



Fire Alarm and Evacuation Procedures

Emergency evacuation maps are located in each classroom and office suite in campus buildings. Members of the campus community should become familiar with these maps (see attached) as well as the location of fire alarm stations, stairways and emergency exits. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated.

Reporting a Fire or Other Emergency

Students, faculty, and staff are instructed to call the Office of Campus Police at 607-844-6511 or 911 to report a fire emergency.

On Hearing the Fire Alarm

- Exit the building via the nearest exit route. Walk; do not run. Do not use elevators to exit the building. Faculty should ensure that all students are out of classrooms and laboratories before leaving. Treat every alarm as an actual emergency.
- Continue to move out of the building in an orderly manner. Keep roadways, fire lanes, fire hydrants and walkways clear for emergency vehicles and fire personnel. Never return for personal items left behind.
- Once outside, stay clear of the building. Go to a designated assembly area. Do not re-enter the building until authorized by the Fire Department or Campus Police. The silencing of audible sirens or horns does **NOT** mean it is safe to re-enter the building.

Fire Extinguishers

- Employees **ARE NOT** authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.
- Extinguishers are provided but are not intended for employee use.

Employees Who Remain to Shut Down Critical Operations

There are no employees required to remain in the building to shut down critical plant operations.

Designated Assembly Areas

Employees must check-in with their Supervisor in the designated assembly areas. Identify the names and last known locations of anyone not accounted for and inform the Campus Police at 607.844.6511 or 911. Accounting for all employees following an evacuation is critical.

The following locations are designated assembly areas (see map on page 3 for more information):

- North of the entrance of the Athletic Facility
- East side of the Athletic Facility
- Northeast side of the Main Building between the Main Building & Athletic Facility
- Southeast parking lot near the cafeteria
- North of the entrance of the Main Building
- Northwest side of the Main Building near the solar array

- Southwest side of the Main Building

Designated assembly areas are to be utilized when a building has been evacuated. These designated areas are a safe distance from the building, and keep building occupants safe while allowing emergency response personnel to access the building. In the event that a designated assembly area is inaccessible or inappropriate for the current situation, the following guidelines should be taken into consideration when choosing a more appropriate place.

The assembly area must be:

- at least 50 feet away from the building
- upwind from the building to avoid any possible smoke/fume inhalation
- away from fire lanes or other areas that must remain unobstructed to allow emergency response personnel and vehicles access to the building

Persons with Disabilities

In addition to general evacuation procedures, the College, in conjunction with local fire officials, has established a specific plan for the evacuation of persons with disabilities from the building. When the alarm sounds, persons with disabilities who are on the second floor should report to either the red or yellow elevator (Main Building) or Athletic Center elevator and await the arrival of Campus Police Staff or other first responders. These elevators have signs indicating "Emergency Evacuation Assembly Area". **Once at the elevator assembly area, it is important to call Campus Police at 607.844.6511 or 6511 from a cellular or landline phone and alert them of your exact location.** Do not use the elevator until the cause of the alarm has been determined. If it is determined that the elevators are safe to use, the Office of Campus Police will relay such information to those assembled at each elevator. In the case of an actual emergency, the Office of Campus Police will enlist the assistance of fire personnel to evacuate persons from the building. Instructors are asked to escort any persons with disabilities who may need assistance to the red or yellow elevator. Instructors should be aware that not every exit on the west side first floor is accessible. All exits that are not accessible are marked with the universal symbol of inaccessibility (circled wheelchair with line through it). Instructors should know where the nearest accessible exit is, and escort or direct these individuals to those exits.

The above noted plan is intended to assist the appropriate authorities in evacuating persons with disabilities. However, if the fire department has not arrived and a need exists to move a person with a disability out of the building quickly, as in a situation of threatening the life of the person with a disability, the Office of Campus Police may consider evacuating the person themselves provided that under all circumstance the evacuation can be done safely and not expose further lives to danger. If possible, evacuation will be conducted with input from, and at the direction of, the person with a disability.

For Additional Information

Office of Campus Police

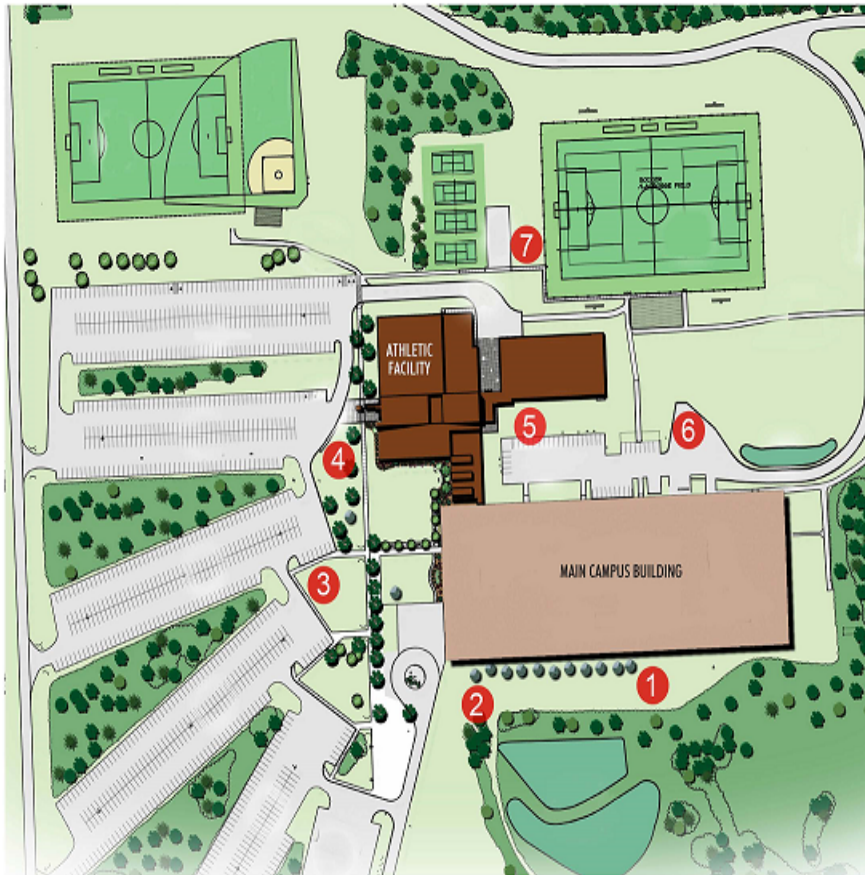
John Gebo – 607/844-6511

Facilities

August Hennies – 607/844-8222 extension 4436

Department of Human Resources

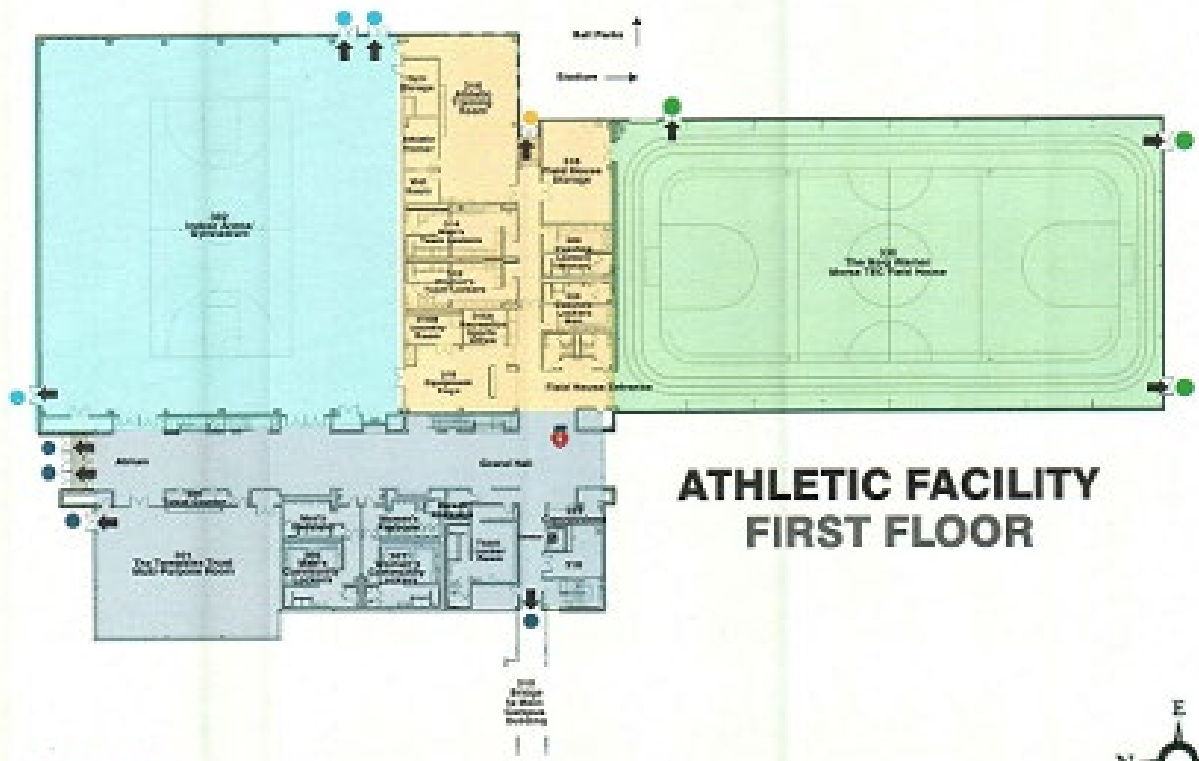
John Geer – 607/844-8222 extension 4440



● ASSEMBLY POINTS



EMERGENCY EVACUATION ASSEMBLY POINTS

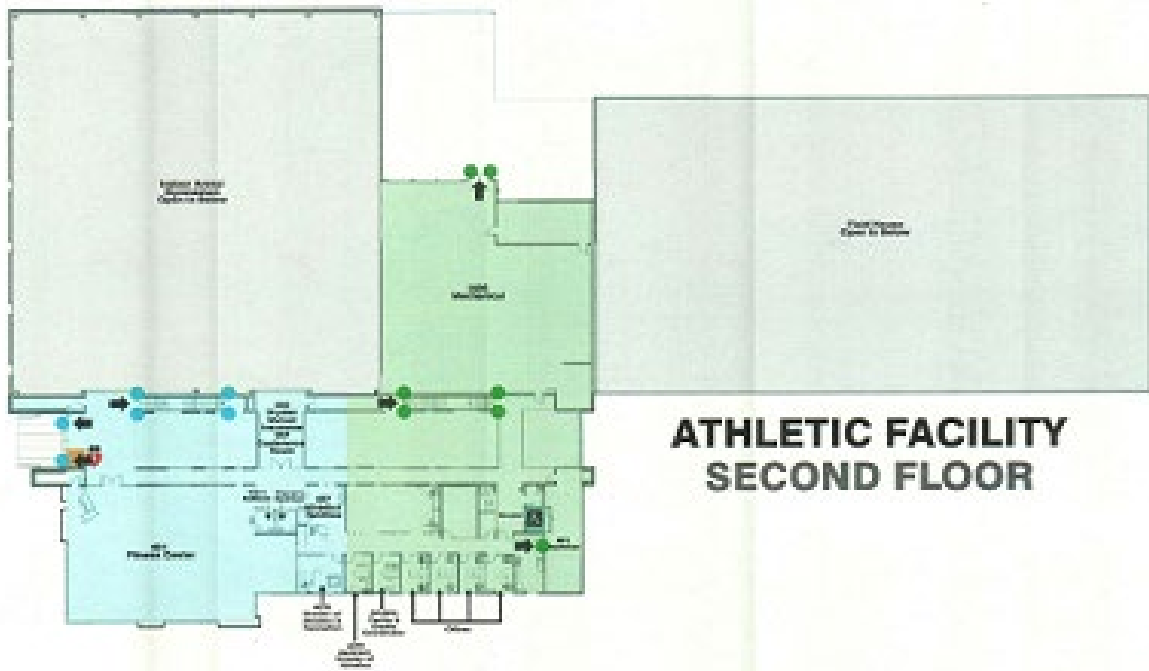


**ATHLETIC FACILITY
FIRST FLOOR**



EMERGENCY EVACUATION EXITS





**ATHLETIC FACILITY
SECOND FLOOR**

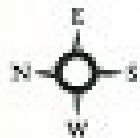




FIRST FLOOR MAP

**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

EMERGENCY EVACUATION EXITS





SECOND FLOOR MAP



EMERGENCY EVACUATION EXITS

