

THESE INSTRUCTIONS SHOULD BE POSTED IN STUDENT ACCESS AREAS

MT. SAN ANTONIO COLLEGE

GENERAL EVACUATION PROCEDURES FOR STUDENTS AND INSTRUCTORS

If you hear the evacuation alarm or are instructed to leave the building:

- Remain calm.
- Evacuate the building to the nearest Emergency Assembly Area. Take keys, coat, purse, and any other critical personal items with you as you will not be allowed to reenter the building. **NO EXCEPTIONS.**
- Follow any instructions from your Instructor.
- Use stairways only. Do not use elevators.
- Notify Public Safety at extension 4555.
- Close doors as rooms are vacated.
- Assist those who need help but do not put your self at risk attempting to rescue trapped or injured victims. Individuals requiring special assistance should assemble in areas designated as such.
- Note location of trapped and injured victims and notify Instructor or other emergency responders.
- Floor Captains will walk through the building to ensure evacuation is complete.
- Remain in Emergency Assembly Area until further instructions are given.
- Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the Instructor or authorized Public Safety personnel.

If you have any questions regarding this document, please contact the Risk Management office at extension 4230