Overview

*Campus Emergency and Evacuation Maps* are posted at all exits.

In the case of an emergency evacuation, all students, community patrons, and employees will be directed to leave the building immediately and gather at one of the designated Emergency Evacuation Areas. Direct everyone to bring their personal items (jackets, handbags, backpacks, etc.) with them.

All building areas should remain unlocked for emergency personnel access, unless prior approval has been given. Those areas containing sensitive and confidential information should remain locked.

**Public Area Responsibilities**

All Hub staff, faculty members, and aides in each department are responsible for clearing their department's public areas:

- Writing Center staff is responsible for the Writing Lab (1227) and the general lab area.
- TASC staff is responsible for the group study rooms (1222 - 1226), the Tutor corner and the general TASC area.
- Math Learning Center staff is responsible for the MLC rooms (1215, 1216) and MLC computer area.
- Open Computer Lab Aides are responsible for the Open Computer Lab areas, the Adaptive Technology room (1214), and the Copier room (1229). Additionally, an OCL Aide and (2) Library Aides will be available at the Lobby Doors to direct traffic to designated evacuation areas. Library staff on the first floor are responsible for the Reference area, Classrooms (1201 and 1202), and public restrooms. The Reference Librarian on duty will disarm the interior door alarm leading to [Exit 4].
- Library staff on the second floor are responsible for the Group Study rooms (1251, 1274, 1275, 1276) the Copier room (1250), the public restrooms, and the general library area.

**Staff Area Responsibilities**

All Hub staff members are responsible for clearing their own work areas:

- Media Services is responsible for the Media Services office (1204) and the Studio Control Room (1203).
- AIS Programmers are responsible for their individual work areas (1208-1213).
- All AIS staff on the second floor are responsible for their individual work areas.
- The Web Developer and HelpDesk Specialist are responsible for the Mailroom (1259), the Staff Lounge (1258).
- The Network and Client Support Specialist(s) are responsible for both staff restrooms.
- The Faculty Technology Specialist and Student HelpDesk Aide(s) are responsible for the Conference room (1252), TIC (1253) and the Instructional Development Lab (1254).
- AIS Coordinators will assign any other responsibilities within their respective groups.
Evacuation Plan - Building 1200

Evacuation Routes
FIRST FLOOR

TASC/Writing Center/Math Learning Center Areas
- Direct everyone to exit through the lobby doors [Exit 1 or 2].
- Direct anyone in a wheelchair or on crutches to use [Exit 3].

Open Computer Labs/General Library Areas
- Direct everyone west of the Computer Help Desk to use [Exit 1 or 2].
- Direct anyone in a wheelchair or on crutches west of the Computer Help Desk to use [Exit 3].
- Direct anyone in a wheelchair or on crutches east of the Computer Help Desk to use [Exit 4].

Classrooms (1201 and 1202)
- Direct everyone, including individuals in wheelchairs or on crutches, east of the Computer Help Desk to use [Exit 4].

Media Services Area
- Direct everyone in this area to exit through the Media Services door [Exit 5].

AIS Programmers Area
- Direct everyone in this area to exit through the Media Services door [Exit 5].
Building 1200 – First Floor Map and Exits

1 = Lobby Doors
2 = East Lobby Door
3 = West Lower Lobby Door
4 = Northeast Services Door
5 = Staff Entrance Door

Evacuation Plan - Building 1200
Evacuation Routes
SECOND FLOOR

DO NOT USE THE ELEVATORS IN CASE OF AN EMERGENCY
USE STAIRWAYWAYS TO EVACUATE THE SECOND FLOOR

Elevators are not to be used at ANYTIME during an emergency. All building personnel have received education and hands-on training with the use of the Evac-Trac Emergency Evacuation Device. Three evacuation devices are located near the stairway exits on the second floor.

When evacuating a person(s) with Disabilities or limited mobility always ASK how you can help before attempting any rescue or assistance. Ask how the person can best be moved and whether there are any special considerations or items that need to come with the person. Attempt a rescue evacuation ONLY if you have had rescue training, unless the situation is life threatening. Some persons have such minimal mobility that lifting them may be dangerous. Remember that all persons may NOT be able to be removed from their wheelchairs and carried safely.

The main evacuation team responsible for performing the evacuation in the event of an emergency for disabled individuals or others requiring assistance is comprised of:

Lonnie White (lead) Erich Donze Anthony Ginger Fred Steffy

Should a person insist that they do not want your assistance, notify police or fire personnel immediately that the person(s) remain in the building and their specific location. Under no circumstances will any team member confront or force the person into the Evacuation device. Use your best judgment, but in all situations try to evacuate all person(s) in the building to the best of your ability. Please refer to the District’s Emergency Preparedness Manual for further guidelines and information.

General Library Area
- Direct everyone west of the public restrooms to use [Stairway 1 and Exit 1 or 2].
- Direct everyone east of the public restrooms to use [Stairway 2 and Exit 4].

Conference Room /TIC/Instructional Development Lab Areas
- Direct everyone in these areas to use [Stairway 2 and Exit 4].

Staff Areas
- Direct everyone in these areas to use [Stairway 2 and Exit 4] or [Stairway 3 and Exit 6].