



Evacuation

Module 16



# Evacuation

Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.

Activate nearest fire alarm

Call 9-1-1

Use fire extinguisher if able  
*(Pull-Aim-Squeeze-Sweep)*

Use Stairs, NOT elevators

Assist persons with disabilities

Meet at designated assembly areas

Account for individuals








Re-enter area only when authorized by emergency personnel

# Evacuation Routes

## CAN Building 1

4200 Farm Hill Blvd.

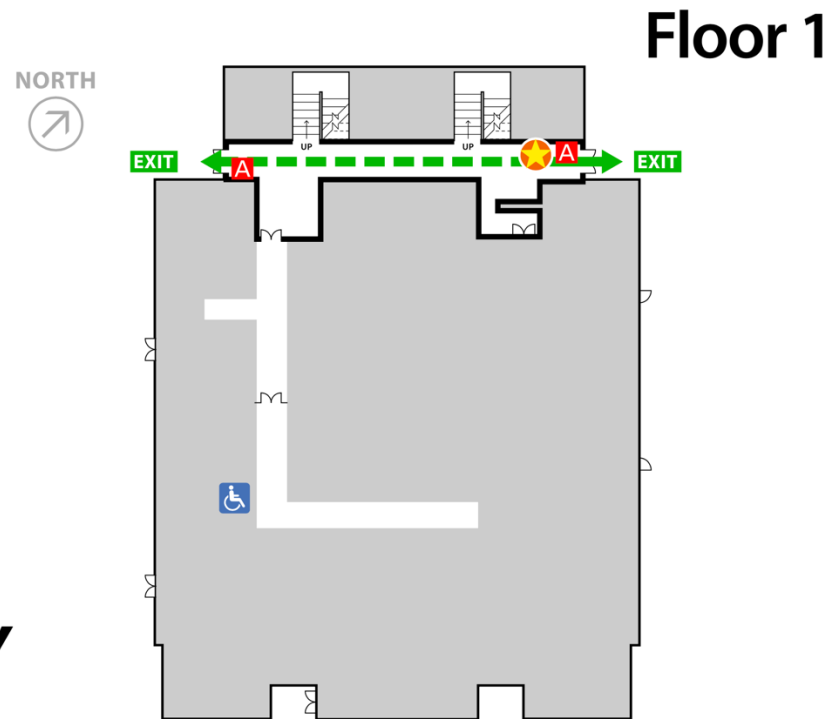
### LEGEND

-  YOU ARE HERE
-  FIRE EXTINGUISHER
-  ALARM PULL STATION
-  ELEVATOR
-  EXIT ROUTE
-  EXIT STAIRS
-  AREA OF REFUGE

**DIAL 911**  
**FOR EMERGENCY**

Repeating beeps and strobing lights indicate alarm.

**IN CASE OF FIRE, PULL FIRE ALARM,  
USE EXIT STAIRS, DO NOT USE ELEVATOR**



Evacuation route maps will be posted conspicuously in each work area. The following information is marked on these maps:

- Emergency exits
- Evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' locations
- Emergency assembly areas
- Knox Box
- AEDs
- Lockdown buttons
- Elevator and stairwell locations
- Evacuation chairs
- Lab safety spill kits

All employees have been trained to locate and follow the evacuation route map for their work area

# Evacuation Procedures

The EAS System will admit an alarm, followed by a voice command message. This is the signal that all facility personnel must evacuate the facility. This employee alarm system must comply with the requirements of 29 CFR 1910.165. Whenever the alarm sounds, all personnel must evacuate according to the designated primary routes or alternative routes to the predetermined assembly areas or as directed by an Evacuation Monitor. All designated primary and alternative routes are posted in work areas



# Fire / Fire Alarm Sounding

1. Activate the nearest fire alarm/call 9-1-1 and Public Safety ext. 7000
2. A fire alarm is relayed from the alarm company to San Mateo County Communications, and the fire alarm station is identified so that fire equipment can proceed directly to the area of trouble. SMCCCD Department of public Safety may not be notified by alarm monitoring company.
3. Alarms can be activated through either a pull box or automatically through smoke- and heat-sensing devices or water pressure gauges in the automatic sprinkler systems.
4. Horns and strobes will be activated in the corridors and restrooms of most buildings and inside certain large spaces such as the gymnasium and theatre. When the automatic sprinkler is activated, a continuous bell will also sound. When the fire alarm sounds, the buildings will be evacuated at once. CSM has Building Captains and Floor Managers who will assist in the evacuation. Permission to return to classes will be indicated by the Incident Commander or Emergency Management.
5. **First responders (DPS, DEM, Outside Agencies) shall establish incident command to achieve a common response plan.**
6. Faculty are responsible for the instruction of students in procedures to be followed in the event of an alarm. Procedures are as follows:
  - a) In an orderly manner, proceed out the building by means of the nearest unblocked route.
  - b) Evacuation routes are delineated on emergency maps in every facility.
  - c) Building Captain shall check to ascertain that all persons have vacated the building from **Top Floor** to **Bottom Floor**.
  - d) Once outside a building, all persons must remain at least 100 feet from a building.
  - e) Each building has a designated emergency assembly area.



# Fire / Fire Alarm Sounding Continued...

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7. In case of fire or other emergency, automobiles should not be moved unless it can be done safely and not interfere with the movement of emergency personnel.
  8. The first responsibility of all staff is that of saving lives, best accomplished by:
    - a) Activate nearest fire alarm
    - b) Call 9-1-1 and Public Safety
    - c) Utilize fire extinguishers for incipient fires.
  9. All staff should be familiar with the location and type of fire extinguishers in areas which they frequent. The most common fire extinguishers found on district grounds are Multipurpose Dry Chemical extinguishers which are used for "A","B", or "C" fires. However, there are specialized fire extinguishers that use only Pressurized Water for "A" fires or Carbon Dioxide (Co2) for "B" and "C" fires in laboratories and other special hazard areas.
  10. Nonemergency personnel may fight the fire ONLY if both of the following conditions apply:
    - a) The fire is small (e.g., trash can) and is not spreading to other areas; *and*
    - b) A readily accessible fire extinguisher is in working condition and personnel are trained to use it.
  11. Do not activate a pull box in the event of an automobile fire in a parking lot, unless there is a direct facility exposure. Phone the Public Safety Office, (650) 738-7000 and/or call 911 (Provide parking lot name and number).