

EMERGENCY RESPONSE

EVACUATION



JAMES SPRUNT
COMMUNITY COLLEGE

EMERGENCY RESPONSE

EVACUATION

FIRE EVACUATION TRAINING

Purpose

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



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FIRES

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.



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**Treat all building alarms as an emergency
until determined otherwise.**

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- Everybody has a responsibility for ensuring the safety of the building on a day to day basis
 - Don't tamper with any fire safety equipment. Don't prop open fire doors.
 - Make sure you don't create any risks. If you are working in a laboratory make sure you are aware of the risk assessments for your experiments. In offices the main sources of ignition are likely to be electric equipment. The main sources of fuel are paper.
 - The use of open bar electric heaters is forbidden by the college. Any personal electrical equipment brought into the department MUST be tested before use.
 - If you see anything unsafe, e.g. damaged fire equipment, fire doors not closing properly or unsafe working practices in a lab then report it to the safety officers (SRO, Arthur Kornegay, Kristy Brinson, Toni Murphy-Henderson)



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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, and lights turned out 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.



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FACULTY: IMPORTANT TO REMEMBER

Keep attendance roster with you to account for students

At the beginning of each semester advise Kristy Brinson and Toni Murphy-Henderson of students in your class with limited abilities that would need assistance during an evacuation. A copy of their class schedule will need to be provided.

At the beginning of each semester, physically show your class the Designated Area for an evacuation. These designated areas will be posted across campus.

When you reach your Designated Area, you will hold up a green card if all your students are accounted for, OR a red card if someone is missing.



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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.

Supervisors: When you reach your Designated Area, you will hold up a green card if all your staff is accounted for, OR a red card if someone is missing.



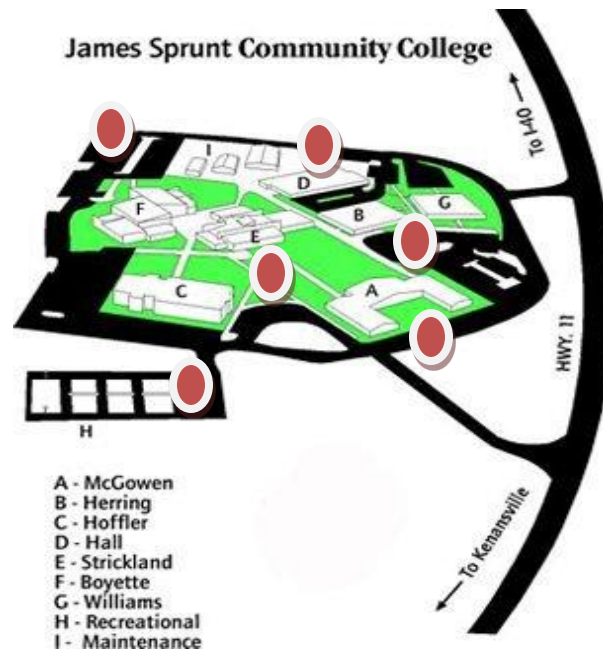
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Emergency Evacuation Assembly Areas



BUILDING

ASSEMBLY AREA DESIGNATED

Boyette/
Maintenance

Parking lot by Head Start

Hall

Parking lot by grape
vineyard

Herring

Parking lot directly in
front of Herring Building

Hoffler/
Recreational

Tennis Courts

McGowen

Flag Pole – in front of
McGowen Building

Strickland

Clock Tower

Williams

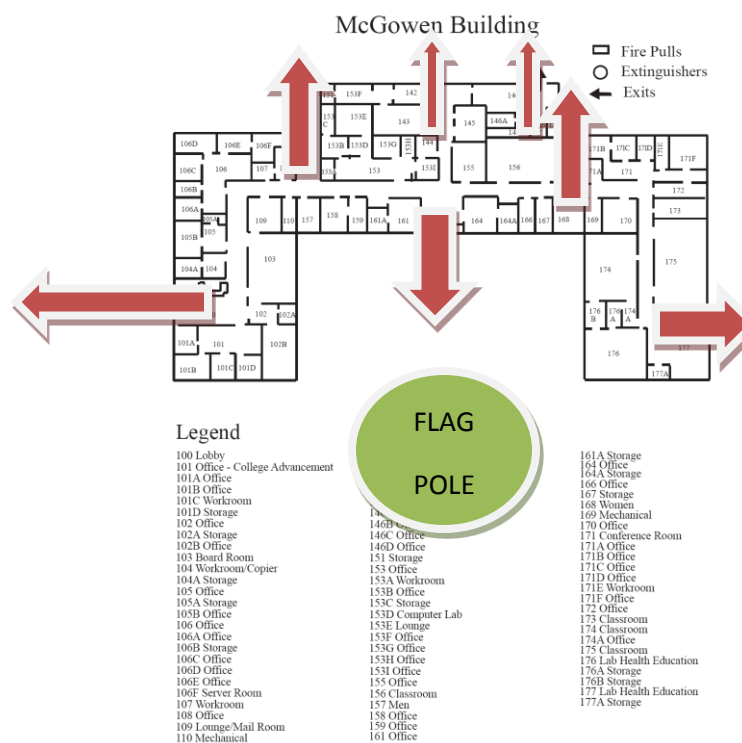
Parking lot directly in
front of Herring Building

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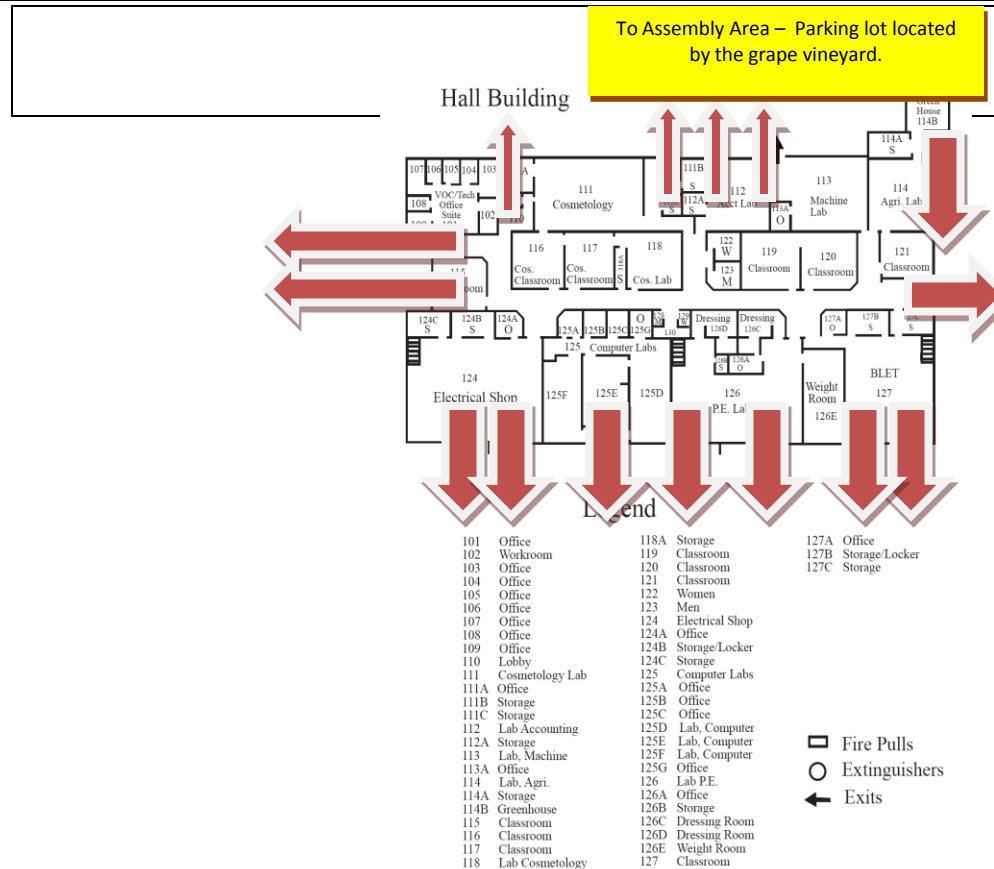


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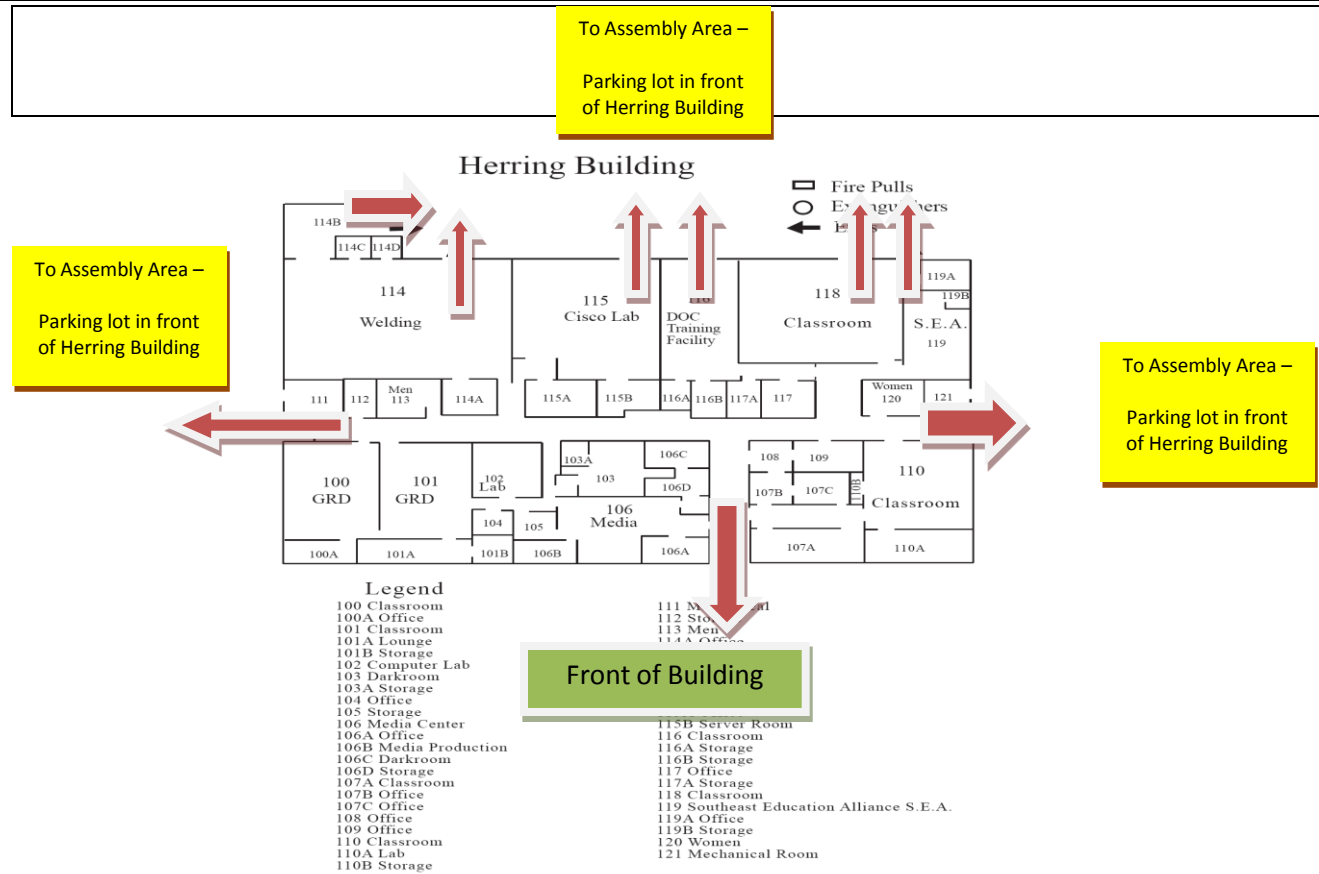


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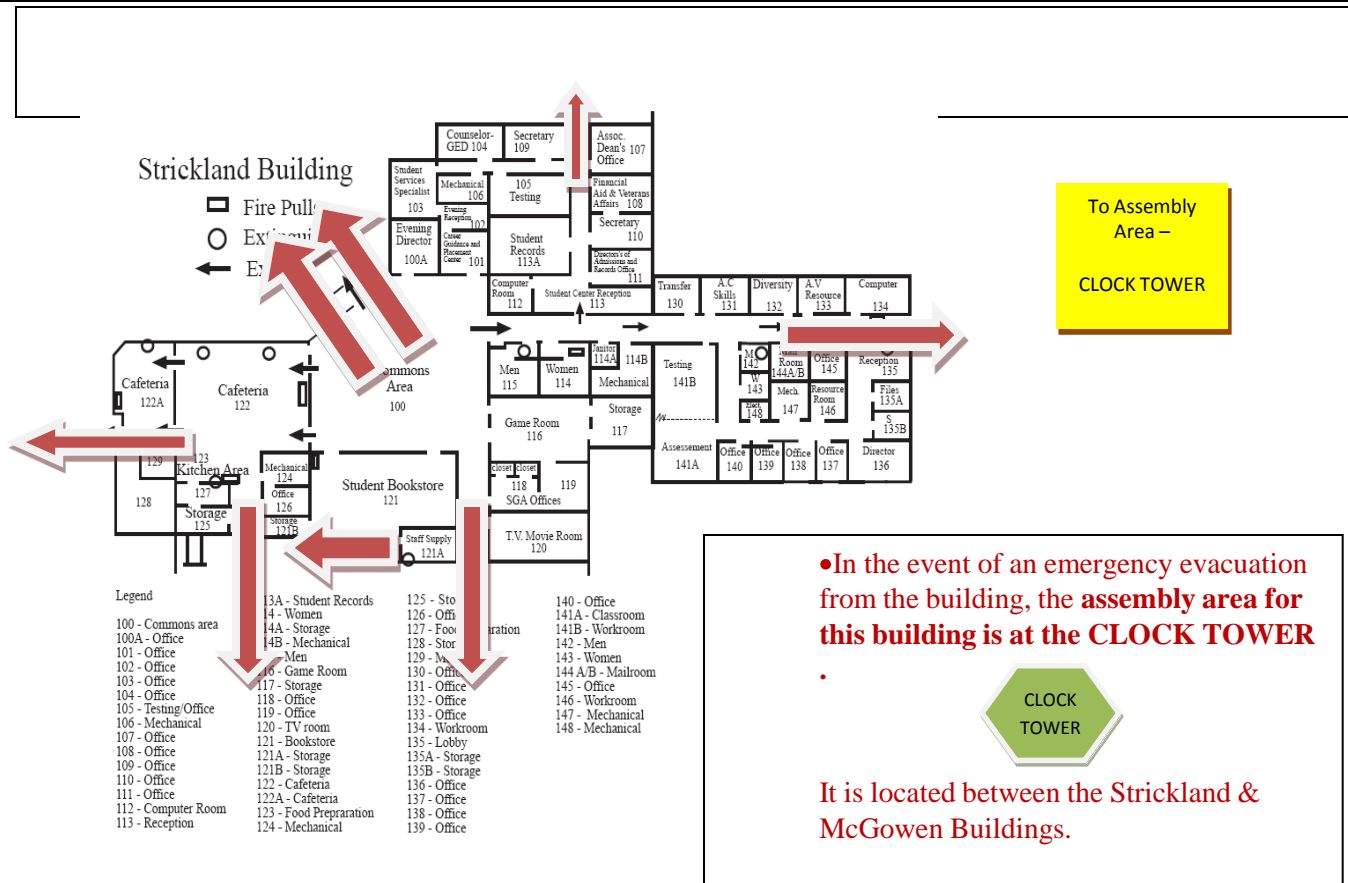


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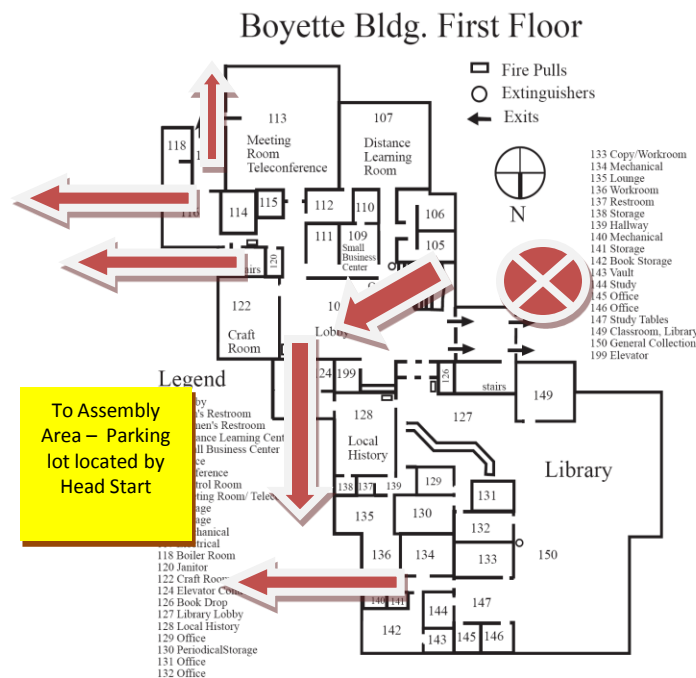


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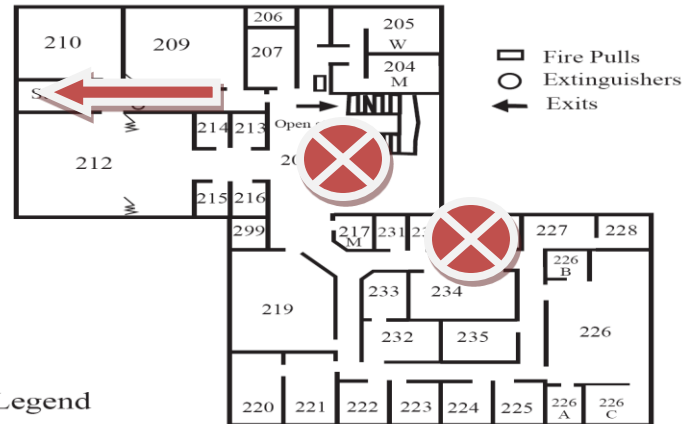
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Take stairs –
use exit doors
to meet in
Assembly Area
– Parking lot
located by
Head Start

Boyette Bldg. Second Floor



Legend

- | | |
|--------------------|-------------------|
| 202 - Lobby | 223 - Office |
| 204 - Men | 224 - Office |
| 205 - Women | 225 - Office |
| 206 - Janitor | 226 - Open Office |
| 207 - Storage | 226A - Office |
| 209 - Computer Lab | 226B - Office |
| 210 - Computer Lab | 226C - Office |
| 212 - Literacy Lab | 227 - Office |
| 213 - Tutor/Office | 228 - Office |
| 214 - Tutor/Office | 230 - Storage |
| 215 - Tutor/Office | 231 - Storage |
| 216 - Tutor/Office | 232 - Work Room |
| 217 - Mechanical | 233 - Storage |
| 219 - Classroom | 234 - Mechanical |
| 220 - Office | 235 - Lounge |
| 221 - Office | 299 - Elevator |
| 222 - Office | |
- Partitions, Room

EMERGENCY RESPONSE

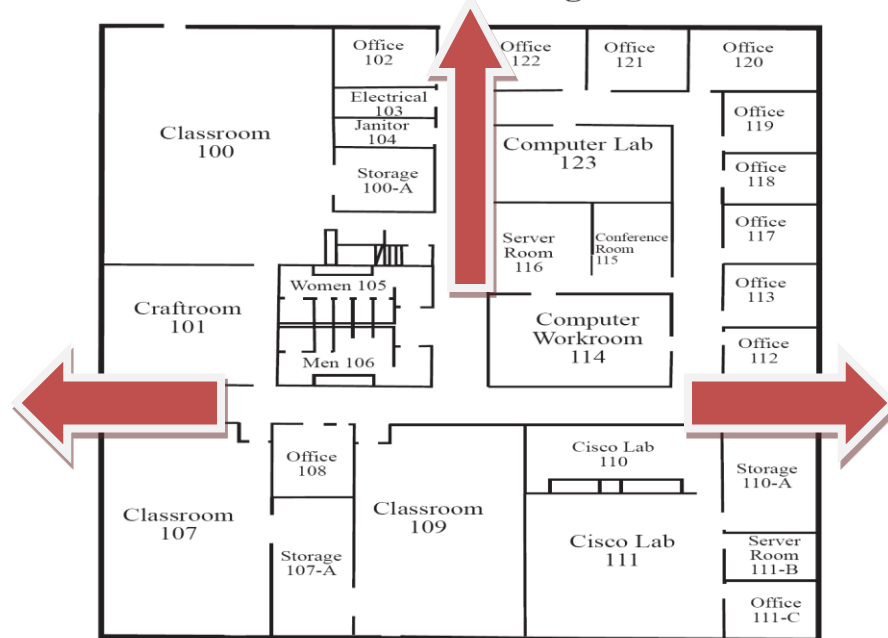
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TO Parking lot located in front of
Herring Building.

Williams Building

To Assembly
Area – Parking
lot located
directly in
front of the
Herring
Building

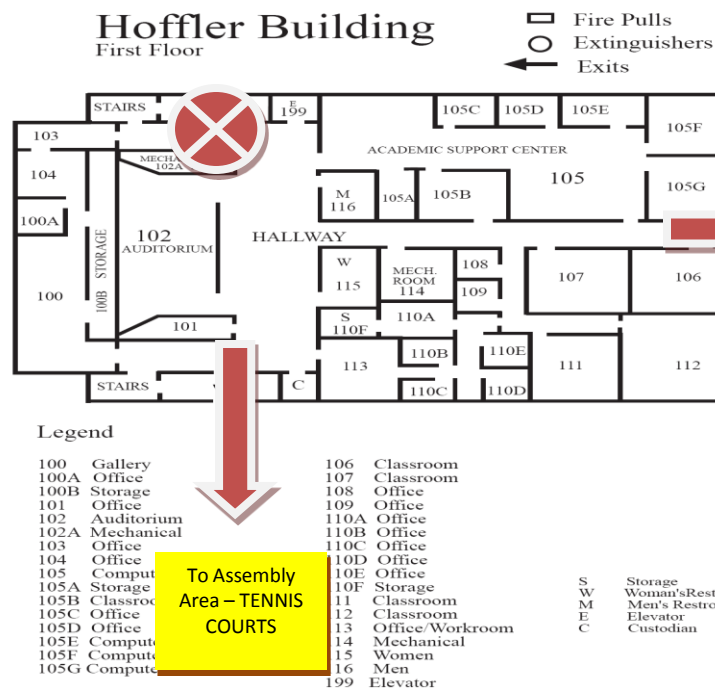


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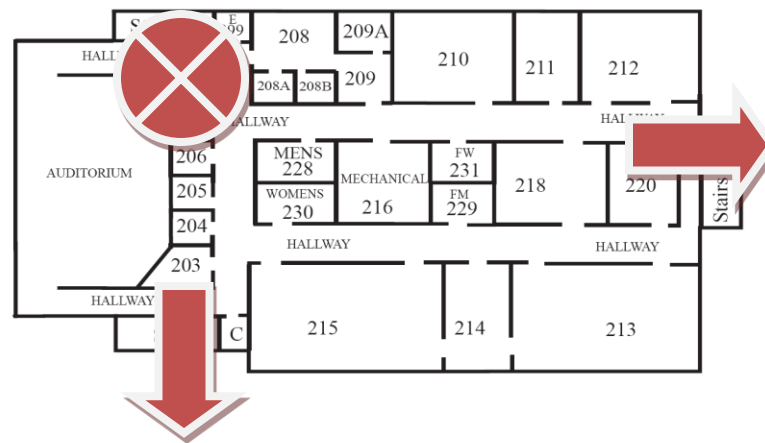
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Hoffler Building
Second Floor

- Fire Pulls
- Extinguishers
- ← Exits



To Assembly
Area – TENNIS
COURTS

Legend

203 Office	To Assembly Area – TENNIS COURTS	220 Classroom
204 Office		228 Men
205 Office		229 Faculty Men
206 Office		230 Women
207 Office		231 Faculty Women
208 Conference		299 Elevator
208A Storage	215 Classroom	C Custodian
208B Workroom	216 Mechanical	M Mechanical
209 Office	218 Classroom	

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Actual fire or smoke situation

Begin building evacuation by activating the nearest fire alarm.

Notify Front Desk by calling extension **2400** or **296-2400**. **State your name, building, and location of fire.**

Receptionist will call the fire department even though fire alarm sounds.

Security and/or Facilities personnel will investigate the situation and will help clear the building.

If a source of smoke or fire is located, determine if the fire is small enough to handle with a fire extinguisher. Do not attempt to extinguish the fire unless you have been trained to use a fire extinguisher and know what you are doing.

Make sure all occupants are out of the building. Direct evacuees to the Designated Assembly Area. Do not block emergency vehicle access to the building.

The fire chief and/or campus safety and security will notify you when it is clear to return to the building.

Automatic System Activation

Ensure that evacuation of the building begins.

Call Front Desk at extension **2400** or **296-2400** to report alarm activation.

If fire or smoke is seen, leave the building by the nearest safe exit.

False Alarms

Obviously, you will not know at the time of activation whether or not an alarm is false. For this reason, you **MUST** regard each alarm as an emergency. In fact, it is a violation of local fire code to disregard alarm activations. Evacuation procedures **MUST** be followed for any alarm.

Contact Front Desk at extension **2400** or **296-2400** to report alarm activation.



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In the event of an emergency evacuation from the building, never use the elevator.



People who have difficulty with stairs or with a timely exit should not use the stairs during an evacuation. One of the biggest dangers in the evacuation of a large group of people is not the fire, but from people trampling each other in their efforts to escape. People with disabilities should seek out the nearest emergency evacuation assembly area during an evacuation.

The emergency evacuation assembly areas are located on each floor, adjacent to a stairwell.

They are clearly marked with the international wheelchair access symbol (most often seen on handicap parking signs) and signs that state, "Emergency Evacuation Assembly Area."



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