

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE <b>CAMPUS EVACUATION PLAN</b>	Procedures 3.01.02.01
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## Purpose

To provide for an orderly evacuation of a College facility during an emergency, the following plan and operating procedures have been adopted.

### A. Evacuation and Emergency Escape Procedures

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff and visitors should leave the building by the closest available exit in an orderly manner. Emergency evacuation routes are posted in the facilities.

### B. Accountability for Students

Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation. The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed but not locked, as classrooms are evacuated and the instructor ensures that the classroom is empty. The instructor should regroup the class at the evacuation site. Any student(s) unaccounted for should be reported to emergency response personnel immediately.

### C. Accountability for Employees

Supervisors or designees should account for the employees in their immediate work area or department. Any employee(s) unaccounted for should be reported to emergency response personnel immediately. Because supervisors are responsible for accounting for employees, it is imperative that work groups reassemble in the designated evacuation site after evacuation.

### D. Evacuation Sites

The primary evacuation site should be utilized when possible, but an alternate site is designated in case the primary site is unsuitable due to smoke/wind conditions or other factors.

Building Name	Primary Evacuation Site	Alternate Evacuation Site
Balsam Center	Parking Lot A	Parking Lot B
Bradford Hall	Parking Lot C	Parking Lot E
Burrell Building	Parking Lot L	Parking Lot A
Founders Hall	Parking Lot C	Parking Lot K
Oaks Hall	Parking Lot F	Parking Lot K
Holt Library	Parking Lot I	Parking Lot K
The Summit	Parking Lot G	Parking Lot J
Jackson County Early College	Parking Lot F	Parking Lot K
Macon Annex	Parking Area (County Employee Lot)	Parking Area (Courthouse - Public)
Cecil L. Groves Center - Macon Campus	Parking Area – Front	Parking Area - Rear
Public Safety Training Center	Parking Area	Field Near Entrance Road
Swain Center	Parking Area - Front	Parking Area - Rear
Cashiers Center	Parking Area - Front	Field Near Center

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#### **E. Rescue and Medical Duties**

Appropriate county emergency response personnel, including fire and rescue department personnel, shall perform rescue and medical duties. College employees are neither trained nor required to perform rescue and medical duties. Nothing in this Policy should be interpreted as to restrict employees from providing first aid or rescue assistance on a volunteer basis.

#### **F. Evacuation of Persons with Disabilities**

In the event of a building evacuation in Founders Hall or the Balsam Center, persons with mobility impairment who may be on an upper floor must use their own discretion to determine if using the elevator is more of a risk than waiting for rescue personnel to reach them. If person(s) with mobility impairment cannot access or choose not to access the elevator, they should go to designated area(s) located on each of the upper floors so that emergency personnel can access their location quicker. The locations of all designated areas shall be maintained in an emergency evacuation protocol and be readily available for emergency response personnel.

College faculty and staff cannot be required to lift or carry a person with a mobility impairment. This is not required as it is beyond the Office of Civil Rights' definition of "minor assistance" and is considered to be "services of a personal nature" which are not required by the American with Disabilities Act.

This is not to imply that College employees are prohibited from offering this type of assistance during an emergency. If a person with mobility impairment does not utilize a wheelchair, but could benefit from assistance during an evacuation, office or computer lab chairs with rollers are readily available in every building.

The College shall develop an emergency evacuation protocol for persons with disabilities and shall ensure the appropriate College personnel are trained based on the protocol requirements.

#### **G. Fire Drills and Mobility Impaired Individuals**

A person with mobility impairment may request advance notification of planned fire drills so that the individual can decide whether evacuation during the drill is advisable or would possibly pose a risk of injury. In this case, mandatory participation is not required for a person with mobility impairment. To request advance notification, the person with a documented mobility disability must notify the Disability Services Coordinator who will provide the Campus Resource Officer with a list of such persons requesting advance notification once the person has requested the early alert service. The Campus Resource Officer will notify the persons by telephone, in person, or by e-mail prior to the drill.

Cross Reference: 3.01.02 – Campus Safety and Emergency Planning;  
3.01.02.02 – Bomb Threats

Adopted: January 2013

Revised: February 2014