

## **EVACUATION – BUILDINGS**

**Before an emergency occurs, determine the nearest exit to your location and alternate exits. Building evacuation routes are posted in every building. You must evacuate the building if an alarm sounds, or when told to evacuate by emergency response personnel even if no alarm sounds. Refer to the “Evacuation Floor Plan” for the building and floor you are on.**

- Do not panic, remain calm.**
- Stop all activities and retrieve personal belongings if safe to do so. Secure business belongings if safe to do so.**
- Immediately exit the building. Do not re-enter or enter a building when an alarm is sounding.**
- Evaluate exit way for hazards such as falling debris or trip hazards.**
- Evacuate via nearest exit. WALK, DO NOT RUN.**
- Use stairs, do not use elevators.**
- Assist people with access and functional needs to evacuate.**
- Last one out close the door behind you.**
- Proceed to designated evacuation area. Do not congregate at the building entrances or exits.**
- Do not return to the building until told to do so by emergency personnel even if the alarms have silenced.**
- Campus closures may be ordered by Superintendent/President or his/her designee. If the campus is ordered to be closed, all persons except for emergency response personnel must exit the campus.**
- If evacuating to a location off campus all persons will be directed where to evacuate and assemble.**

## **EVACUATION – PERSONS WITH FUNCTIONAL/ACCESS NEEDS**

**Before an emergency occurs, persons who may need assistance during an evacuation are encouraged to let others know how to best assist them. Those wishing to assist persons with functional and access needs should ALWAYS ask how they can help BEFORE attempting any rescue or assistance.**

**Assisting individuals who are non-ambulatory:**

- Those unable to self-evacuate should move towards and wait at stairwell platforms for assistance. Emergency personnel will search these areas first.**
- If you notice someone in need at the stairwell, notify first responders immediately after exiting the building.**
- Emergency personnel will coordinate further evacuation as appropriate.**
- Help clear the exit route of debris so the floor is clear for persons using canes, crutches, or walkers. Be sure the person takes crutches, canes, walkers, or other mobility devices with them during an evacuation.**

**Assisting individuals who are visually impaired:**

- Guide the person by offering them your arm for guidance, or let them place their hand on your shoulder. Walk one step ahead of them and advise of any obstacles in their pathway. When in a safe location, orient them to where they are.**

**Assisting individuals who are deaf/hearing impaired:**

- Get their attention by flashing room lights or waving your arms. Write on board or paper the nature of emergency, and instruct to evacuate.**

## EMERGENCY ASSEMBLY AREAS

After evacuating a building or campus area you have the option to proceed to an assembly area for any medical or additional assistance that you may require.

### Mariposa Building Exit Routes

East offices and classrooms go to east exit (student parking), then to Evacuation Area on map. West offices and classrooms go to west exit (palm plaza), then to Evacuation Area on map.

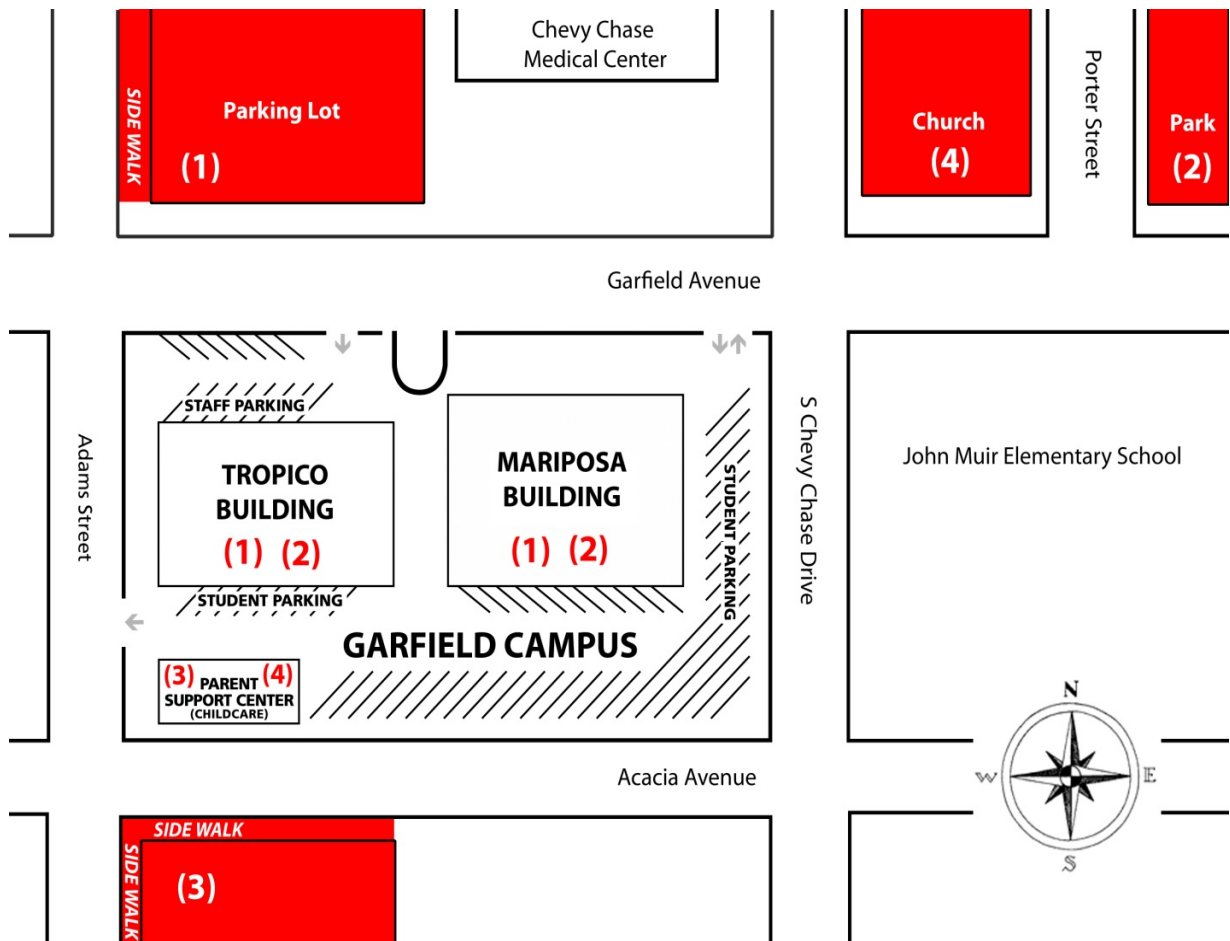
### Tropico Building Exit Routes

East offices and classrooms go to east exit (palm plaza), then to Evacuation Area on map. West offices and classrooms go to west exit (Adams Street), then to Evacuation Area on map.

Mariposa Building		Tropico Building	
East Room #'s	West Room #'s	East Room #'s	West Room #'s
105, 112, 113, 114, 115, 116, 119	103, 125, 126		
204, 205, 211, 212, 213	221, 222, 223, 224	200, 201, 212, 213	202, 203, 204, 205, 208, 209, 210, 211, 212
304, 305, 309, 314, 315	303, 316	300, 301, 307	302, 303, 305, 306
Exit student parking adjacent to Mariposa	Exit Palm Plaza	Exit Palm Plaza	Exit Adams Street adjacent to Tropico

## EVACUATION AREAS – GARFIELD CAMPUS

- 1 **CHEVY CHASE MEDICAL CENTER PARKING LOT/ ADAMS ST SIDEWALK** (primary evacuation area)- Tropico and Mariposa Buildings.
- 2 **WINDSOR MINI-PARK** (secondary evacuation area)- Tropico and Mariposa buildings.
- 3 **SOUTHEAST SIDEWALK OF ADAMS ST AND ACACIA AVE** (primary evacuation area)-Parent Support Center.
- 4 **CHEVY CHASE BAPTIST CHURCH** (secondary evacuation area)- Parent Support Center.



**\*\*\* Alternative evacuation area for Parent Support Center, not pictured in map- Glendale Islamic Center, 700 S. Adams St. (three blocks north of campus at intersection of S. Adams St and E. Maple St)**