

Monroe Community College

Fire Alarm Evacuation Procedures



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Function of the Fire Alarm System

- When an alarm is activated
 - A signal is sent to the main control at the Public Safety Dispatch Desk. The fire department is called immediately.
 - The system decides according to location which areas need to be evacuated.
 - Horns and strobes in the evacuation zone are activated

Evacuation Zones

- Each building on the Brighton campus has its own fire alarm zone, with the exception of buildings 1, 2 and 3 or 9 and 9A.
- Buildings 1, 2 and 3 will all activate together due to the normally increased population in the three buildings.
- Buildings 9 and 9A are also connected to one fire alarm zone.
- If you hear a fire alarm in an adjacent building, it would be advisable to prepare to evacuate the building you are in if necessary.

When the Alarm Sounds

- You should immediately get up and get out of your area.
- Close the door to the room you are in if you are the last person out.
- Do not call Public Safety unless you have an emergency to report.
- If you are not sure if you should leave the area, act on the safe side and leave the area.
- Exit the building at the closest exit.
- Do not use the elevators.

Exiting the Building

- When you exit the building you should assemble in a safe area. Places you are not permitted to assemble are
 - The plaza deck. This is a roof and could collapse
 - Either court yard. We need to keep these areas clear for emergency responders
 - Within 100 feet of the buildings. We need to ensure you are at a safe distance from the building, and keep these areas clear for emergency responders

Assemble Beyond the Line

Monroe Community College Brighton Campus



Damon City Campus



1. Main Campus
1000 East Henrietta Road,
Rochester, New York 14623,
2. Applied Technologies Center
2485 West Henrietta Rd
Rochester, New York 14623,
3. Damon City Campus
228 East Main Street
Rochester, New York 14604
4. Public Safety Training Facility
1190 Scottsville Road
Rochester, New York 14624



Applied Technologies Center



Public Safety Training Facility

Finding your way at MCC

- | | | | |
|--|--|---|---|
| 1. Peter A. Spina
Administration Building | 9. The Gleason Hall of Science & Technology
The Wolk Center for Excellence in Nursing | 23. Applied Technologies Center
50-53. Alice Holloway Young Commons
(Residence Halls) | ◆ Reserved Residence Parking |
| 2. LeRoy V. Good Library | 9a. Modular Building | 50. Pioneer Hall | ⊕ Direct Public Safety Phones |
| 3. R. Thomas Flynn Campus Center | 10. Samuel J. Stabins
Physical Education Complex, PAC Center | 51. Alexander Hall | ♿ Accessible Parking |
| 4. Communication/Theater | 11. Learning Centers | 52. Tribune Hall | Ⓜ Meters (visitors) Monroe Loop |
| 5. North Faculty Tower | 12. Fine Arts Building/Mercer Gallery | 53. Canal Hall | Ⓜ Meters (general) Arts & Residence Lanes |
| 6. Registration/Financial Services | 21. Facilities Purchasing/Receiving | ● Student Parking | Ⓜ Shuttle Stop |
| 7. Sciences | 22. Richard Guon Child Care Center | ■ Employee/Faculty Parking | |
| 8. South Faculty Tower | | | |

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Emergency Assembly Areas for Persons with Physical Disabilities

- If a person with a disability is located on the 1st floor they should exit the building as usual.
- On the floors above there are several “Emergency Assembly Areas”. These are marked with a sign labeled as such.
- They are deemed a safe place for disabled persons to wait for assistance from Public Safety or the fire department if necessary.



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Emergency Assembly Areas for Persons with Physical Disabilities

- Emergency telephones are located at or near the Emergency Assembly Area. The telephone is either a pay phone or connects directly to the Public Safety Dispatcher.
- If you encounter a person with a disability, have them assemble at the closest Emergency Assembly Area and explain that a Public Safety Officer or Campus Emergency Response Team member will check with them shortly

Emergency Assembly Area Locations

- Maps indicating locations of the Emergency Assembly Areas are available at the Services for Students With Disabilities (3-105C) and also by contacting the Safety Office at extension 3151.

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Re-Entering The Building

- The campus is equipped with an exterior public address system. Public safety will announce over the Public address system when it is safe to re-enter the building.
- Do not assume it is safe to re-enter even if the alarms have been silenced.

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Fire Evacuation Planning for Individual College Departments

Each department should have their own specialized evacuation plan.

The plan should identify how your office area should evacuate and include a rally point outside of the building to account for your department staff.

The Safety Office would be more than happy to guide you in this process. Please contact the Safety Office at extension 3151 or via e-mail at:

mgilmore@monroecc.edu



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