**In the event of an actual disaster or drill**, a faculty or staff member in each building will be responsible for evacuating everyone from the facility.  Designated locations have been assigned to each Building Coordinator.  It is essential that each student and any visitor of the campus follow directions given by each Building Coordinator.

**The procedures are as follows:**

**In the event of evacuation**, the instructors/designated staff will evacuate everyone in their area/classroom in a quiet, orderly manner.  Once evacuated, the door(s) should be closed.  The Building Coordinator will assure that the building is evacuated and everyone has moved to a “safe area”.

**Once in the “safe area”** all instructors/designated staff will perform a head count/roll call and report to the Building Coordinator.

**Once the “all clear”** signal has been sounded, each person will be released to an appropriate area.

**NOTE:**

NO ONE MAY DEPART FROM THE DESIGNATED AREAS WITHOUT PERMISSION OF THE BUILDING COORDINATOR AND/OR THE SAFETY AREA COORDINATOR.