

SUMMARY OF RESPONSIBILITIES DURING FIRE DRILL

SAFETY COORDINATORS:

- Don your Safety Coordinator vest
- Make sure your area is clear and then close the door. (Do **NOT** lock the door.)
- Assist any disabled individuals needing help. (See “Shared Responsibilities” section below.)
- Have visitors and members of your department proceed to the designated evacuation gathering point via the nearest available exit. This area should be a minimum of 100 feet from the building.
- Keep streets, fire lanes, fire hydrants, and walkways clear for responding emergency vehicles and personnel.
- Assist your department supervisor in taking a headcount or roll call to ensure that all personnel are accounted for.
- Assist in preventing individuals from returning to the building until the “all clear” has been given by police or fire personnel.
- Do not take it upon yourself to turn off an alarm or to instruct others to re-enter. This will be done by designated emergency personnel only.
- Do not re-enter the affected area until instructed to do so by CLC Police, Facilities or emergency responders.
- Do not dismiss CLC employees unless told to do so by college administrators.

FACULTY:

- Clear your classroom and close the door. (Do **NOT** lock the door.)
- Have students leave the building in an orderly manner via the nearest available exit. Take all personal items.
- Assist any disabled students needing help. (See “Shared Responsibilities” section below.)
- Have students proceed outside to a clear area no less than 100 feet from the building.
- Take a headcount to ensure that all students are accounted for.
- Assist in preventing individuals from returning to the building until the “all clear” has been given by police or fire personnel.
- Do not re-enter the affected area until instructed to do so by CLC Police, Facilities or emergency responders.
- Do not dismiss students unless told to do so by college administrators.

ADMINISTRATORS:

- Assist others in your work area to evacuate the building via the nearest available exit.
- Prevent any unauthorized re-entry into the building.

RESPONSIBILITIES SHARED BY ALL CLC EMPLOYEES:

- Assist any disabled persons in exiting the building. **DO NOT USE ELEVATORS IN CASE OF A FIRE.** If mobility-impaired persons are on the upper floors of a building, have them go to the top landing of an enclosed stairwell. Such an area will provide fire protection for two hours. Stay with the person if possible and notify CLC Police or emergency response personnel to assist with moving the individual from the building.

Additional guidance can be found in the Emergency Preparedness Guides for each campus location and the CLC Emergency Operations Plan. All of these are available on the Intranet.