

I. Purpose

To provide for an orderly evacuation of a College facility during an emergency, the following plan and operating procedures have been adopted.

A. Evacuation and Emergency Escape Procedures

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff and visitors should leave the building by the closest available exit in an orderly manner. Emergency evacuation routes are posted in the facilities.

B. Accountability for Students

Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation. The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed but not locked, as classrooms are evacuated and the instructor ensures that the classroom is empty. The instructor should regroup the class at the evacuation site. Any student(s) unaccounted for should be reported to emergency response personnel immediately.

C. Accountability for Employees

Supervisors or designees should account for the employees in their immediate work area or department. Any employee(s) unaccounted for should be reported to emergency response personnel immediately. Since supervisors are responsible for accounting for employees, it is imperative that work groups reassemble in the designated evacuation site after evacuation.

D. Evacuation Sites

The primary evacuation site should be utilized when possible.

Building	Evacuation Point
Alexander Center For Education	"The Rock" North of Building
Alexander Applied Technology Center	Backside of North West Parking Lot
Catawba Furniture Academy	North East, Gazebo Area
Corporate Development Center	Light pole nearest to Benco Steel
Cosmetology	Mailbox Shelter to the side of Building 3065
Cuyler A. Dunbar - First Level	Cuyler A. Dunbar Parking Lot at F1 Call Box
Cuyler A. Dunbar -Second Level	Cuyler A. Dunbar Parking Lot at F1 Call Box
Cuyler A. Dunbar-Third Level	Parking Lot Left of F1 Call Box
Cuyler A. Dunbar -Fourth Level	Parking Lot Left of F1 Call Box

Cuyler A. Dunbar -Fifth Level	Cuyler A. Dunbar Parking Lot at F1 Call Box
Dental Hygiene	West Tarlton Complex Parking Lot towards West Wing Parking Lot at B1 Call Box
East Campus / Appalachian Center	Second row of light poles
East Wing/ Challenger/ President's Office	Northeast side (front) of Robert E.Paap Building at tall light pole with call box
Engineering Technology	Northeast side (front) of Robert E.Paap Building at tall light pole with call box
Environmental & Life Science	Northeast side (front) of Robert E.Paap Building at tall light pole with call box
Instructional Administration/Business Offices	Northeast side (front) of Robert E.Paap Building at tall light pole with call box
Maintenance/ Turf Grass	Gate at Main Entrance, off of Startown Rd. Entrance
Manufacturing Solution Center	Conover Station
Robert E. Paap Lower Level	Robert E. Paap Parking Lot at F2 Call Box
Robert E. Paap Upper Level	Northeast side (front) of Robert E.Paap Building at tall light pole with call box
Student Center	Tarlton Complex Parking Lot towards CAD at D2
Student Services	Tarlton Complex Parking Lot towards CAD at D2
Tarlton Complex	Tarlton Complex Parking Lot at B2 (South side of parking lot)
Vocational Shops/ Labs (Red Hall)	West Tarlton Complex Parking Lot towards West Wing Parking Lot at B1 Call Box
Welding	West Tarlton Complex Parking Lot towards West Wing Parking Lot at B1 Call Box
West Wing	West Wing Parking Lot at A-1/A-2 Call Box
Workforce Solutions Center	Near Pedestrian Bridge

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E. Rescue and Medical Duties

Appropriate county emergency response personnel, including fire and rescue department personnel, shall perform rescue and medical duties. College employees are neither trained nor required to perform rescue and medical duties. Nothing in this Policy should be interpreted as restricting employees from providing first aid or rescue assistance on a volunteer basis.

F. Evacuation of Persons with Disabilities

In the event of a building evacuation for buildings with multiple floors, persons with mobility impairment who may be on an upper floor must use their own discretion to determine if using the elevator is more of a risk than waiting for rescue personnel to reach them. If person(s) with mobility impairment cannot access or chose not to access the elevator, they should go to designated area(s) located on each of the upper floors so that emergency personnel can access their location quicker. The locations of all designated areas shall be maintained in an emergency evacuation protocol and be readily available for emergency response personnel.

College faculty and staff cannot be required to lift or carry a person with a mobility impairment. This is not required as it is beyond the Office of Civil Rights' definition of "minor assistance" and is a "service(s) of a personal nature" which is

not required by the American with Disabilities Act. This is not to imply that College employees are prohibited from offering this type of assistance during an emergency. If a person with mobility impairment does not utilize a wheelchair but could benefit from assistance during an evacuation, office or computer lab chairs with rollers are readily available in every building.

The College shall develop an emergency evacuation protocol for persons with disabilities and shall make sure that appropriate College personnel are trained based on the protocol requirements. Manual lifts are available outside each stairwell in the Cuyler A. Dunbar (CAD) Building.

G. Fire Drills and Mobility Impaired Individuals

A person with mobility impairment may request advance notification of planned fire drills so that the individual can decide whether evacuation during the drill is advisable or would possibly pose a risk of injury. In this case, mandatory participation is not required for a person with mobility impairment. To request advance notification, the person with a documented mobility disability must notify the Disability Services Coordinator, who will provide the Campus Resource Officer¹ with a list of such persons requesting advance notification, once the person has requested the early alert service. The Campus Resource Officer will notify the persons by telephone, in person, or by e-mail prior to the drill.

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¹ Or insert other appropriate safety official.