

## **EVACUATION & SHELTER-IN-PLACE GUIDELINES**

These recommendations are provided by Frontier Community College's Emergency & Crisis Team. There are two actions that individuals can take during emergency situations: Building Evacuation (**Get Out**) and Shelter-In-Place (**Stay In**). Only follow these actions if safe to do so. When in doubt, follow your instincts - you are your best advocate!

### **Building Evacuation (Get Out)**

Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building before there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for Exit signs indicating potential egress/escape routes. If you are not able to evacuate, go to an Area of Rescue Assistance if you can.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

### **Shelter-in-Place (Stay In)**

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

#### **Severe Weather**

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Shelter Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

#### **Security Threat**

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/ blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).
- Do not open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, "IECC-Alert", is received advising the threat is over.