

Emergency Procedures

► General

When the fire alarm sounds, everyone must immediately exit the building. You may take your personal belongings (coat, purse, keys, backpack, medication), providing they are readily close at hand. Do not go back into the building to get personal belongings. Consider that you may not be allowed to re-enter the building for a period of time.

If an earthquake occurs, take shelter under a table or other furniture away from windows or other objects that may fall. When the shaking stops, exit the building. Watch out for broken glass, water and downed electrical lines.

Exit using the closest safe route. Do not use the elevator. Refer to building egress maps for evacuation routes.

Regardless of where you exit the building, go to your building's designated evacuation location. Report in with the most senior person within your work or program area.

Wait for further instructions. Do not re-enter the building while the fire alarm is sounding.

Police Services Dispatcher and/ or McClane Fire Fighter staff will notify on-site Police Officers, Emergency Response Team (ERT) members and/or recognized college officials who will let you know when you can re-enter the building.

► Faculty responsibility

At the beginning of each quarter, faculty and instructors should provide a review of emergency procedures listed above, including the designated evacuation location.

Faculty and instructors are responsible for accounting for the students in their class who exited from the building. It might be helpful for the faculty member to always have a class roster available. Student counts are turned into the police officer, Emergency Response Team Member and/or designated college official on site.

► Supervisor responsibility

Supervisor must ensure that their staff is familiar with the emergency procedures listed above. Supervisors should review emergency evacuation procedures with their staff quarterly.

Supervisors (or the most senior person present) must account for their staff who exited from the building. Staff counts are turned into a Police Officer, Emergency Response Team Member and/or designated college official on site.

Supervisor must designate a person(s) from their area to serve on the Emergency Response Team.

► Emergency Response Team (ERT) responsibility

ERT members are responsible for assisting people during the evacuation process and for sweeping the building as they exit.

ERT members also serve as a means of relaying information between Police Services and building occupants. ERT members will receive training annually from Environmental Health and Safety.

► **Police Services responsibility**

Police Services responds to all alarms when available to do so.

A responding police officer should observe the exterior of the building on his/her approach and radio dispatch information on the condition of the structure (e.g. Smoke/no smoke showing). It is not necessary to meet with fire personnel at the alarm annunciator.

The first police officer on scene will proceed to the main entrance/exit of the building. Subsequent responding police officers will proceed to secondary entrances/exits.

The police officer and/or Emergency Response Team Member should gather information from people exiting the building and report it back to dispatch. Police officer(s), Emergency Response Team Members and recognized college officials should also keep people from re-entering the building.

Once the alarm is cleared and silenced by McLane Fire District, the police officer(s), the Emergency Response Team Members and recognized college officials inform people that they may re-enter the building.

► **McLane Fire District responsibility**

McLane Fire District responds to all alarms, determines the location and cause of the alarm, and searches for people inside the building. McLane determines the appropriate tactical response and calls for mutual aid as needed. McLane decides when the building is safe to re-occupy and informs Police Services.

► **People with disabilities responsibility**

People who feel they need extra assistance in an emergency are responsible for completing an individual evacuation plan. The form is available from Access Services and at http://www.evergreen.edu/facilities/workunits/environmental_health_safety/.

► **Fire drills**

Fire drills will be conducted periodically.

► **Contact**

For additional information, contact Robyn Herring, Environmental Health and Safety, at 867-6111.

Note: Head counts should list people by name. Head counts are useful in determining who got out of a building safely.

Designated Evacuation Locations:

CAB	Play fields
COM	Play fields
Childcare	Childcare playground
CRC	Play fields
CUP	CUP Parking lot
Housing	Play fields
LAB I	Parking Lot B
LAB II	Longhouse field
LAB Annex	Parking Lot B
Lecture Hall	Longhouse field
LIB	Library Field
Longhouse	Longhouse field
Maintenance Shop	Maintenance Shop Parking lot
Seminar	Longhouse field
Seminar II	Red Square

Emergency Evacuation of People with Disabilities

Introduction

This policy was developed to provide guidance on developing individual emergency evacuation plans. There are many types of disabilities, some more visible than others, and we are often unaware that people around us may need specific assistance during an emergency. Given the wide range of needs and situations, it is impossible to develop one emergency evacuation plan. We believe individual emergency planning will identify the resources and processes to best assist a person in an emergency. For this reason, people with specific needs during an emergency should complete an individual emergency evacuation plan.

Process

A template for individual emergency evacuation plans is available at http://www.evergreen.edu/facilities/workunits/environmental_health_safety/ . People without internet access can obtain a copy of the template from the Access Services Director or the Environmental Health and Safety Coordinator. Upon completing the template, copies are given to McLane Fire Department, Police Services, Access Services Director and the Environmental Health and Safety Coordinator. It is recommended that you review and update your individual emergency evacuation plan regularly. The Evergreen State College will make every reasonable effort to accommodate your individual evacuation requests. Access Services and Environmental Health and Safety are responsible for addressing evacuation resources requests.

Things to consider when completing your individual emergency evacuation plan:

Will you be able to see, hear or activate the alarm?

What are the exit routes for the building(s) you are in?

Where are fire resistive and smoke protected areas in your building(s)?

What are your evacuation options? They may include exiting the building, horizontal evacuation, stay in place and area of refuge.

Who will assist you?

Will you be able to communicate with emergency personnel?

Do Police Services and McLane Fire District know your office or room number?

Resources

The individual emergency evacuation plan template is available at [Individual Emergency Evacuation plan](#) . You may also contact the Access Services Director at 6364 or the Environmental Health and Safety Coordinator at 6111 for assistance in developing your individual emergency evacuation plan and in obtaining the resources identified in your individual evacuation plan.

Individual Emergency Evacuation Plan

Name: _____

ID number: _____

Location: _____ (attach class schedule, if necessary)

Phone: _____

1. Briefly describe your disability:

2. Will a standard audible fire alarm notify you of an emergency? Yes ☐ No ☐
If not, what type of notification do you need?

3. Are you able to exit the building unassisted? Yes ☐ No ☐
If not, please describe the assistance you will need in an emergency:

4. Have you arranged for people to assist you in an emergency?

5. Briefly describe any assistance you need from the fire department:

6. Please list actions that people attempting to assist you should not do.

7. In an emergency, do you have a means of communicating with Police Services and McLane Fire District?

I give permission for The Evergreen State College to share this information with McLane Fire District, Police Services, Access Services and Environmental Health and Safety.

signature_____
date