

EMERGENCY EVACUATION GUIDE

A. INTRODUCTION

BRCC's policies and procedures are intended to protect all members of our community while on campus and when participating in college related or sponsored activities. This guide is designed to familiarize students, faculty, and staff with building evacuation procedures. This guide should be used in conjunction with other guides such as Bomb Threat, Fire Safety, Chemical and Oil Spill, Earthquake, Power Outage/Utility Failure.

B. RESPONSE

The fire alarm system is the primary notification system used to initiate a building evacuation. When a fire alarm is activated, all individuals must exit the building and proceed to the Designated Assembly Area(s). It is against the law to remain in a building during a fire alarm.

EMERGENCY EXIT ROUTES

Emergency evacuation signs are posted in conspicuous locations throughout BRCC buildings. Each sign identifies the building name, exit routes, fire safety equipment, and Designated Assembly Areas. Students, faculty, and staff should familiarize themselves with exit routes, and Designated Assembly Areas for the building(s) in which they occupy.

C. DESIGNATED ASSEMBLY AREAS

Designated Assembly Areas are locations outside of a building in close proximity to emergency exits to assemble and account for building occupants following an evacuation. Designated Assembly Areas ensure evacuees remain a safe distance from the building during an emergency and do not interfere with emergency response operations, and to facilitate communication during an emergency. In the event of an actual emergency (not a drill), the following locations should be used as designated assembly areas:

- Parking Lot B – For buildings A, B, C, DEF, J, H, and M
- Parking Lot F – For buildings G, P, S, T, and V
- North Lot – Rec Center

D. GENERAL EVACUATION PROCEDURES

Students, faculty and staff should ensure that they are familiar with the following to prepare for possible building evacuations:

- Primary and alternate evacuation routes.
- Designated Assembly Areas

The following procedures must be followed when a building must be evacuated:

- If you become aware of a dangerous situation that warrants an evacuation, activate the fire alarm by using a manual pull station
- Call 911 and report the situation and associated details, if known
- Do not use elevators during a fire or evacuation
- Assist individuals with access or functional needs and those unfamiliar with evacuation procedures.
- Exit the building by way of the nearest exit
- Assemble at the Designated Assembly Area and await further instruction from emergency response personnel
- Report missing persons to emergency response personnel
- Do not re-enter the building until authorized to do so by local law enforcement, emergency response personnel or a member of the BRCC Emergency Operations Group

E. EMERGENCY EVACUATION AND FIRE DRILLS

Emergency evacuation and fire drills are required for all BRCC buildings. The drills must be conducted in accordance with the Virginia State Wide Fire Prevention Code and International Fire Code. All emergency evacuation drills are scheduled and conducted by the Public Safety Office. The frequency and required participation of fire drills is as follows: four documented fire drills annually with one drill to be held during hours after sunset or before sunrise. These drills are to be conducted within 10 days of the beginning of class.