Procedures: Mondays - Fridays when the College is open - 8 a.m. through 5 p.m.

When a major emergency develops on campus necessitating the evacuation of a building or the entire campus, the person discovering the emergency shall begin the evacuation in the area by pulling a fire alarm at the nearest activation station. After the fire alarm has been pulled, the same person shall go to the nearest (and safest) phone and call 911 to contact the appropriate outside emergency service agency. After calling 911, the same person shall notify the Campus Police Department.

For minor emergencies in which the building does not have to be evacuated immediately, the person should begin the emergency procedures by calling the Campus Police Department.

When calling the Campus Police Department concerning an emergency, the caller should stay calm and not hang up until told to do so. The Campus Police Department will need as much information as possible about the emergency and the exact location of the emergency.

Once the information has been received by the Campus Police Department the highest ranking supervisor or officer on duty will then notify the President or designee. If the President cannot be contacted, these individuals shall be called in the following order until someone has been contacted:

Vice President for Academic Affairs
Vice President for Administrative Services
Assistant Vice President for Administrative Services
Director of Human Resources
Chief of Campus Police
After the appropriate individuals have been contacted, the evacuation decision will be made. Once the evacuation decision is made, Campus Police Department staff will contact the appropriate Building Captains/Assistant Captains. Notice to evacuate building(s) will be transmitted via the fire alarm system. In the event of an alarm failure, oral instructions will be given to evacuate by a Campus Police officer or other College official. (A fire alarm must be activated in each building that needs to be evacuated.)

Campus Police Department staff will also make the emergency phone call(s) to the proper emergency service agencies.

Once the Building Captains/Assistant Captains have been contacted, they are to evacuate their assigned building by pulling a fire alarm for that building. If this method does not work, they are to give the instructions to evacuate the building verbally to its occupants.

In cases of fire, **elevators should not be used**. In cases of a bomb threat, **portable radios should not be used** until the emergency has been resolved. When evacuating for a bomb threat, leave everything as it is and do not touch any suspicious objects.

All evacuees shall remain 300 to 500 feet away from the building or danger area until the signal is given to reoccupy the specific area or building.

All persons on campus shall follow the directions of the Campus Police Officers, the outside emergency agency personnel, and other College officials who are responding to the emergency.

**Evacuation Procedures After Hours**

Evacuations necessary after hours would involve the times and days listed below. These would not include holidays or minimum staffing periods.

- Mondays - Fridays: 5:30 a.m. - 8:00 a.m.
- Mondays - Fridays: 5:00 p.m. - midnight
- Saturdays: 7:00 a.m. - midnight

If the situation requires an immediate evacuation of a building, the person who discovered the emergency shall activate the building fire alarm system and immediately call 911 to get assistance from an outside emergency service agency and then call the Campus Police staff using the portable radio phone number. If the building does not have to be evacuated immediately, call the Campus Police staff using the portable radio phone number.

The highest-ranking Campus Police Officer on duty will notify the proper College authorities and the proper outside emergency services. If an evacuation is necessary, Campus Police staff will initiate and carry out the evacuation procedures.

All instructors are responsible for evacuating their classrooms and accommodating any students with disabilities and others who may need assistance in the evacuating process.
All evacuees are to remain 300 to 500 feet from the evacuated facilities until the signal is given to reoccupy the specific area or building. Campus Police staff will be responsible for carrying out the evacuation procedures.

Evacuation Procedures when the College is Closed

If an emergency occurs which activates the College alarm system, the operators at the alarm control center will contact someone from the College. The operator will also notify the appropriate outside emergency service agency along with the appropriate College employee. If the operator cannot determine what type of emergency is occurring, the Tallahassee Police Department will be notified to investigate the situation.

If an individual (employee or non-employee) sees an emergency situation on campus or in a College building, 911 should be dialed immediately for assistance. If it is safe to do so, the reporter of the emergency shall give as much information to the outside emergency service agency as possible and shall stand by to assist the outside emergency service agency locate the area of the emergency. If it is not safe for the reporter of the emergency to stand by, the reporter shall call the appropriate outside emergency agency and give as much information as possible concerning the emergency. The emergency reporter shall go immediately to a place of safety.