



Memorandum

To: All ACC Employees
From: Environmental Health And Safety Task Force
Date: April 15, 2003
RE: *Speedy and Safe Evacuation Procedures*
Included: Faculty Responsibilities, Occupant Responsibilities, Rally Point Map, and Fire Reporting Procedures

Please read all of the information in this memo very carefully. At the time of a planned evacuation or in the case of the real thing, it is extremely important that you know and **inform your students** of the all the appropriate procedures.

FACULTY RESPONSIBILITIES

Please share the following information with your students.

- ◆ You must **CLOSE but NOT** lock your classroom or office door. Take valuables with you (if in the same room).
- ◆ Proceed to the nearest exit. All exit, "Areas of Rescue Assistance", and Rally Point maps will be posted by Friday, April 18, 2003
- ◆ Report to the designated **RALLY POINT**. Check in with **Administrator-in-charge** or the person in the **orange hat** and with the "I.C". Orange Vest.
- ◆ Inform students that if they are not accounted for at the rally point, a fireman will enter the building, a potentially dangerous situation, to look for them.
- ◆ **DO NOT** leave the Rally Point or the campus unless you are instructed to do so or unless you are injured and in the care of emergency personnel.
- ◆ Make sure **ALL** of your students exit the building and report to the Rally Point. No one can leave campus.
- ◆ If you have a student in a wheelchair or otherwise mobility impaired on the second or above floor of a multi-story building, It is your responsibility to assist them to an "Area of Rescue Assistance". **Do not use elevators.**

OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay calm** – avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**. Do not use them unless you are trained.
3. Know how to report an emergency (222) on an ACC phone, non-ACC phone, 223-7999.
4. When the fire alarm sounds, make sure other personnel in your immediate area are aware of the alarm.
5. **Close** but **DO NOT LOCK** doors as you leave. Take all valuables with you (if in the same room). Turn off unnecessary equipment, if possible.
6. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: **Do not use the elevators** during a fire-related emergency!
7. Go to your assigned **RALLY POINT** outside the building and wait there. Do not leave the area unless you are told to do so. Rally points for each campus are identified on Emergency Exit Posters, are at least 300 feet from the building and are identified by a sign stating "EMERGENCY EVACUATION RALLY POINT."
8. **Emergency Evacuation Coordinators** (persons in orange vests) are available inside the building to respond to unforeseen problems, or for additional assistance.
9. The **Rescue Assistance Team** (persons in lime vests) will assist impaired students and personnel to the lowest floor possible. A team member must be with the waiting group at all times. Specialized assistance and rescue will be performed by specially trained Fire Department personnel.
10. **Do not re-enter** the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for occupants to re-enter!

For additional information concerning emergency procedures, rally points and areas of rescue assistance go to

http://accweb.austincc.edu/ehs/emerg_procedures.html

Your cooperation is greatly appreciated.

FIRE REPORTING PROCEDURE

If you discover FIRE or SMOKE:

1. Activate manual fire alarm **pull station** if possible.
2. If you are not in immediate danger, notify the Campus Police Dispatch 222 (from a campus phone) or 223-7999 (from any phone) provide:

Your Name

Fire Location (Bldg. # ____, Floor # ____, Room # ____)

Size and Type of Fire

Any additional information requested by the operator

3. If you are not in immediate danger, also notify the Administrator-in-Charge.
4. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to extinguish or contain a small fire. Do not place yourself or others in unnecessary danger.

If you are TRAPPED in the building and cannot find an escape route:

Call the Campus Police Dispatch 222(ACC) and give your exact location.