

Building Evacuation Policy

1. **General.** It is the policy of Asnuntuck Community College to evacuate students, staff, vendors, and guests in the most expeditious manner in the event of an emergency, according to this plan. Furthermore, faculty, staff, and administrators will assist in the timely evacuation of the building, in order to ensure the safety of everyone. Evacuation must occur even in the event of a practice fire drill. This policy supersedes all previous evacuation policies.
2. **Plan.** An emergency evacuation plan is located to the right of every door of every classroom, laboratory, office, work area, and public area. There is also a plan in the student lounge, Café II, the gymnasium, the auditorium, and the Learning Resource Center. Each plan indicates in **red marker**, the nearest emergency exit. In the event of an emergency or fire drill, occupants should proceed out the nearest emergency exit to an area outside the building, and across the parking lot. A detailed copy of the general evacuation plan is attached.
3. **Exits and Stairwells.** There are twenty-one external exits on the first floor, each marked on the attached floor plan of the building. Stairwells are located in each of the four corners of the building exclusive of the LRC. They are the northeast, northwest, southeast, and southwest stairwells. Egress from your second floor classroom location or lab is through the nearest stairwell, which is marked on the plan in your classroom.
4. **Elevator.** The use of the elevator during an emergency is restricted to emergency personnel.
5. **Responsibilities.** At the beginning of each semester each classroom instructor will notify students of the emergency evacuation plan in each classroom. Instructors will also ask if there is any student that is temporarily or permanently disabled, and thereby needs assistance to evacuate the building. Instructors should notify the information center and the Dean of Students if there are students in this category, so that contingency plans can be developed to assist those students. In the event of an emergency evacuation, the Dean of Students and his/her assistants will facilitate the evacuation of the disabled students.
6. **Fire Alarm Boxes and Extinguishers.** Fire alarm boxes and extinguishers are located throughout the building and are identified on the attached general evacuation plan.
7. **Reading Room Staff and Students.** Reading room staff is responsible to ensure the location of each child at all times and to effect the timely evacuation of those children in the event of an emergency.

8. **PEOPLE WITH MOBILITY CONCERNS. ANY REPRESENTATIVE OF THE COLLEGE (FACULTY, ADMINISTRATOR, ETC.) IS RESPONSIBLE FOR THE EVAUCATION AND SAFETY OF ANY PERSON EXPERIENCING MOBILITY PROBLEMS. ON THE FIRST FLOOR FOLLOW THE GENERAL EVACUATION PROCEDURE AND ASSIST PEOPLE WITH MOBILITY PROBLEMS TO EVACUATE THE BUILDING. ON THE SECOND FLOOR, ASSIST THOSE EXPERIENCING MOBILITY PROBLEMS TO THE NEAREST STAIRWELL AND WAIT FOR FIRE DEPARTMENT PERSONNEL, MAINTENANCE OR SECURITY TO ASSIST THE PERSON OR PERSONS NEEDING ASSISTANCE TO EVACUATE THE BUILDING.**

9. **Lock Down.** In the event of a lock down due to an existing dangerous situation, evacuation will be guided by State or local policy.

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