

MONROE COMMUNITY COLLEGE EMERGENCY EVACUATION PROCEDURE

1. Quickly gather your personal belongings. Take your office and car keys, cell phone, purse or backpack, coat and any other personal item that is critical. If you can't quickly find them, leave them behind. If you are the last person out of a room, close the door behind you to minimize fire and smoke spread.
2. Evacuate the building via the closest exit. If the exit is blocked, proceed to the next closest safe exit. If smoke is present, drop to the floor and crawl on your hands and knees below the smoke level. If all exits are blocked, go back to your room. Close the 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. Seal the bottom of the door and air vents with clothing, a rug, blanket or towel to keep smoke from entering the room. If smoke is present, stay close to the floor to minimize smoke inhalation.
3. Do not use the elevators. If you are physically disabled and unable to self-evacuate via the stairwell, proceed to the closest **Area of Assistance**, identified with wall signs marked "**Area of Refuge**", "**Emergency Assembly Area**" or "**Area of Rescue Assistance**" (see attachment for a list of locations). Emergency personnel check these areas first during an emergency evacuation. If while waiting for assistance, life threatening smoke or flames develop, go inside the stairwell. Enclosed stairwells are constructed of fire resistance materials that provide fire protection for at least two hours. If you have a cell phone, call Public Safety (292-2911) to report your location.
4. Once outside, move away from the building and assemble in designated areas.

Brighton Campus Assembly Areas

Assemble at least 100 feet away from the buildings (blue light poles and flag poles are approximately 100 feet away). Do not assemble in the roadways, in either courtyard, or on the plaza deck (that could collapse with too many people on it).

Downtown Campus Assembly Areas

Stay on the sidewalk and walk to the front of the building. At the crosswalk, cross Morrie Silver Way and assemble in Lot AA (MCC's main parking lot). Public Safety will stop traffic on Morrie Silver Way to allow safe crossing.

Residence Halls Assembly Areas

- Alexander occupants assemble in Parking Lot D (Child Care lot)
- Pioneer and Tribune occupants assemble in Parking Lot R
- Canal occupants assemble in Parking Lot T

5. Whenever possible, congregate with individuals from your class/work/dormitory groups. Try to account for all individuals in your group.
6. Call Public Safety (585-292-2911) to report any missing people or if you have information regarding the location of the fire, the cause of the alarm, or to report any trapped people or disabled individuals waiting in an area of assistance.
7. Do not assume it is safe to re-enter, even if the alarms have been silenced. At the Brighton Campus and Applied Technology Center, announcements are made over the public address system when it is safe to enter the building. At Downtown Campus, designated staff make the announcement.