

EVACUATION & SHELTER-IN-PLACE GUIDELINES

These recommendations are provided by Frontier Community College's Emergency & Crisis Team. There are two actions that individuals can take during emergency situations: Building Evacuation (**Get Out**) and Shelter-In-Place (**Stay In**). Only follow these actions if safe to do so. When in doubt, follow your instincts - you are your best advocate!

Building Evacuation (Get Out)

Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building before there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for Exit signs indicating potential egress/escape routes. If you are not able to evacuate, go to an Area of Rescue Assistance if you can.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

Shelter-in-Place (Stay In)

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Severe Weather

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Shelter Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

Security Threat

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/ blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).
- Do not open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, "IECC-Alert", is received advising the threat is over.