

MCC's FIRE ALARM EVACUATION PROCEDURE

1. Stay calm; do not panic. **Do not assume it is a fire drill.**
2. Quickly gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
3. Evacuate the building **quickly via the closest exit**. If you are the last person out of the room, close the door behind you to keep fire from spreading into nearby rooms. Do not use the elevators. If the closest exit is blocked, go to the next closest exit. If all exits are blocked or if there is life threatening smoke or fire in the corridor, go back to your room. Close the room door and call Public Safety (292-2911) to report your location. If you are not able to communicate via phone, position yourself in front a window and signal for help. If smoke is entering the room, seal the bottom of your room door and air vents with a rug, blanket or towel. Crawl and keep low to avoid deadly smoke, heat and fumes.
4. Once outside, move away from the building. Do NOT congregate near the exit doorway to allow others to exit the building quickly.

Brighton Campus

Assemble near a blue light phone (or flag pole in the front of the campus). Do not assemble in the following locations:

- Within 100 feet of the buildings,
- In either court yard, or
- On the plaza deck (a roof that could collapse with too many people on it).

Downtown Campus

- Evacuate to Lot AA Frontier Field/MCC main parking lot.
- Public Safety will stop traffic on Morrie Silver Way to allow safe crossing.

Applied Technology Center

Congregate in the back parking lot, at the point most distant from the entrance the emergency responders will be using. Do not congregate in the Fire Lane.

5. Do **NOT** call Public Safety (585-292-2911) unless you have information regarding the location of the fire, the cause of the alarm, or to report any missing, trapped people or disabled individuals waiting in an Area of Refuge.
6. Do not assume it is safe to re-enter even if the alarms have been silenced. At the Brighton Campus and Applied Technology Center, announcement will be made over the public address system when it is safe to enter the building. At Downtown Campus, designated staff will make the announcement.

Areas of Refuge for Physically Disabled Individuals

If you are physically disabled and are not able to self-evacuate via stairwell, proceed to a designated **Area of Refuge**, generally located near or at a stair tower. A wall sign stating "Area of Refuge", "Emergency Assembly Area" or "Area of Rescue Assistance" may be present in these areas. If life threatening smoke or flames develop near the Area of Refuge, go inside the enclosed stairwell. Enclosed stairwells provide fire protection for at least 2 hours. Position yourself on the landing such that you do not block or impede pedestrian flow or access to the stairwell. Call Public Safety (292-2911) to report your location.