

Mid Michigan Community College Emergency Evacuation Procedure

MMCC recognizes that physical emergencies may occur which would warrant evacuation of College buildings and has developed procedures to help facilitate such an event. For the Emergency Evacuation plan to be successful, it must have the cooperation of every member of the campus community and as such, each member should become familiar with evacuation procedures.

Preparatory Protocols:

- Exit and Safety Identification: The College has identified and labeled all Fire Exits throughout the buildings.
- Emergency Plan Maps: Classrooms, labs, and public areas have Emergency Plan Maps posted.

Evacuation/Triage Locations are available on the College website and housed under Campus Safety.

Decision Making for Evacuation:

- The Core Crisis Response Team will assess the incident and determine if evacuation of all or part of the campus is warranted, as well as what method of notification will be used and will initiate notification(s).
- Campus Security or a member of the Core Crisis Response Team will make contact with appropriate local government agency support, as necessary.
- Alarms may be sounded depending on the severity of the situation, and/or verbal evacuation requests may be given through the Phone and PA system. Evacuation directives will also be assisted by personnel using 'red flags' to signify a warning status. Red flags will indicate a warning to evacuate the building and proceed to the designated areas.
- Emergency Notification messages and subsequent updates will be composed and issued to the campus community at the direction of the Core Crisis Response Team through a variety of components including but not limited to:
 - **MidAlert!** MMCC's Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
 - E-mail to all active MMCC MidMail accounts
 - College website (www.midmich.edu)
 - Postings on college buildings
 - Public address system (PA/phones)
 - Through local media
- Campus Security, members of the Core Crisis Response Team, and appointed College personnel will assist in the evacuation process.
- Campus Security and/or Administration will keep the Campus community apprised of the situation and any next steps as they are relayed from the Core Crisis Response Team.

Evacuation Procedure:

- Anytime an alarm or verbal Evacuation Order is issued, all students, faculty, staff and visitors **MUST** evacuate immediately.

- Close all windows and doors as you evacuate your area and walk to the nearest evacuation exit
- Assist disabled persons or visitors leaving the building.
- Do not use elevators.
- Report to the designated Evacuation/Triage meeting area. These areas are specifically selected for distance and access to necessary services. They are in accordance with a distance of at least 100 feet from the building. Use caution at all times and keep sidewalks and streets clear for emergency personnel.
- Follow the directions of Campus Security, Campus Administration, appointed personnel and/or the responding governmental agency.
- Do not return to the building until directed to do so by Campus Security or Campus Administration. Ceasing the alarm does NOT mean it is safe to re-enter the building. Clearance will be given verbally and visually. Visual communication will be enhanced by use of Warning Flags. Red flags will indicate a warning to evacuate the building and proceed to the designated areas; green flags will visually issue a clearance to the Campus Community that they are permitted to leave the evacuation area.