

# Procedure 123 Evacuation

December 23, 2020

Supersedes previous procedure 123 dated January 22, 2020



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## Summary

To establish guidelines for the appropriate response to a general evacuation in the event of a real or perceived emergency.

### I. Definitions

- A. Emergency Contact Team:** The team that is primarily responsible for performing emergency response tasks (within the College). The Emergency Contact Team includes, but is not limited to, members of the Department of Campus Safety, members of College Administrative Support Team (CAST), select members of the Buildings and Grounds Department, and select members of the College administration.
- B. Evacuation:** The act of clearing one or more portions of the campus or building.
- C. Incident Command System (ICS) Team:** Activation of the ICS Team is dependent upon the nature of the emergency. The ICS Team establishes priorities, provides overall guidance and direction, and coordinates the allocation of critical resources among the various departments.
- D. Incident Command Post (CP):** The location from which all incident planning and operations are directed. This location serves as the headquarters during an emergency and is the focal point for policy-related decision-making and resource allocation.
- E. Incident Commander:** The person in charge of all operations in response to the emergency or incident.

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## Process

All faculty, staff, students, and visitors on campus will evacuate to the nearest evacuation assembly area as noted.

### I. Responsibility

The Department of Campus Safety will be immediately notified in the event of an emergency (phone, fire alarm, etc.), at which time the emergency notification procedure will be initiated. The Incident Commander (could be the initial responding officer or desk officer) will be responsible for determining if an evacuation is warranted.

If an evacuation is necessary, the Incident Commander is responsible for initiating the General Evacuation Procedures.

### **A. Campus Safety Command**

In the event an evacuation is warranted based upon the nature of the emergency, the Campus Safety Incident Commander will:

1. Activate the Emergency Contact Team by phone, radio, alarm, etc.
2. Maintain communication with the Emergency Contact Team and ICS Team from a safe location.
3. Verify evacuation of all applicable areas.
4. Verify that all necessary building fire alarms are activated.
5. Designate Emergency Contact Team members to survey designated physical disability staging areas for person(s) in need of assistance.
6. Assign and verify completion of Child Care Center client pick-up, or arrangements for alternate evacuation locations.
7. Ensure that additional external emergency assistance has been requested as necessary and coordinate with arriving agencies; ensure that staging areas for these agencies are cleared for access.
8. Notify the Emergency Contact Team when the evacuated areas can be re-occupied.

### **B. Campus Safety Officers and CAST team members will:**

1. Assist with the orderly evacuation of the affected area.
2. Locate and assist with the evacuation of persons with disabilities.
3. Maintain a safe-distance perimeter.
4. Ensure that emergency vehicle pathways are clear.
5. Direct responding emergency vehicles to the staging or triage areas.
6. Ensure that people do not re-enter until authorized.

### **C. Maintenance Personnel will:**

1. Upon hearing the alarm, all Maintenance Personnel should report to the Campus Safety Office. The location of the alarm will be relayed to Maintenance Supervisory Personnel by Campus Safety. Supervisory Maintenance Personnel will then direct their staff to evacuate areas according to the needs of the team.
2. In the event of inclement weather, Grounds will be notified to provide vans for the children in Day Care. These vans will only be used on campus as temporary shelter for Day Care children.
3. Upon completion of evacuation, all members of the team will meet at the Campus Safety Office located in B Building.

### **D. Mobility-impaired Individuals: Areas of Refuge are located:**

1. At all third Floor Elevator Entrances.
2. On the second floor of the Technology building – at the fire exit stairwell opposite the Computer Lab at the south end of the hallway.
3. On the second floor of the Technology building – at the elevator near the computer lab hallway.

4. On the second floor of the Arts Center – in the connecting hallway (bridge) between the Arts Center and the Main Building.
5. In the Student Success Center, in the southeast stairwell of the second floor, near the bridge to the Tech Building.
6. In the Richard C. Call Arena, at the top of the southwest stairwell, opposite the Fitness Center doors.
7. In the Richard C. Call Arena, at the top of the north stairwell, near the elevator.

**E. Communications:**

1. The fire alarm system and/or public address system will be activated (dependent on the nature of the emergency) to evacuate the campus.
2. In the event of a lengthy evacuation, the NYALERT system (or its equivalent) will be utilized to communicate the emergency to all subscribers.
3. All radio communications will be on GCC Channel 1, unless otherwise directed by the Incident Commander. Only emergency radio traffic is authorized on this channel.
4. Once it has been determined that the affected area(s) is safe to reoccupy, the public address system in the Campus Safety office will be utilized to notify the evacuees. The NYALERT system (or its equivalent) will also be used to advise that the emergency has been abated.

**F. Child Care Center:**

1. The Child Care Center is open Monday through Friday from 0730 hr. until 1730 hr., and follows the College's academic calendar.
2. All Child Care staff is trained in the evacuation procedures for their facility, but may require additional assistance in the event of an evacuation.
3. Members of the Child Care Center CAST team will respond to the Child Care Center and assist the staff with the children. At the onset of an alarm, the child care staff will begin getting children ready to move. When evacuating, they will meet in front of the Student Success Center (SSC). The SSC is a standalone building that can be occupied, unless that is the location of the alarm. They can use this building to shelter in the case of inclement weather. If the SSC is unavailable, the staff and children can evacuate to the Green area if an outside area is appropriate depending on the weather. In the event of inclement weather, the staff and students will proceed to the Call Arena for shelter. The Call arena can also be occupied if the alarm is on the main campus.
4. A member of the Buildings and Grounds staff will be available to operate a GCC van for use by the Child Care Center staff and clients, if necessary.

**G. Reporting**

1. Throughout the emergency or incident, the Incident Commander will appoint a scribe to note important times and events.

2. At the conclusion of the incident, the Incident Commander will ensure that a Case Report is filed documenting the evacuation and the reason for the evacuation. Additional information needed includes:
  - a) Time started, time finished, length of time it took to evacuate
  - b) Weather conditions
  - c) Building(s) evacuated
  - d) Approximate number of people evacuated
  - e) Number of employees assisting with evacuation
  - f) Any problems noted

## II. Evacuation Assembly Areas

### A. All Buildings on Main Campus

All individuals within the Main Campus Building should exit to one of the following four areas:



1. North of Arts Center (back entrance)
2. East of Main Building (towards College Village)
3. Southeast Corner of Main Building (off Library)
4. South of Main Building and Technology Building

## B. Richard C. Call Arena

All individuals within the Richard C. Call Arena should exit to one of the following two areas:



5. Northeast of Arena (by softball field)
6. South of Fitness Center

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### Forms

None

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### Related Documents

Procedure 102.1: Emergency Response