



Policy Number and Title:	500.103 Evacuation Policy And Procedure		
Approval Authority:	President	Date Effective:	January 29, 2010
Responsible Office:	Administration	Responsible Office Contact:	Administration

1. POLICY STATEMENT/REASON FOR POLICY

This policy was enacted to protect the safety of the BMCC community.

2. ENTITIES AFFECTED BY THIS POLICY

All Faculty, Staff, and Students on all campuses.

3. WHO SHOULD READ THIS POLICY

All Faculty and Staff.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: January 29, 2010

-Next Review Date: January 29, 2019

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

EVACUATION POLICY AND PROCEDURE

REASONS FOR EVACUATION

Any situation which threatens the life or safety of employees or students can be a reason for evacuation. An evacuation can be caused by a number of circumstances, such as the following: fire, bomb threat, robbery, person armed, making threats, and any natural disaster.

RESPONSIBILITY FOR DETERMINATION

It shall be the responsibility of the person (faculty/staff) who becomes aware of the incident to determine if an emergency evacuation is necessary. They will make the determination based upon their evaluation of the facts, as they understand them. If it is determined that the facility must be evacuated, the following general procedure will be followed:

REASONS FOR EVACUATION

The following circumstances will require immediate evacuation:

1. Any conditions or circumstances which threaten the safety or lives of the employees or students will be cause for evacuation.
2. Bomb threat.
3. Discovery of any suspicious device or package which may be an explosive device.
4. Fires which cannot be easily controlled with on premises fire control devices.
5. Fires involving the electrical system.
6. Any condition which jeopardizes the safety of the physical structure of the building.

If the building must be Evacuated the person in charge will:

1. Call 911.
2. Activate any alarms that may be available unless it is not best for control of the situation.
3. Evacuate the building.
4. Leave the building and contact the Public Safety Department outside.
5. Contact any Supervisors or Faculty remaining in this or any other building on campus and inform them of the situation and the need for emergency evacuation.
6. Conduct a head count of the evacuated personnel.

THE SUPERVISORS (FACULTY) WILL:

Once the Supervisor or Faculty Member is contacted about evacuating the building they shall:

1. Instruct all personnel under their supervision to immediately evacuate the building using FIRE/EMERGENCY routes or an alternate considered safest. These fire escape plans are located throughout the building and have arrows showing the nearest exit. Advise personnel to congregate at the end of the designated parking lot farthest from the building. This will allow for a head count to assure that everyone has exited safely.
2. Assist in the evacuation.
3. Evacuate and go to the end of parking lot farthest from the building and conduct a head count.

RE-ENTRY TO THE BUILDING

Once the emergency response personnel determines that the building is safe to enter, they will instruct Supervisors and/or Faculty that the building is safe and re-entry can be made.