

## **Emergency Response and Evacuation Testing Procedure**

Mid Michigan Community College will conduct at least one evacuation test each year (a test is defined as a regularly scheduled drill or exercise with appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities) which is coordinated by the Safety and Security Committee in conjunction with the Office of Student Oversight, Campus Security and the Core Crisis Response Team. The purpose of these tests would be to familiarize the campus community with the sound of alarms, locations of emergency exits within the buildings, location of designated meeting or shelter areas, testing of various notification systems such as the public address system, e-mail notification, *MidAlert!* and to provide guidance about exiting the facility for an emergency evacuation. (Mid Michigan Community College's emergency procedures, building evacuation routes and shelter locations are posted in classrooms and various locations throughout the College.) MMCC will publish its Emergency Response Evacuation Procedures in conjunction with the test, annually.

The test will be monitored by members of the Safety and Security Committee, Office of Student Oversight, Campus Security and the Core Crisis Response Team to evaluate egress, behavioral patterns, and assess and evaluate the emergency response, plans and capabilities. Reports are prepared after each test which identify defective equipment and processes so that corrective action can be taken by the appropriate departments. Recommendations for improvements are also addressed by the Safety and Security Committee and presented to the appropriate department or individuals so that improvement of processes can be effected.

Documentation of the test will be submitted to the Office of Student Oversight for Clery Act-related documentation which will describe the test, the date the test was conducted, the start and end time of the test, and whether the test was announced or unannounced.