

Fire Evacuation Protocol

Purpose

To safely evacuate the campus building in the event of a fire.

Fire Alarm Procedure

- Evacuate everyone from the campus to safe assembly locations away from the building. DO NOT USE ELEVATORS!
- Assist the handicapped exiting the building. Evacu-trac chair devices are available on the second floors in the A-Building, B-Building, and E-Building.
- Exit the building using the closest, safe exit.
- The last person leaving a room should turn off the lights and close the door.
- In the event of inclement weather or for other pertinent reasons, evacuees may be directed to shelter at Four County Career Center.
- DO NOT RETURN TO AN EVACUATED BUILDING unless directed by a college official. The Fire Department will turn off the fire alarm. This is NOT a signal to re-enter the building.

Faculty and Staff Response/Command Center

- The Command Center Staff will include the: President, Chief Fiscal Officer, Vice President of Academics, Director of Facilities, and the Chief of Police or the Police Officer on duty. All members will respond to the Command Center to direct operations.
- The initial Command Center will be located at the Welcome Center if safe to do so. If the alarm is not deemed to be false, the Command Center will be moved to the Maintenance Building Office.
- In the event of a False Alarm, the Chief of Police or the Police Officer on Duty will contact Henry County Sheriff's Office dispatch/911 center to cancel Fire Department Response.
- The Command Center will have a Rave Alerts Sent, the website updated, and field media calls through a designated representative such as the Executive Vice President Assistance-CFAO.
- The Chief Fiscal Officer or the Vice President of Academics will contact Four County Career Center and alert them to the current situation and request shelter for evacuees if necessary. Evacuees will then be directed to take shelter in a designated area at Four County Career Center.
 - *Four County Career Center Superintendent 419-267-3331 ext 2210 or 2216*
- The Command Center will give the directive to re-enter the college once there is verification of a false alarm or by the order of the Fire Chief or Fire Incident Command.
- The Fire Department will establish an Incident Command on site and they are the controlling authority during the fire event. Representatives from NSCC Command Staff will need to be in contact with Incident Command or the Fire Department responding.

Floor Captains

- Will direct the evacuation of their designated area.
- Will direct those who may be enlisted to assist with the evacuation.
- Will ensure that any handicapped person is assisted.
- Will ensure that their area of responsibility is clear of people.
- Will ensure all lights are turned off and doors are closed in their area.
- Will notify the Command Center, via radio or emergency phones, when their area and/or building is clear.
- Will, unless notified otherwise, exit the building and assist moving evacuees to a safe area that is not in conflict with responding emergency personnel.
- Will provide information to evacuees when it is safe to return to the building upon the direction of the Command Center.

Welcome Center

- Will immediately notify the maintenance department and/or police of the fire alarm.
- Will work directly with the Command Center to assist with communications.

Maintenance Personnel

- Will respond immediately to the alarm board to determine the nature of the alarm.
- Will investigate the nature of the alarm
- Will inform the Command Center of the status and nature of their findings.
- Will assist the Command Center in meeting with the responding fire department.

Faculty/Staff

- If capable, assist Floor Captains in the evacuation of the building
- Will assist with the evacuees outside of the building in the designated areas.
- Will assist with re-entry into the building, once been given the all clear.
- Will need to take attendance of the evacuees for documentation for the Fire Department.

Custodial Staff

- Will assist evacuating the building and help direct evacuees to the designated areas, where they will not be in conflict with responding emergency personnel.
- Will assist in directing evacuees to Four County Career Center if necessary.
- Will assist with the re-entry into the building, once the all clear has been given by the Command Center.

After Action Report

- After the incident and as soon as practical, the response to the incident should be accessed and documented by the Emergency Response Team.