

# Emergency Procedures

## Volunteer State Community College

### When You Hear Campus Alarms Listen Carefully & Follow All Instructions!!!!

The campus has trained volunteers (building coordinators) who will direct building occupants in the event of an emergency or crisis situation. These coordinators are easily distinguished by the yellow vests they wear and are equipped with portable radios to enable them to communicate with the Campus Police Department.

### Evacuation Information

- ✓ Become familiar with your surroundings. Locate closest exits and map out nearest exit route.
- ✓ Remain calm. Follow emergency guidelines and directions given by emergency personnel.
- ✓ If the alarm is activated, go to the nearest stairwell or exit door and leave the building immediately.
- ✓ Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he/she should be directed to the nearest stairwell to await the arrival of emergency personnel. Campus Police and/or other emergency personnel must be notified upon arrival, identifying the location of the individual.
- ✓ Proceed to the designated assembly area for your building.
- ✓ DO NOT re-enter the building unless directed to by emergency response personnel.



### Fire

- If fire or smoke is detected notify Campus Police immediately by dialing "3911"
- Go to the closest stairwell or exit door (close all doors behind you) and leave the building immediately
- Pull the fire alarm as you leave the building
- Do Not use the elevators
- Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he/she should be directed to the nearest stairwell to await the arrival of emergency personnel. Campus Police and/or other emergency personnel must be notified upon arrival, identifying the location of the individual
- Proceed to designated assembly area
- DO NOT re-enter the building unless directed to by emergency response personnel

### Hazardous Material Release

- Evacuate: Leave spill area immediately. Remove personnel from danger of release. Alert other building occupants
- Confine: Block area to unnecessary personnel. Use doors to contain vapors. Shutdown ventilation system where possible. Use hood to exhaust vapors
- Notify: Campus Police ext. 3911 or ext. 3595 and Health & Safety at ext. 3617
- Follow instructions of emergency personnel

### Severe Weather

#### During a Tornado Warning

- Move to basement, or
- First floor interior hallway, or
- Restroom or other enclosed small area away from large glass areas
- Get under sturdy furniture
- Stay away from windows
- If caught outside, crouch in a nearby ditch or close to the ground

#### During a Severe Thunderstorm Warning

- Immediately go inside for protection
- Stay away from windows, water faucets and other plumbing fixtures
- Do not use the telephone, television or computers since lightning can travel through connecting wiring
- If outside – stay away from tall trees and other objects that are likely to be struck by lightning
- If caught in an open field, crouch in a ditch or close to the ground

### Power Outage

- Help co-workers in darkened areas move to safe locations
- Unplug personal computers
- Take personal belongings if instructed to leave the building
- Secure any hazardous materials or equipment before leaving