

# *Monroe Community College*

## *Damon Campus*

### Fire Alarm

### Evacuation Procedures



# *Objectives*



- Explain how the alarm functions.
- Instruct what to do in the event of an alarm.
- Explain where persons with disabilities should assemble.

# *Definitions*

## Alarm

- Fire alarm speakers and strobes activate indicating an emergency in the building.

## Area Of Assembly

- Area where persons with disabilities assemble and prepare to be evacuated, if necessary.

## Alarm Initiating device

- A smoke detector, pull station, or heat detector

# *Initiating Devices*



# *Function of alarm system*

- When an alarm is activated
  - A signal is sent to the main control at Genesee Management's security desk. The fire department is called immediately.
  - Horns and strobes in the evacuation zone are activated.

# *When the alarm sounds*

- You should immediately get up, collect your personal belongings (if possible) and leave the area to the closest emergency exit.
- Close the door to the room if you are the last person out. Secure the door if you are not in danger.
- Do not call security unless you have an emergency to report. If you are not sure if you should leave, remove all doubt and leave.
- **DO NOT USE THE ELEVATORS.**

# *Exiting the building*

- Exit the building immediately by traveling to the nearest Emergency Exit stairwell.
- Go to the ground floor and exit the building.
- Move away from the exit doorway so that others can exit the building.
- Do not congregate near the building.
- Travel on the sidewalk away from the building.
- Safely cross the street if absolutely necessary.

# *Hall Monitors*

- Hall Monitors are utilized at various locations throughout the Damon City Center to assist with emergency evacuations.

# *Persons with Physical Disabilities*

- If a college community member is in a wheelchair and is on the ground floor they should exit the building as usual.
- On the fourth and fifth floors of the Damon Campus there are several “Emergency Assembly Areas”. These areas are marked with a blue sign labeled as such. These areas have been deemed a safe place for a disabled person to wait for assistance from security or the fire department, if necessary.
- They are generally located near an emergency exit.



# *Persons with Physical Disabilities*

- If you encounter persons with disabilities, have them assemble at the closest assembly area and explain that a security officer will check with them shortly. If you pass an Officer, or hall monitor inform them of the students location.
- During an evacuation, MCC Public Safety will notify the dispatcher of the location of the disabled person.
- They will be relocated or evacuated by emergency response personnel, if necessary.

# 4th Floor Emergency Exits

- A4 Near 4211 East Side
- C4 Near 4193 NE Side
- D4 Near 4216 East Side
- E4 Near 4025 South Side
- F4 Near 4074 West Side
- G4 Near 4119 NW Corner
- H4 Near 4142 East Clinton

# 5th Floor Emergency Exits

- A5 Near 5097 East Side
- C5 Near 5114 NE Side
- D5 Near 5089 East Side
- E5 Near 5045 South Side
- F5 Near 5175 West Side
- G5 Near 5160 NW Corner
- H5 Near 5014 East Clinton

# *Exiting the building*

- If you feel comfortable doing so, assist by communicating evacuation procedures to others.

# Questions



Do not re-enter the Sibley building unless authorized to do so via the Public Address System or by a Wilmorite Security Officer

For additional information, contact:  
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