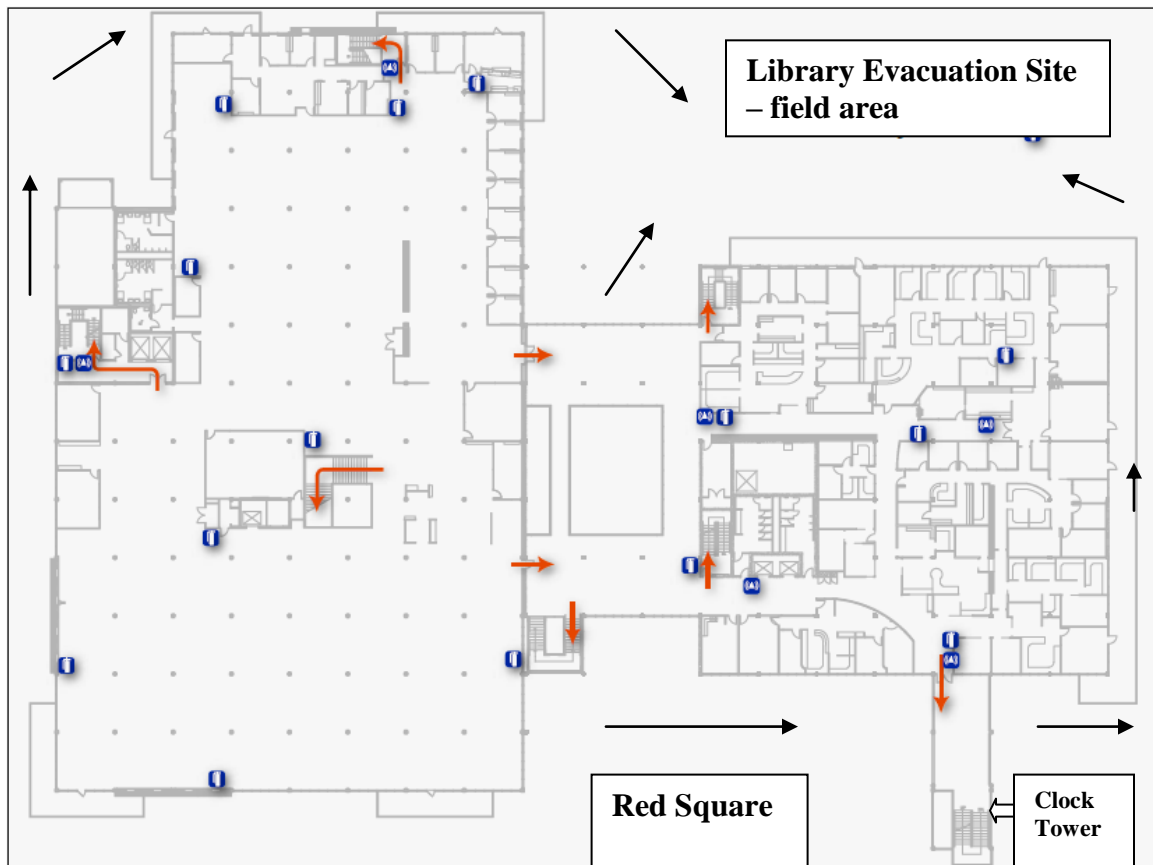
## LIBRARY THIRD FLOOR

### Instructions and map:

- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions.



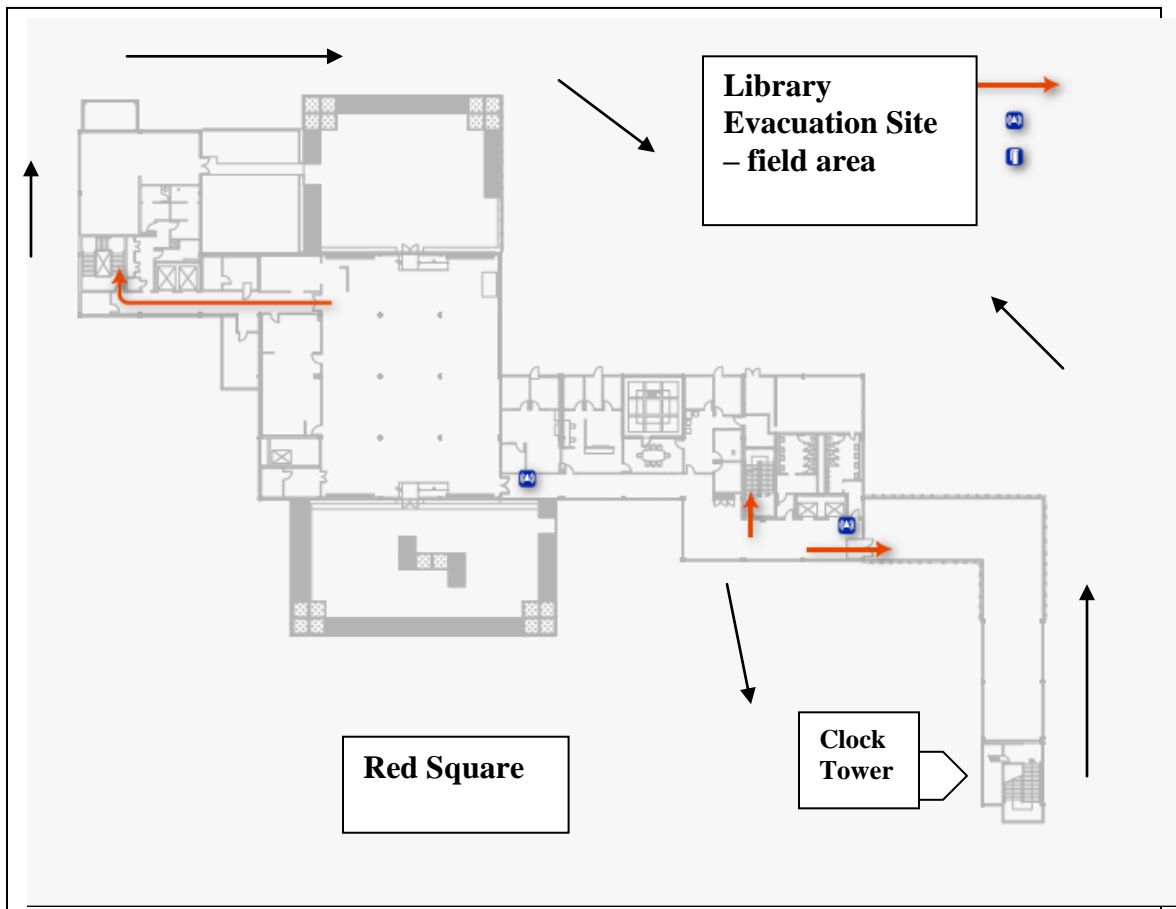
- **Avoid the clock tower during earthquake events and stay well clear of overhangs!**
- Persons with disabilities, wait for assistance at stair wells at the rear and west side of the Library, the Foyer, or stair well at the back near Human Resources. Let someone know where you will be.



## LIBRARY FOURTH FLOOR

### Instructions and map:

- After exiting at ground level, follow the arrows and gather at the evacuation site in the NE corner at the rear of the building, await further instructions.
- ➡ • Avoid the clock tower during earthquake events and stay well clear of overhangs
- Persons with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## LIBRARY BASEMENT

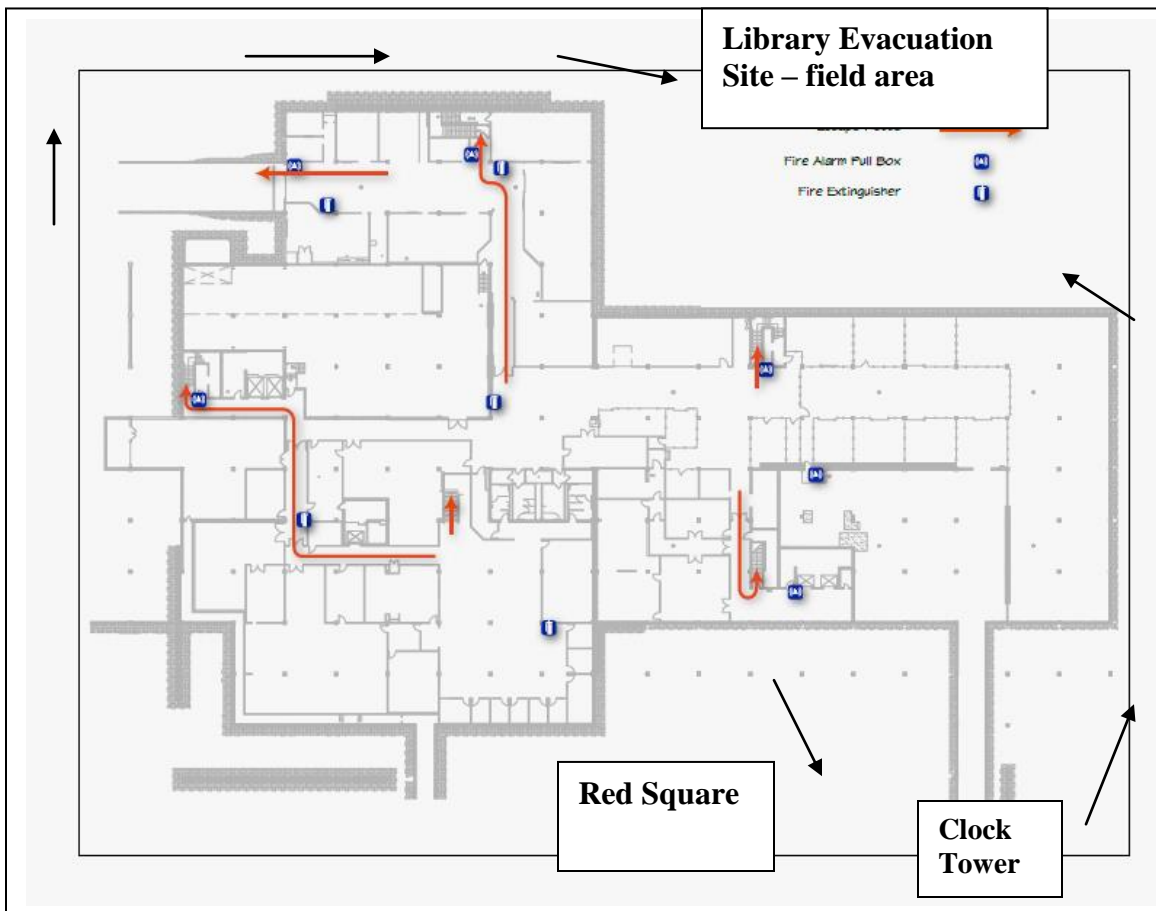
### Instructions and map:

- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions.



- Avoid the clock tower during earthquake situations and stay well clear of overhangs

- Persons with disabilities, proceed to exterior stair wells and await assistance. Make sure someone knows where you are.



## LIBRARY EVACUATION TEAM MEMBERS

<b>FLOOR</b>	<b>UNIT</b>	<b>PRIMARY</b>	<b>ALTERNATE</b>
<b>Basement</b>	Custodians	Kat Morgan	
	Library	Circulation staff	
<b>First Floor</b>			
A Wing	Business Services	Valerie Bahl	Scott Elliot
	Admissions	Leona Walker	Brenda Overbey
	Enrollment	Michelle Elhardt	
	Purchasing	Scott Elliot	
	Student employment	Scott Elliot	
	Registration	Scott Elliot	Valerie Bahl
	Classrooms	Instructors	
B Wing	Photoland	Ryan Richardson	Steve Davis
	Multimedia Lab	Aaron Kruse	
	CCAM	David Cramton	
C Wing	Tech Support	Barbara Caswell	Rob Rensel
	C and C	Sara Shafer	
<b>Second Floor</b>			
A Wing	Academic Deans	Emmie Forman	
	SASS	Dawn Weber	Rachel Martinez
Library	Circulation	Mindy Muzatko	Circulation staff
C Wing	Computer Center	Dylan Huston	Rip Heminway
<b>Third Floor</b>			
A Wing	President / Vice President	Dan Ralph	Susan Harris
	Human Resources		
	Provost - Academics	Amadou Ba	
	Student Affairs	Tracey Johnson	
	College Advancement		
Library	Circulation	Circulation Staff	
	Administration	Julie Douglass	
<b>Fourth Floor</b>			
A Wing	Marketing and Communications	Pat Barte	
4300	Greenery	Shift Manager	

**Monitors** - The following individuals are equipped with two way radios. Evacuation team members should report the status of their work unit to one of these individuals who will be in contact with emergency responders. Any additional instructions should come from Police Services, the Fire Department or a recognized authority

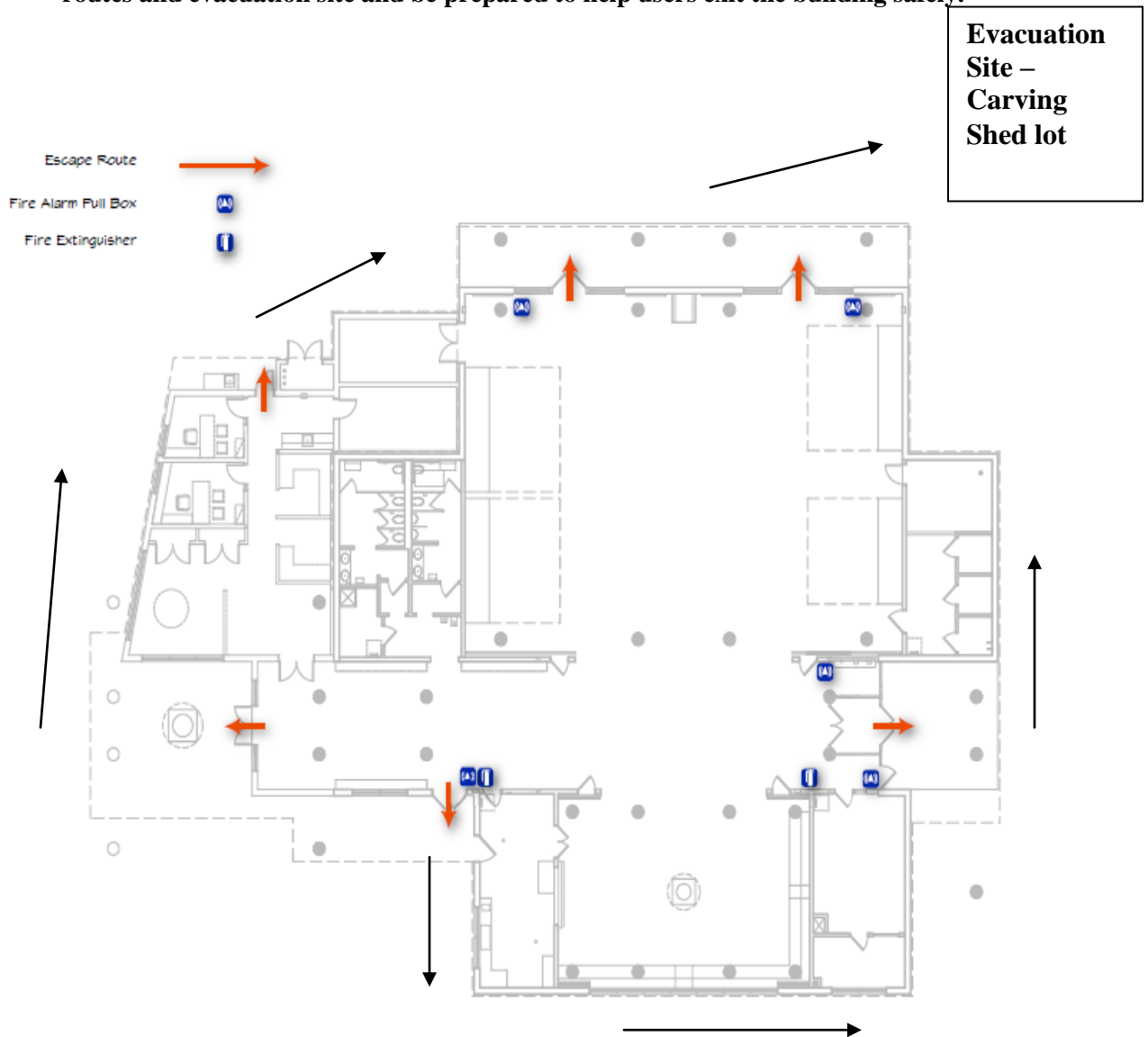
1. Valerie Bahl – Business Services
2. Mindy Muzatko – Library Circulation Desk
3. Julie Douglass – Library Administration
4. Scott Elliot – Student Employment



## R. Longhouse Plan

### Instructions and map:

- After exiting at ground level, follow the arrows below and gather at the lot next to the Carving Shed and await further instructions.
- Persons with disabilities, exit any door and proceed to front of the Longhouse or to the evacuation site and wait for assistance.
- Faculty and staff using the Longhouse are expected to be familiar with the egress routes and evacuation site and be prepared to help users exit the building safely.

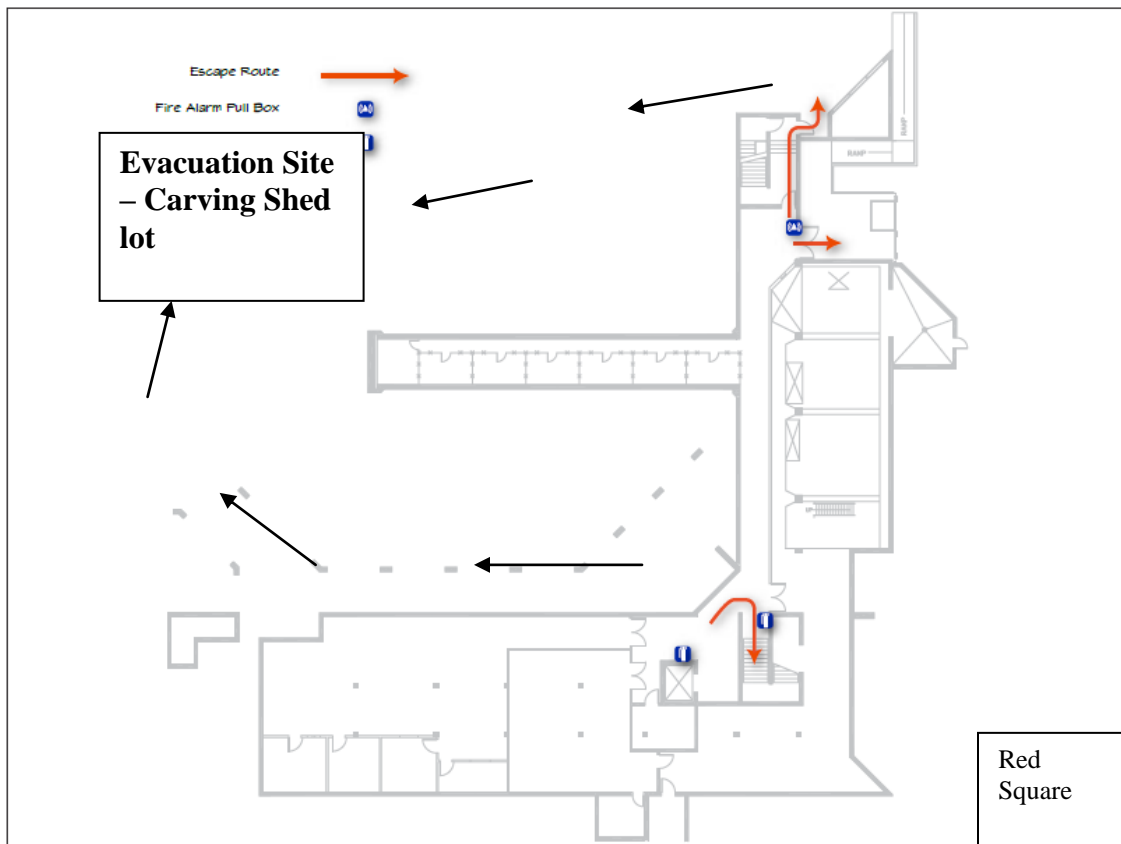


## S. Seminar I Building Plan

### SEM I - FIRST FLOOR (Basement)

#### Instructions and map:

- After exiting, follow the arrows and gather in the meadow at the lot next to the Carving Shed. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities use exit ramp to lower parking lot, await assistance if needed or proceed to the evacuation site.

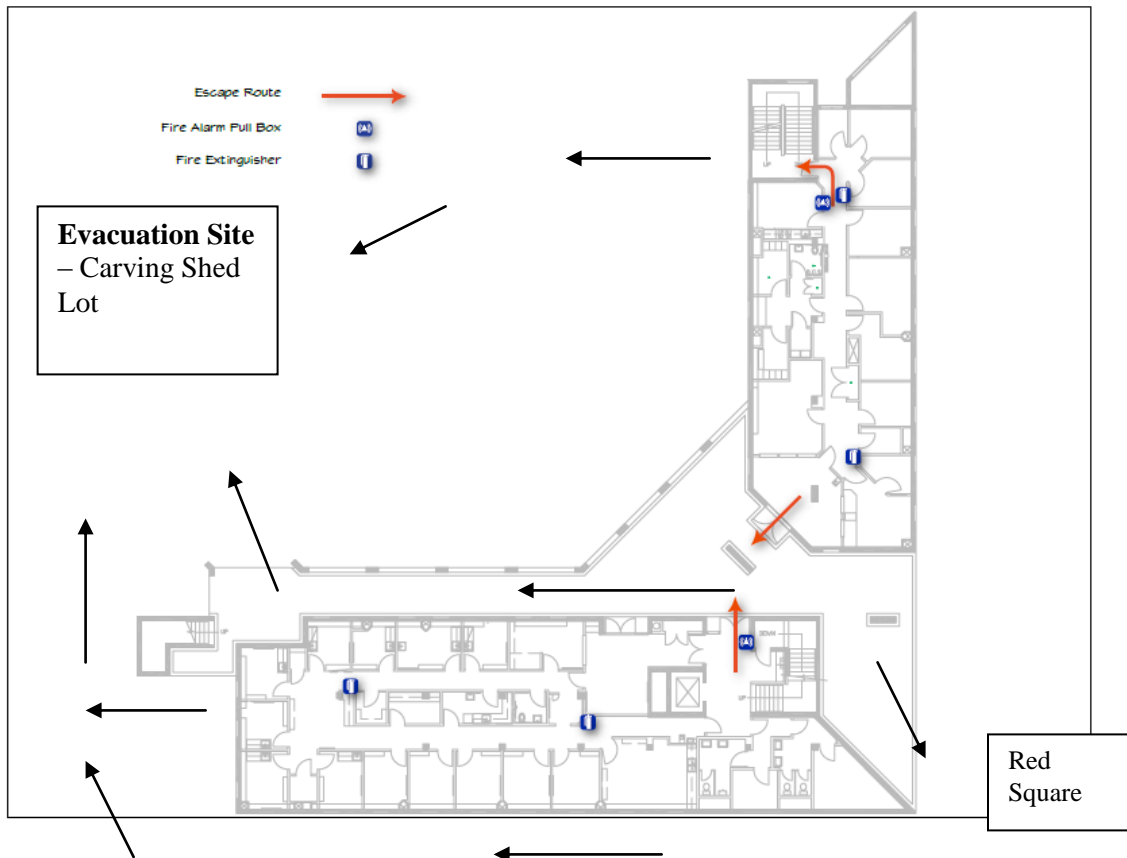




## SEM I - SECOND FLOOR

### Instructions and map:

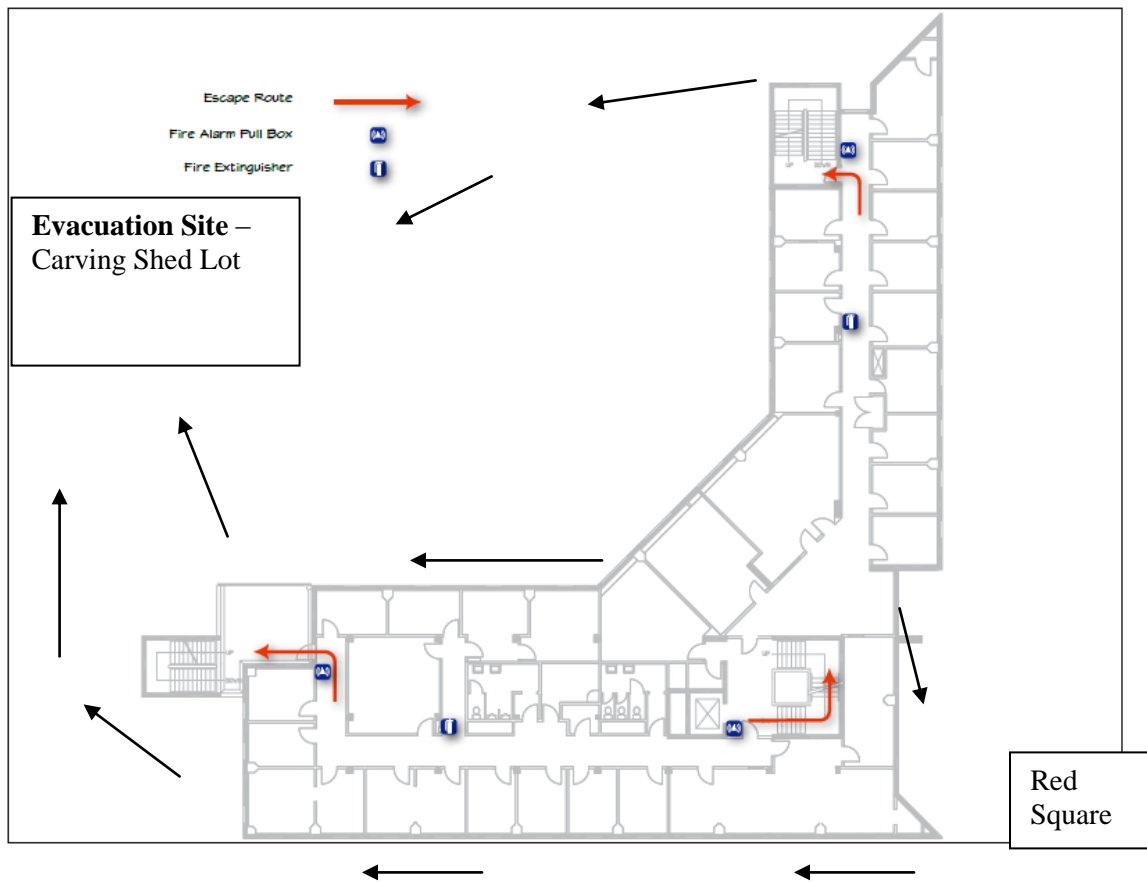
- After exiting, follow the arrows and gather in the meadow at the former Book Store site. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities use any exit, await assistance if needed or proceed to the evacuation site.



## SEM I - THIRD FLOOR

### Instructions and map:

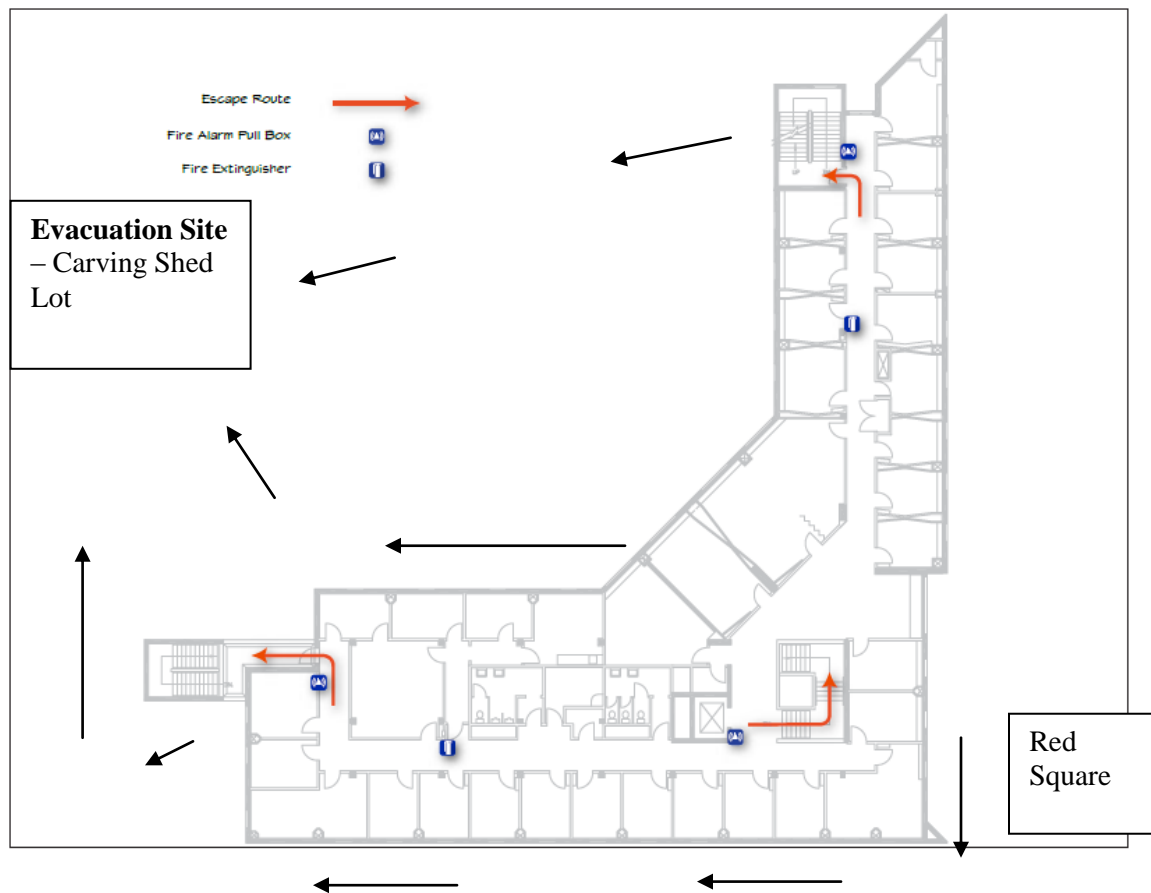
- After exiting, follow the arrows and gather in the meadow at the former Book Store site. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## SEM I - FOURTH FLOOR

### Instructions:

- After exiting, follow the arrows and gather in the meadow at the former Book Store site. Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities, proceed to nearest enclosed stairwell, wait for assistance. Make sure someone knows where you are.



## SEMINAR I EVACUATION TEAM MEMBERS

### SWEEPERS

FLOOR	UNIT	PRIMARY / BACK UP
1st floor		none
2 <sup>nd</sup> floor north	Police Services	Ed Sorger Duty officer
2 <sup>nd</sup> floor south	Health Center	Beth Hesketh Barbara Krulich
3 <sup>rd</sup> floor	EF Program	Rhonda James Dionne Smith
4 <sup>th</sup> floor	EF Program	Rhonda James Dionne Smith
4 <sup>th</sup> floor	Counseling Center	Counseling Center Staff

### MONITORS

2 <sup>nd</sup> floor	On duty police officer
2 <sup>nd</sup> floor	Beth Hesketh

### Monitor Responsibilities

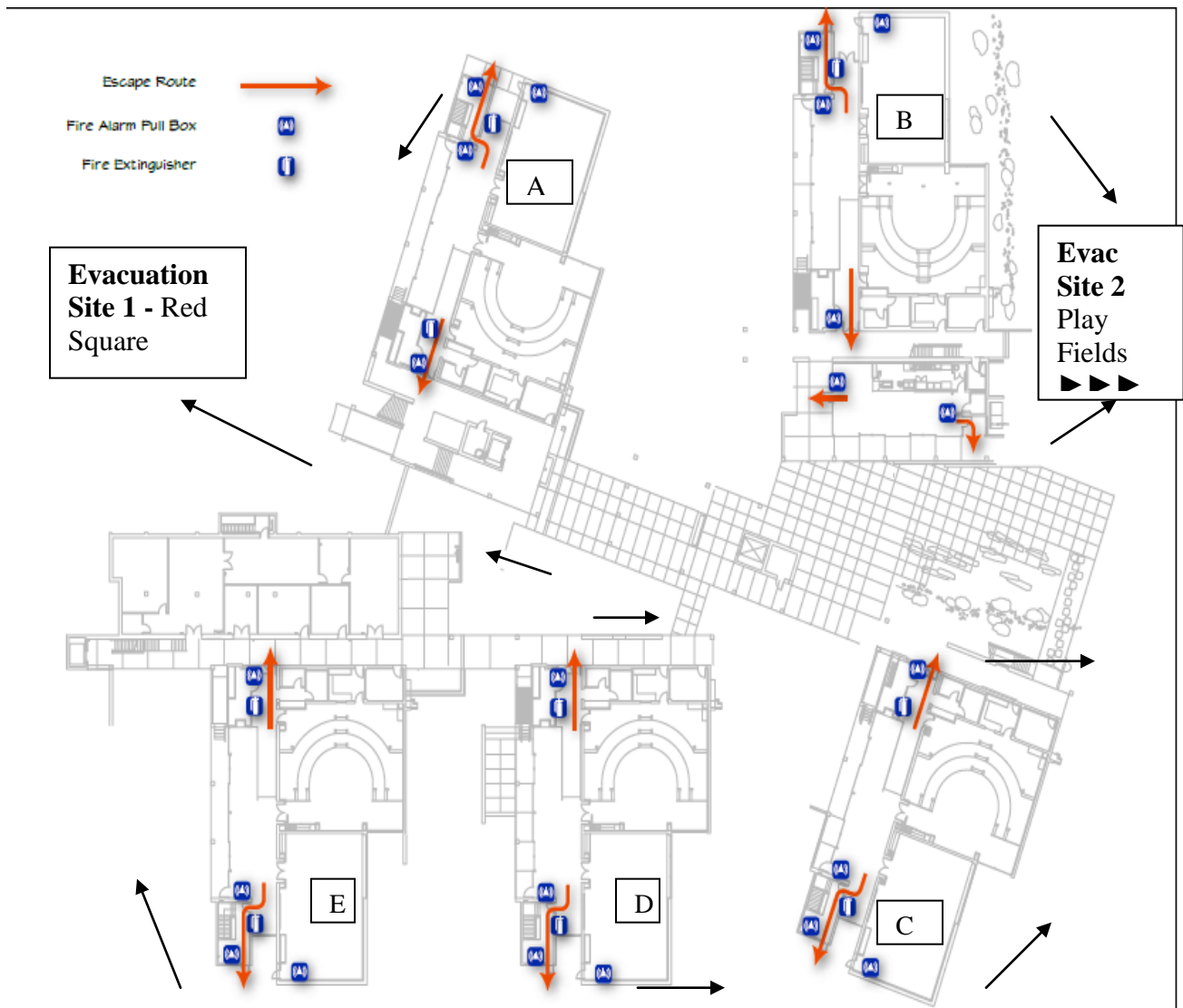
- Provide backup to the sweepers.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Watch the main entrance on the second floor to ensure evacuees do not return until it is safe to do so.
- Once everyone is evacuated, check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Let evacuees know when it is safe to return

## T. Seminar II Buildings Plan

### SEMINAR II FIRST FLOOR

#### Instructions and map:

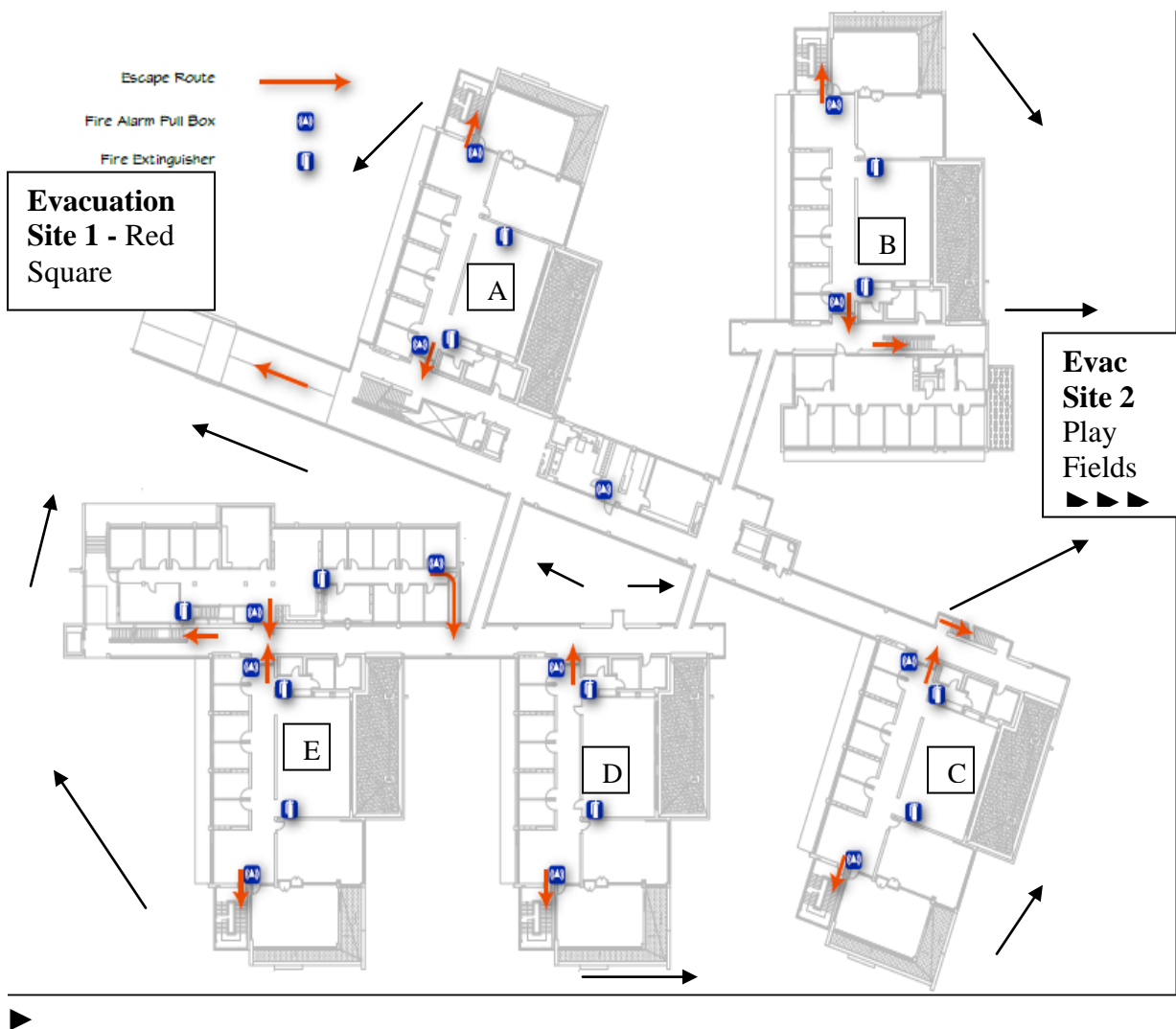
- After exiting, follow the arrows and gather at the appropriate evacuation site (Red Square for Buildings A and E) or (Play Fields for Buildings B, C and D). Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment.
- People with disabilities use any exit, await assistance if needed or proceed to the evacuation site.



## SEMINAR II SECOND FLOOR

### Instructions and map

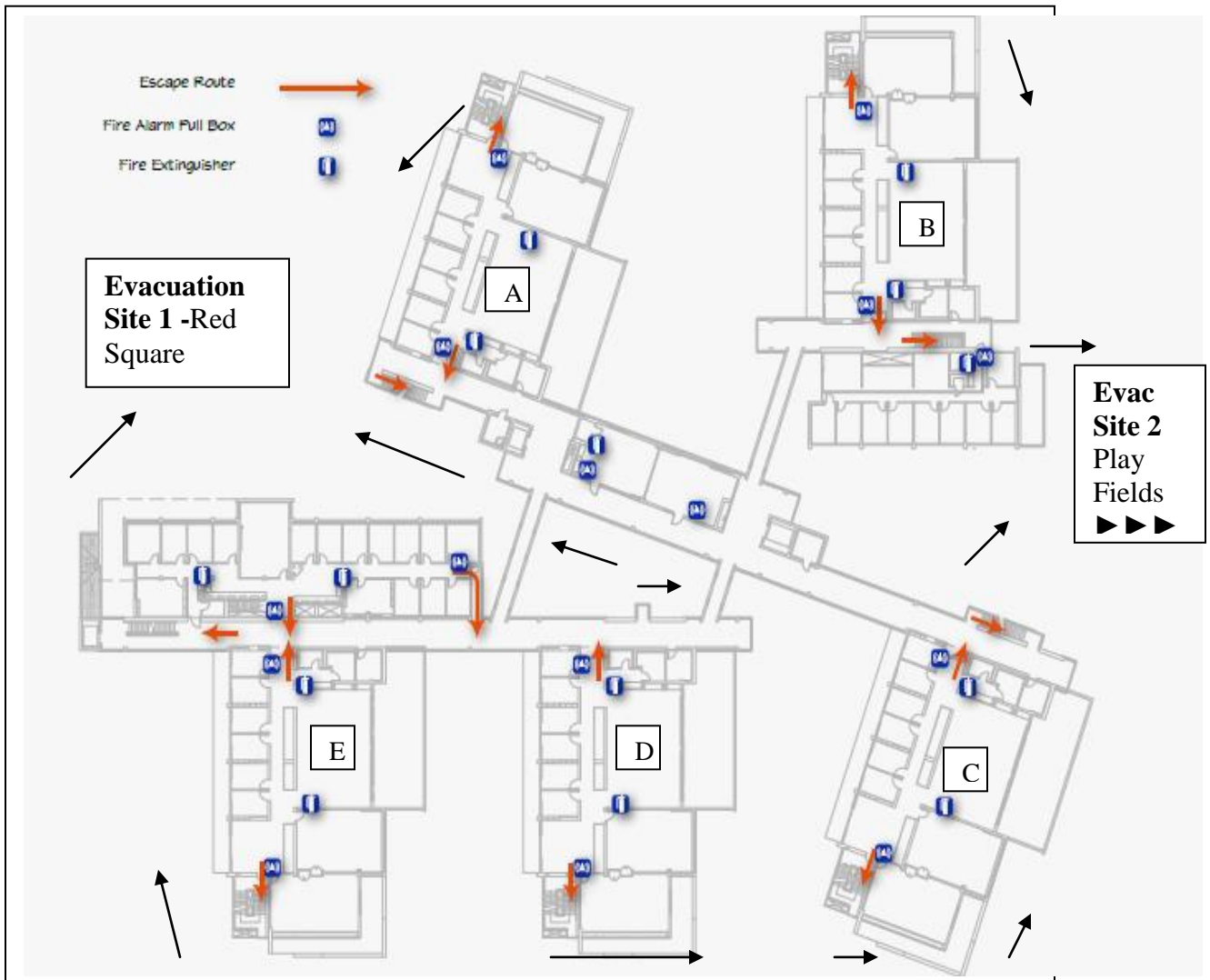
- After exiting, follow the arrows and gather at the appropriate evacuation site (Red Square for Buildings A and E) or (Play Fields for Buildings B, C and D). Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment
- People with disabilities proceed to nearest enclosed stairwell, wait for assistance or proceed to Red Square if able. Let someone know where you are.



## SEMINAR II THIRD FLOOR

**Instructions and map:**

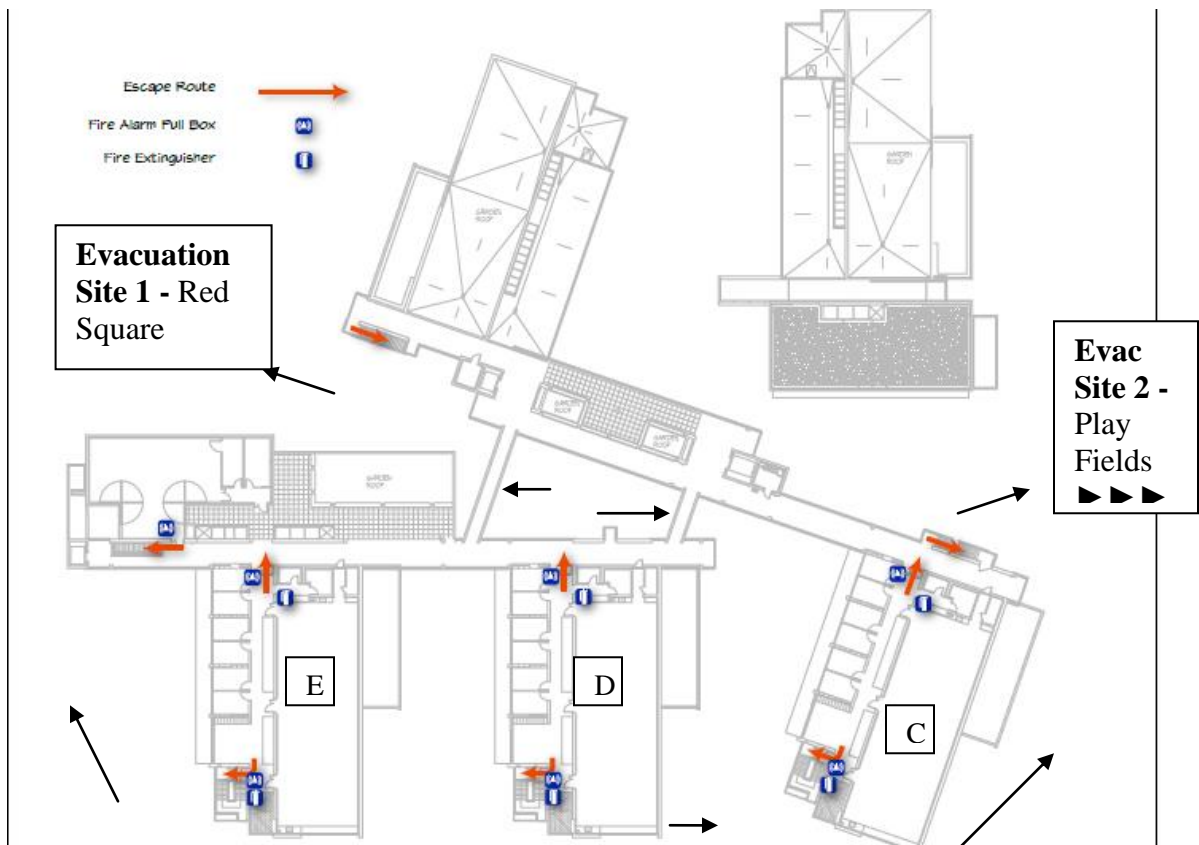
- After exiting, follow the arrows and gather at the appropriate evacuation site (Red Square for Buildings A and E) or (Play Fields for Buildings B, C and D). Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment
- People with disabilities proceed to nearest enclosed stairwell, wait for assistance. Let someone know where you are.



## SEMINAR II FOURTH FLOOR

### Instructions and map:

- After exiting, follow the arrows and gather at the appropriate evacuation site (Red Square for Building E) or (Play Fields for Buildings C and D). Await further instructions. Stay well clear of overhangs, overhead walkways and emergency response equipment
- People with disabilities proceed to nearest enclosed stairwell, wait for assistance. Let someone know where you are.





## SEMINAR II EVACUATION TEAM MEMBERS

### SWEEPERS

BUILDING A	Sheila Sawyer
BUILDING B	Sharon Wendt
BUILDING C	Maggie Foran
BUILDING D	
BUILDING E	Loren Petty
SEM II CAFE	Manager

### MONITORS

Staff	Evacuation Site
Maggie Foran	Red Square
	Play Fields

#### Monitors

- Sweep the building they are working in at the time of the event and will coordinate to ensure that Building C is swept.
- Report the location of any individual that needs assistance to Police Dispatch
- Report any dangerous situations to Police Dispatch
- Once everyone is evacuated, Monitors will check with each other and the Sweepers to ensure everyone is safe. Any missing or injured persons should be reported to Police Dispatch.
- Monitors and Sweepers will let evacuees know when it is safe to return.

**NOTE: First Floor Exits:** Each of the 5 Sem II buildings has 2 exits on the first floor that exit directly to the outside. In addition, the Sem II Café has two exits. As much as possible, the exits that do not automatically lock should be watched to ensure no one re-enters until it is safe to do so.

**NOTE: Second Floor Exits:** The main exits from Buildings A, D, and E exit directly to the outside. Other exits in the complex exit to the stairs. As much as possible, the exits that do not automatically lock should be watched to ensure no one re-enters until it is safe to do so.

**NOTE: Because there are so few full time staff in the Sem II Buildings, it is critical that all faculty and staff who use these buildings be familiar with the egress maps and evacuation sites and be prepared to make sure that everyone is evacuated from your respective floor**