

# MT. SAN ANTONIO COLLEGE

## GENERAL EVACUATION PROCEDURES FOR EMPLOYEES

### **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 Floor Captain or Building Marshal.
- Use stairways only. Do not use elevators.
- Close doors as rooms are vacated.
- Assist those who need help but do not put yourself 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 one of the following: Floor Captain, Building Marshal, Building Manager, Incident Commander, 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 Building marshal or authorized Public Safety personnel.
- To notify Public Safety, call extension 4555.