

GENERAL EVACUATION GUIDELINES

Faculty, staff and students have been informed to follow the general evacuation guidelines listed below in the event of an emergency:

1. If alarm sounds, or when instructed to leave a building by a Safety & Security Officer, College Official or Emergency Event Coordinator, follow emergency evacuation procedures as instructed and/or posted by your classroom door. Walk quickly to the nearest marked exit and ask others to do the same. Use stairs not elevators. Elevators may break down trapping you inside a building.
2. Faculty teaching at the time of the alarm and/or when there has been an emergency communication from a college official, will take a headcount as students exit. Faculty will reassemble the class at the designated evacuation zone and a second headcount will be taken.
3. Faculty shall assist handicapped individuals in exiting the building. **Do not use elevators. Use Stairs only.**
4. Once outside, move to the evacuation zone designated for your building. Familiarize yourself with the locations of the designated evacuation and collection areas. In the event of an emergency, response team members will be present at these locations to give you further direction. Keep streets, circles, sidewalks and campus walkways clear for emergency vehicles and personnel.
5. **Do not return to an evacuated building** unless told to do so by a member of the response team or a Safety & Security member.
6. Under certain circumstances, a campus Emergency Command Post may be set up near you or near the evacuation/collection sites. Stay clear of the Command Post unless on official business.

PLEASE NOTE:

WHILE EVACUATION/COLLECTION POINTS HAVE BEEN PREDETERMINED TO AID IN A CRISIS, A COMMON SENSE APPROACH SHOULD BE USED WHEN PROCEEDING TO AN EVACUATION COLLECTION SITE. BASED ON THE EMERGENCY AT HAND, IT MAY BE NECESSARY TO RELOCATE TO SECONDARY EVALUATION/COLLECTION POINTS, i.e. LOCATION OF INCIDENT AND THE AREA HAS BEEN DEEMED TO BE UNSAFE BY THE INCIDENT COMMANDER, WIND DIRECTION, LOCATION OF FIRST RESPONDERS ETC.

COLLEGE SAFETY AND SECURITY STAFF WILL BE ON LOCATION TO ASSIST EVACUEES AND DIRECT THEM TO A SECONDARY LOCATION.

Evacuation / Collection Points in the Event of an Emergency

No Emergency is planned so be advised that the below listed sites are designated as the Collection Points unless directed otherwise:

WEST WINDSOR CAMPUS EVACUATION ZONES

Zone #1 (Behind Conference Center)

Engineering Systems (ES, Bldg. #5)
Engineering and Technology (ET, Bldg. #4)
Business (BS, Bldg. #3)
Conference Center (MC, Bldg. #17)

Zone #2 (Grassy area behind Physical Education Bldg.)

Physical Education (PE, Bldg. #8)
Maintenance (MW, Bldg. #15)
Fine Arts (FA, Bldg. #11)
Student Center (SC, Bldg. #6)
Library (LB, Bldg. #7)

Zone #3 (Behind East Faculty/Staff lot, toward gazebo)

East Liberal Arts (LA, Bldg. #1)
East Science and Allied Health (MS, Bldg. #2)
Kelsey Theatre (TH, Bldg. #12)
Communications Center (CM, Bldg. #9)
Horticulture Greenhouse (HG, Bldg. #14)

Zone #4 (Behind Science and Health Professions building on grassy area)

Administration Building (AD, Bldg. #10)
West Liberal Arts (LA, Bldg. #1)
West Science and Health Professions (MS, Bldg. # 2)

JAMES KERNEY CAMPUS EVACUATION ZONES

Evacuate to the parking lot to the rear of the campus and remain for further instructions.

Procedures for Emergency Evacuation of Physically Handicapped Individuals from Buildings

This program establishes procedures for emergency evacuation of the physically handicapped from classrooms, assemblies, and otherwise occupied buildings at Mercer County Community College. The guidelines set forth in this program are compliant with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and American National Standard A117.1.

Introduction

Mercer County Community College policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, it is incumbent on the person with a handicap or a disability to inform another person that assistance may be necessary during fire alarm activation.

"Buddy System" Option

Make use of a "Buddy System." During the first week of classes or employment at the College, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Evacuation Options during a Fire Alarm

Use of the "Buddy System," along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

Horizontal Evacuation

Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

Vertical (Stairway) Evacuation

Those who are able to evacuate with or without assistance may use stairways. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Each building where vertical evacuation may be required is equipped with a **Stairway Evacuation Chair**. The locations of these units are depicted on the floor plans that accompany this document. Members of Safety & Security and other staff members have received training in the use of this equipment. While instructions are posted with each chair, we ask that everyone take a moment to familiarize yourself with the locations and operations of these devices. The use of the chairs requires that the person being transported is secured and stabilized before attempting transport. It is important that you follow the directions completely when attempting to use this equipment.

Shelter in Place

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing and secure the door if possible. Call the Office of Safety & Security, give your name, location, and reason you are calling. College Safety & Security staff will relay the information to the appropriate parties including Police, Fire and EMS.

A member of College Safety & Security staff will provide you with assistance and will make the necessary notifications to on-scene emergency and support personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Area of Refuge & Mobility Impaired Staging/ Evacuation Sites

If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area designated as a Refuge and Mobility Impaired Staging/Evacuation Area. Designated sites for Staging/Evacuation are located in each building and are designated by signage on each floor and at the adjacent entrances. The designated sites are listed in Appendice B

Disability/Special Needs Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired (Wheelchair)

Persons using wheelchairs should Shelter in Place, or move to an Area of Refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone the Office of Safety & Security immediately and request assistance. He/she should provide their location, status and the specific need(s) for assistance.

Mobility Impaired (Non-Wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to use stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, if safe, and use the other options, until emergency personnel arrive.

Hearing Impaired

Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

Visually Impaired

Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes.

Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.

RESPONSE TO BIOLOGICAL OR CHEMICAL ATTACK

Distinguishing Between Biological Release and Chemical Release

A biological agent will never cause immediate symptoms; a chemical agent almost always will. If a biological agent attack has occurred, the goals of the Office of Safety & Security are to reduce the total number of people exposed and to account for everyone who was exposed. For a chemical release, the goal is to minimize the concentrations to which people are exposed. In all cases, the Fire Department should be notified immediately.

Emergency Response to Indoor Biological Release (or Unknown)

1. If evacuation can be done safely, a member of Safety & Security or Incident Command shall call for the evacuation of the building to a meeting point upwind of the building.
2. Incident Command shall direct personnel to shut off local exhausts, such as those serving bathrooms and kitchens (they are often controlled separately from the HVAC system). These actions will prevent the building from becoming a source of contamination for people outside.
3. If a knowledgeable building operator is available, Incident Command shall direct them to shut off the HVAC and close outdoor air dampers. If this is not possible, the HVAC shall be put into full recirculation mode. Stairwells shall be pressurized with 100% outdoor air to provide an evacuation route.