

Appendix G

EVACUATION PROCEDURES

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

1. Building Evacuation

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.

When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest “SAFE EXIT” or by the Building Evacuation Plan and alert others to do the same.
- b. Assist the Disabled In Exiting The Building
- c. Once outside, proceed to the assembly point away from the effected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your assembly points.
- d. Do not return to an evacuated building unless told to do so by authorized persons.
- e. Important: After any evacuation report to your designated assembly point. Remain at the assembly point until you are instructed otherwise by Public safety.

2. Campus Evacuation

- b. Evacuation of all or part of the campus grounds will be determined by Public Safety.
- c. All persons (students, administrators, and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.
- d. After any evacuation, report to your designated assembly point. Remain at the assembly point until you are instructed otherwise by Public safety.