

# EVACUATION PROCEDURE



In the event of a catastrophic emergency, fire, or upon notification from the Vice President for Finance and Administration (or his/her designee), perform the following evacuation procedure:

1. Gather personal belongings (purse, backpacks, etc.) and walk quickly out of your classroom/workspace and ask others to do the same. Walk to the nearest exit and proceed to the predetermined area(s) at least 200-300 feet from the building. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. (EXCEPTION) In an earthquake situation first DROP-COVER-HOLD until shaking subsides, then evacuate.
2. If fire or smoke is detected activate the fire alarm system if it has not already been activated and dial 9-911. If fire is small enough use a fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
  - You don't know what is burning.
  - The fire is spreading rapidly.
  - You don't have the proper equipment.
  - The fire might block your means of escape.
  - You might inhale toxic smoke.
  - Your instincts tell you not to do so.
3. If possible, doors and windows should be closed, not locked, as the last person leaves the room or area.
4. DO NOT USE ELEVATORS. Use building stairways to exit.
5. If you are not able to assist a person or persons evacuate, position the person or persons in the safest place possible according to the emergency. Alert emergency personnel of the person or person's location.
6. Upon evacuation of the building, proceed to the designated area(s) in order for instructor(s)/supervisor(s) to perform a head count.
7. Never re-enter the building without permission from the Vice President for Finance and Administration (or his/her designee).

Building evacuation plans are located at:

**[www.cptc.edu/risk/safety/emergency-management](http://www.cptc.edu/risk/safety/emergency-management)**