

Emergency Evacuation Plan

BASIC EVACUATION PLAN

This plan follows the concepts and ideas used within the EOP.

The following concepts appear in order:

1. ESF 13 (Law Enforcement) and ESF (Physical Plant), working with the EOC, will begin evacuation procedures using mobile public address systems for mass evacuations, or building by building, room by room notification for controlled evacuation.
2. EOC will activate ESF 13(Law Enforcement, Sub-function 13-4 Evacuation/Movement), and any other resources deemed necessary by ESF 13 or the EOC.
3. EOC, working with ESF 6 (Human Services, Sub-function 6-1 Shelter & Mass Care Operations), will select suitable evacuation assembly area(s).
4. ESF 6 (Human Services) will provide evacuation assembly areas with operations staff to provide for the needs of the evacuees.
5. Physical Plant will assist ESF 6 (Human Services) with operation duties, as needed. Communications between the evacuation assembly area and the Emergency Operations Center will be accomplished by two way radio, telephone or runner if necessary.
7. ESF5 (information and Planning) when notified by the EOC will notify the broadcast media of what is happening.
8. ESF 13 (Law Enforcement, sub-function 13-4 Evacuation/Movement) will notify the evacuation assembly area when the evacuation order has been lifted and the evacuees may return to their normal functions.
9. EOC will assure that all documentation of the events take place.
10. The Animals in Disaster Plan ESF 16 will be activated when needed.

CAMPUS EVACUATION

Evacuation of all or part of the campus grounds will be announced by Police Services (ESF 13) with the assistance of Physical Plant. All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know the designated area assembly points which are located in the EOP.

EVACUATION OF INDIVIDUALS WITH DISABILITIES

The Office of Disability Services (ODS) will maintain a Safety Evacuation Locator List. This list will be updated each semester with the names of individuals registered with ODS who are unable to independently evacuate a building in case of fire, tornadoes, or other disaster. ODS will provide the list to Southwest Tennessee Community College Police Services.

The Safety Evacuation Locator List information will come from documentation on file with the Office of Disability Services. It will provide building name, room number, day of week, and time of class. It will include the names of students and their respective faculty member, as well as any documented employees and their official station. This list will provide a quick reference to begin rescue efforts. Southwest Tennessee Community College Police Services Officers will check the Locator List to establish, confirm, and evacuate the disabled involved in the emergency.

PROCEDURES

Every effort should be made to avoid having mobility impaired individuals or severely visually impaired students in classes held on any second floor. Advisors are cautioned to be observant and assign individuals with disabilities to first floor classes.

Instructors holding classes must be aware of the emergency exits. On the first day of class instructors will enlist volunteers to be "monitors" for and assist with emergency evacuation of the disabled student(s).

Visually Impaired - In the event of an emergency, inform the visually-impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.

Hearing Impaired - If the visual warning devices are not available, the hearing impaired person may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing impaired person cannot lip read, write a note to exit the building.

Mobility Impaired – Every effort should be made to assist the non-ambulatory individual in existing the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell and wait on the landing (with the fire doors closed) for

rescue personnel to arrive. In case of a false alarm, or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Police Services Officials use specially designed evacuation chairs to safely move persons with mobility limitations down stairways.

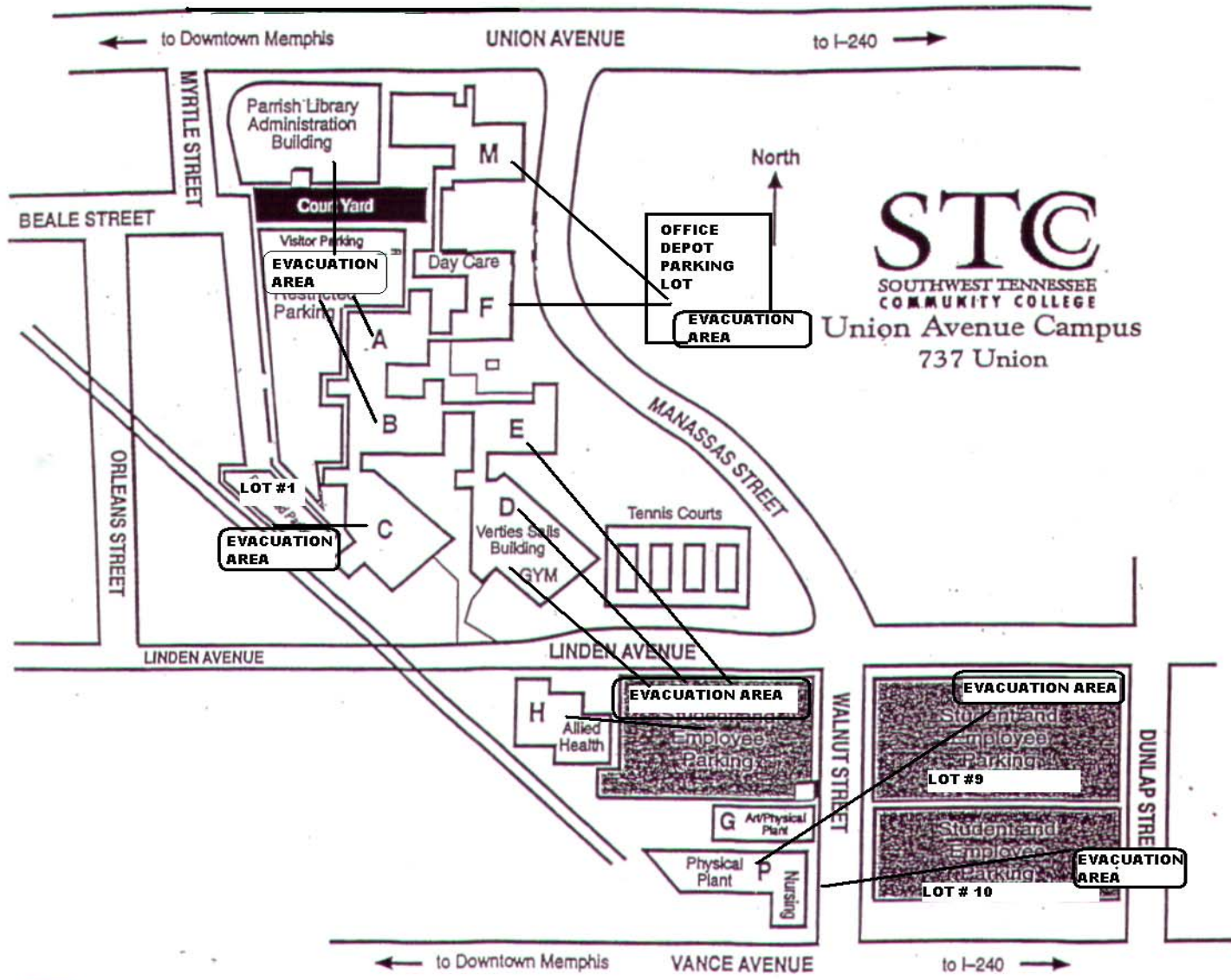
In case of near and immediate danger, the two-man lift technique can be used to lower a person out of the wheelchair and down the stairway.


If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

DESIGNATED AREA ASSEMBLY POINTS Union Campus

A Building	Myrtle Parking Lot
B Building	Myrtle Parking Lot
C Building	Parking Lot#1
D Building (Vertie Sails)	Allied Health Parking Lot
E Building	Allied Health Parking Lot
F Building	Office Depot Parking Lot
M Building	Office Depot Parking Lot
Jess Parrish Building	Myrtle Parking Lot
Allied Health Building	Allied Health Parking Lot
Physical Plant Building	Parking Lot #9
Nursing/ Warehouse Building	Parking Lot #10

**EVACUATE AT LEAST
500 FT FROM
BUILDINGS**



 Ample student parking is always available in these lots.

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college. NEW0109

Macon Campus

Fulton Building	Parking Lot B
Nabors Building	Parking Lot B
Farris B Building	Parking Lot C
Thornton Building	Parking Lot C
Sulcer Building	Parking Lot C
Freeman Building	Parking Lot C
Whitehead Building	Whitehead Parking Lot
Parrish Building	Grass on north side of the building
Jennings Building	Grass on north side of the building
Farris A Building	Farris A Parking Lot
Trailer A & B, Modular Buildings I and II Butler building and Field House	Trailer E Parking Lot
Child Care Facility	Parking Lot E (across from Day Care)

Other Campus Sites

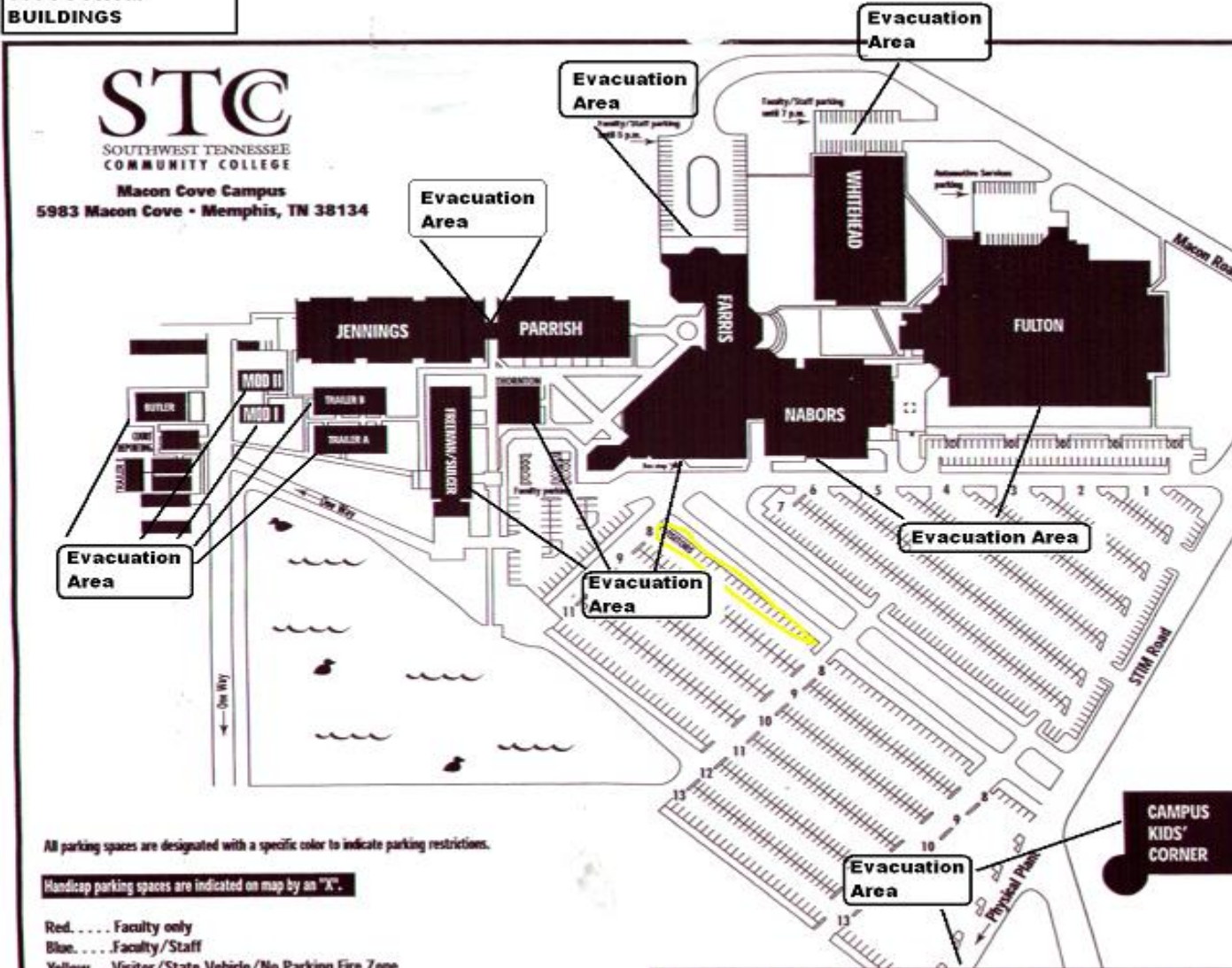
Whitehaven	Parking Lot
Gill	Parking Lot
Southeast	Parking Lot
Millington	Evacuate to area designated by Naval Support Center Police Or University of Memphis designated evacuation area for the old Naval Hospital site.
Fayette	Evacuate in accordance with the Fayette Ware High School evacuation plan. For the site on the square evacuate in accordance with building evacuation plan.

**EVACUATE AT LEAST
500 FT FROM
BUILDINGS**

STC

SOUTHWEST TENNESSEE
COMMUNITY COLLEGE

**Macon Cove Campus
5983 Macon Cove • Memphis, TN 38134**



All parking spaces are designated with a specific color to indicate parking restrictions.

Handicap parking spaces are indicated on map by an "X".

- Red. . . . Faculty only
- Blue. . . . Faculty/Staff
- Yellow. . . Visitor/State Vehicle/No Parking Fire Zone
- White. . . STCC decal required

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