



THE COUNTY COLLEGE OF MONMOUTH

EMERGENCY MANAGEMENT PLAN

QUICK REFERENCE GUIDE

*Dial 911
for All
Emergencies*

August 2017



THANK YOU FOR KEEPING
BROOKDALE SMOKE FREE

BROOKDALE

LINCROFT CAMPUS DIRECTORY

- ATC** Advanced Technology Center
- AUTO** Automotive Technology
- BAC** Brookdale Administrative Center
Accounts Payable and Payroll
Business and Finance
College Relations
Facilities Office
Planning and Institutional Effectiveness
President's Office
Vice President of Finance and Operations
- CAR** Counseling, Admissions and Registration
Admissions, Records & Registration
Advising
Cashier, Accounts Receivable
Counseling Offices
Educational Opportunity Fund (EOF) Office
Financial Aid
Recruitment Services
Student Engagement
Testing Services
- CUP** Central Utility Plant
- CLC** Montessori Children's Learning Center
- CVA** Center for Visual Arts
Art Gallery
- FIT** Fitness Center
- GRN** Greenhouse
- GOR** Gorman Hall
Office of Information Technologies
- HTH** High Technology High School
- LAH** Larrison Hall
Hamantles Institute,
Reading and Writing Centers
- Parking Lots 1-7**
- Visitor Parking**
- Bus Stop**
- Heart Defibrillator**
- Emergency Assembly Areas**
- North**
- Brookdale's Lincroft Campus in Monmouth County**
- Brookdale's Freehold Branch Campus**
- Brookdale at Hazlet**
- Brookdale at Neptune**
- Brookdale at Long Branch**
- Brookdale Campus at Wall**

- LIB** Bankier Library
CHANGE
Distance Education
Innovation Center (IC)
Ted Narozanick Center for World War II
Studies & Conflict Resolution
Tutoring Center in the Learning Commons
- MAC** Main Academic Complex
Career Services
Disability Services
International Education Center
Transfer Services
Veteran Services
Vice President for Learning
Vice President for Student Success
- MAN** Main Academic North
Business and Social Science Institute
Honors Office
- MAS** Main Academic South
Health Sciences Institute
STEM Institute
STEM Lounge
- MNT** Maintenance
- MM** Monmouth Museum
- PAC** Performing Arts Center
- POL** Wilbur Ray Police Station
- PS** Print Shop
- RCA** Robert J. Collins Arena
Department of Athletics and Recreation
Fitness Center
- REC** Brookdale Recreation Center
Fitness Center
- RMC** Receiving and Mail Center
- SLC** Warner Student Life Center
Sokol and Pan College Store
The Paddock Convenience Store
Jersey Blues Dining Room
Student Life and Activities Offices
Student Life Board



MONMOUTH COUNTY

TAKE A CLASS
CLOSER TO HOME
AT ONE OF 6
BROOKDALE
COMMUNITY
COLLEGE
LOCATIONS

BROOKDALE POLICE DEPARTMENT

The Brookdale Community College Police Department operates 24 hours a day, 365 days a year. It is a unique law enforcement agency designed specifically to serve the needs of the college community. Brookdale police officers receive the same police academy training and have the same authority as any New Jersey municipal officer. They have full arrest powers, and enforce criminal and traffic statutes as well as college policies and regulations.

It is the goal of the Brookdale Police Department to serve equally all members of the college community—staff, students, and visitors—without regard to race, color, creed, ethnicity, sex, national origin, age, religion, veteran's status, marital status, handicap, or sexual orientation.

The police station is located on Alumni Road on the north end of campus near Parking Lot #8. There is also a Police Dept. substation on the upper level of the Student Life Center. Brookdale Police maintain mobile, bicycle, and foot patrols that cover the entire 220-acre campus. Officers are always in radio contact with police headquarters and quickly respond to emergency situations and calls for assistance. In addition to uniformed patrol personnel, the Brookdale Police Department maintains an investigative division, which provides crime prevention services, traffic accident investigations, and administrative support.

IMPORTANT TELEPHONE NUMBERS:

DIAL 911 FOR ANY EMERGENCY SITUATION.
FOR NON-EMERGENCIES, **DIAL 732-224-2222** (OR X2222 FROM ANY CAMPUS PHONE).

CAMPUS POLICE REQUESTS THAT ALL INCIDENTS INVOLVING SUSPICIOUS PERSONS, ACTIVITIES, BEHAVIORS, THREATS, THEFTS/LOSSES AND OTHER CRIMES, AND POTENTIAL SAFETY AND SECURITY ISSUES BE REPORTED ASAP.

The Police department will assist students, staff, and visitors with a variety of services including:

- ♦ Vehicle lockouts/Jumpstarts
- ♦ Motor vehicle accidents
- ♦ First Aid (College Police are certified in Basic First Aid, CPR and the use of Automated External Defibrillators (AED))
- ♦ Safety inquiries
- ♦ Lost & Found
- ♦ Special parking permits
- ♦ Severe weather alerts via the Monmouth County OEM

Ways to Reduce Your Risk of Sexual Assault:

- ♦ Be aware of your surroundings.
- ♦ Try to avoid isolated areas.
- ♦ Walk with purpose. Even if you don't know where you are going, act like you do.
- ♦ Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- ♦ Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- ♦ Don't allow yourself to be isolated with someone you do not trust or someone you don't know.
- ♦ Avoid putting music headphones in both ears so that you can be more aware of your surroundings.
- ♦ Walk in groups if possible.
- ♦ Call 911 if you feel threatened.

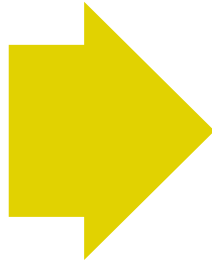
Sexual Assault Victim's Rights:

- ♦ You have the right to privacy. All information must be kept confidential. The fact that an incident occurred will be reported to police as required by the Clery Act but no other information will be shared without your permission.
- ♦ You have the right to make decisions about who can be contacted and if and how any intervention will proceed. You have the option, or not, to notify and seek assistance from law enforcement and campus authorities. You have the option of seeking assistance from available services.
- ♦ You have the right to institutional implementation of court-issued No Contact Orders/Orders of Protection/Restraining Orders.
- ♦ You have the right to view the College's annual Clery Report located on the BCC Police Department webpage.

CAMPUS SECURITY – GENERAL INFORMATION

BASIC FIRST AID PROCEDURES/CRISIS INTERVENTION

**Severe Bleeding
Shock
Unconsciousness
Heat Stroke
(other medical emergency)**



Dial 911 for Police
State your name, name of the injured/ill person, location, and type of emergency. Stay with the victim until an emergency responder arrives.

Brookdale Community College maintains Automated External Defibrillators (AED) in the following College locations:

- ◆ College Police Department (accessible via dialing 911)
- ◆ Performing Art Center Lobby
- ◆ Warner Student Life Center Jersey Blues Dining Room
- ◆ Robert J. Collins Arena (gymnasium) Ext. 2377
- ◆ Fitness Center – Main Office Ext. 2562
- ◆ Each regional location (Freehold, Neptune, Hazlet, Long Branch, Wall)

AED equipment in these locations are available for use by individuals who have current AED certification.

Crisis Intervention

Brookdale's professionally trained and NJ licensed counselors provide intermediary personal and psychological counseling to help students deal with relationship problems, feelings of anxiety and depression, substance use issues, family difficulties, and serious personal crises such as grief and loss or sexual assault. Conversations are confidential and in a safe, supportive, and accepting environment. For confidential appointments scheduled with a personal counselor, call **732-224-2986**.

Brookdale also has special arrangements with the following 24/7/365 emergency resources if you are having thoughts of suicide or harming yourself or others:

- ◆ **Monmouth Medical Center Psychiatric Emergency Services**
Call (732) 923-6999
- ◆ **2NDFLOOR Youth Helpline**
2NDFLOOR Youth Helpline is always available to talk with you about any problem you are experiencing. If you are experiencing any form of distress or hardship, we are available 24/7 to problem solve, explore ideas, refer you to local resources, or just listen. Call or text us at 888-222-2228, visit our website at www.2ndfloor.org or download our app by searching "2ndfloor youth helpline" in the App Store.

BASIC FIRST AID PROCEDURES/CRISIS INTERVENTION

CLOSING THE COLLEGE

Definition

Weather related or other emergency condition(s) necessitating the closing of the College.

Procedures

If the College decides to cancel classes or close entirely due to an **emergency**, notification channels include:

- ◆ Rave Text Alert system
- ◆ Cisco campus phone intercom system
- ◆ Employee voicemail/email
- ◆ Alertus desktop notification
- ◆ Recorded message on College's main number
- ◆ Campus entrance signs
- ◆ Brookdale website
- ◆ Local media
- ◆ Social media – Facebook and Twitter

Media notification for **weather** related closings include:

- ◆ WBJB 90.5 FM radio
- ◆ TV News 12 NJ
- ◆ WCBS – TV Channel 2

Recorded information regarding closings will be made to the general public on the College's main telephone number at 732-842-1900 and through the College's voicemail system (broadcast feature) for all staff-assigned extensions.

The President, or designee, will determine closings and/or cancellations. When announcing closings and/or cancellations, all affected locations, including the regional (off campus) sites, will be specified by the President's Office.

Notification of the closing of one of Brookdale's regional locations will be accomplished via phone chain to the employees of the facility, originating at the office of the Vice President of Learning. Closing information for a regional location will also be provided on social media, the Brookdale website, through a Rave Text Alert, and may include other channels as noted above.

Whenever possible, the decision to cancel classes or close the College will be made by 6:00 a.m. for daytime activities and by 3:00 p.m. for evening activities.

CLOSING THE COLLEGE

FIRE

Definition

A fire/smoke condition in a building or on the premises requiring the evacuation of a building(s).

Notification

Notification of a fire will come in one of four ways:

- Automatic Fire Alarm
- Telephone intercom or Rave Text Alert system
- Manually Pulled Alarm
- Person to Person

Fire Procedure

Any time that a fire or potential fire related hazard (smoke, gas, etc.) is evident, the building fire alarm must be sounded and the building evacuated immediately, following appropriate evacuation guidelines. Dial **911** to notify Police/Fire responders.

Smoke or fire that is visible

R ESCUE	Rescue anyone in immediate danger from the fire, if possible. Do not jeopardize your own safety. Before entering a room, check the door for heat by placing the back of your hand on the door.
A LARM	Pull the nearest fire alarm box and contact Police from a safe location. Give exact location of the fire.
C ONTAIN	Close all doors on the way out.
E XTINGUISH/ EVACUATE	If it is safe to do so, small controllable fires should be extinguished using the guidelines below. Staff members should assist in the evacuation of students and other staff members. Prepare by knowing 2 routes to exit your location. Do not use elevators.

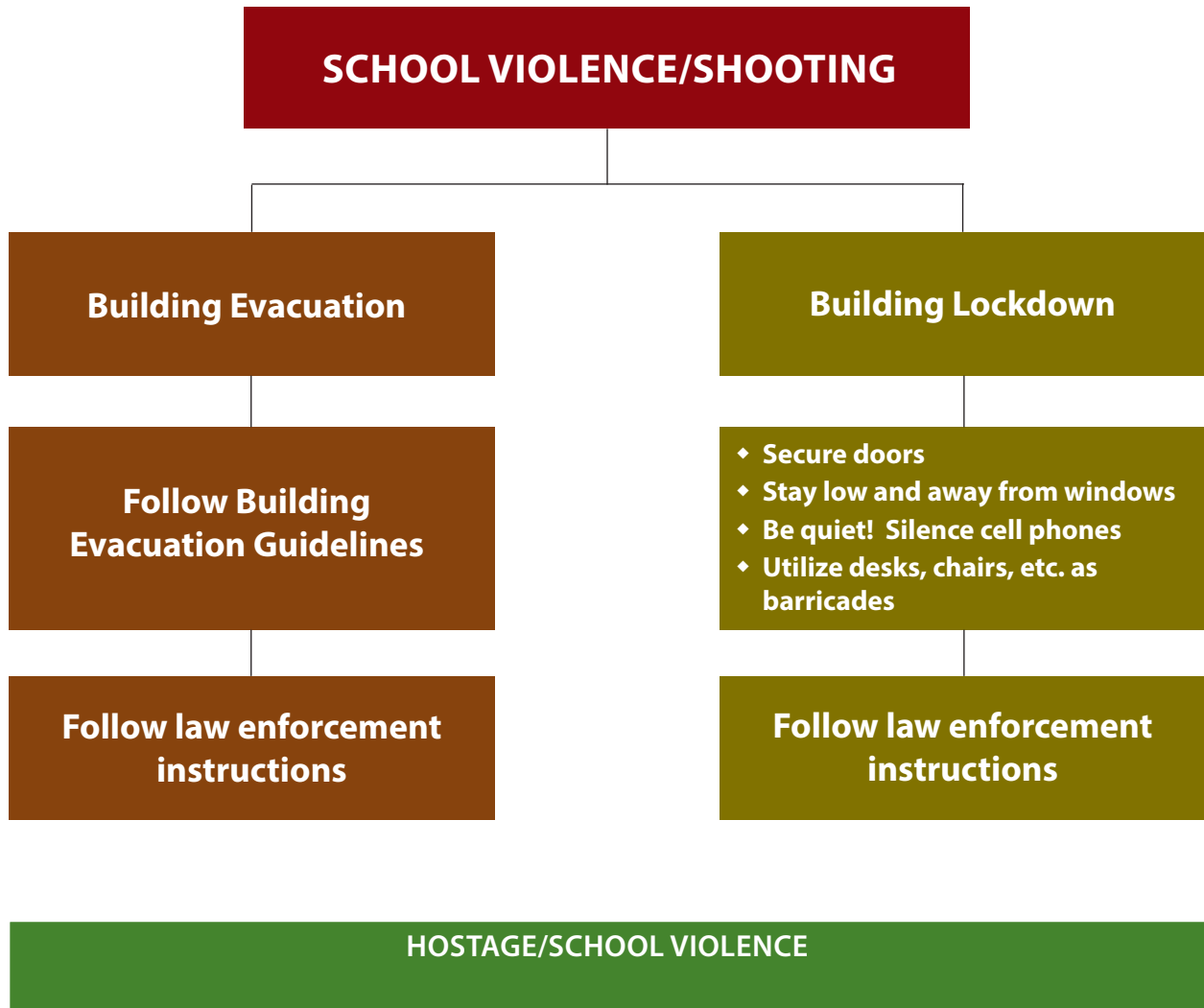
How to use a fire extinguisher

P ULL	Pull the pin.
A IM	Aim the nozzle at the base of the flames.
S QUEEZE	Squeeze the handle.
S WEEP	Sweep the agent over the base of the flames.

FIRE

HOSTAGE/SCHOOL VIOLENCE

- ◆ Remain calm.
- ◆ Contact the College Police immediately by dialing **911**.
- ◆ In the event of a Hostage Situation, evacuate the building immediately.
- ◆ In the event of a School Violence/Shooting situation, law enforcement will initiate either a building evacuation or building lockdown



MEDIA/CIVIL DISTURBANCE/STUDENT DISRUPTIONS



Definition

An incident that disrupts or has the potential to disrupt the orderly functions of the College.

Media

All requests from newspaper, broadcast and online journalists for information about an emergency or other situation involving Brookdale Community College should be directed to the College Relations Department at 732-224-2967 or 2453. If a College Relations representative is not available, calls should be directed to the Brookdale Community College Police by calling 732-224-2222. The Police will then notify the Executive Director, College Relations.

Student Disruptions/Civil Disturbances

- ◆ Call the College Police by dialing 911.
- ◆ Keep the students in their classrooms.
- ◆ Faculty should not leave students unsupervised.
- ◆ Staff should not intervene in the dispute.

MEDIA/CIVIL DISTURBANCE/STUDENT DISRUPTIONS

UTILITY FAILURE

**Sewer
Electrical
Elevator
Natural Gas
Water Leak/Failure
Heating Ventilation & Air
Conditioning Failure**

**Contact Facilities by dialing 732-224-4444 or
732-224-2299 (x4444 or x2299 from a campus phone),
24 hours a day, 7 days per week**

**Contact College Police
by dialing 911**

**NOTE: ELEVATORS ARE EQUIPPED WITH EMERGENCY PHONES THAT
COMMUNICATE DIRECTLY WITH AN EMERGENCY DISPATCHER.**

Refer to the evacuation section below for further guidance on evacuation if necessary.

UTILITY FAILURE

TELEPHONE FAILURE

In the event of a telephone failure on the College Campus, the following communication options can be utilized.

- ◆ Personal cell phones
- ◆ Cisco campus phone intercom system
- ◆ If the fax machine uses a regular handset, that handset can be used for ordinary voice telephone service. If the fax machine is connected directly to the telephone wall outlet, then the fax machine must be disconnected and a regular handset must be connected in its place. The handset can be used for ordinary voice communication outside the College and to other fax phones inside the College.
- ◆ If possible, notify the College's Help Desk (732-224-2829) or the College Police (732-224-2222) of the communication failure.

COMPUTER FAILURE

For catastrophic computer/information technology failures that disrupt machines or network infrastructure campus-wide, contact the College's Help Desk at 732-224-2829 or College Police via 911 or 732-224-2222 to activate the Office of Information Technology emergency contact list.



TELEPHONE/COMPUTER FAILURE

SEVERE WEATHER / IN-PLACE SHELTERING

Natural Disasters: Thunderstorms, Floods, Hurricanes, Earthquakes, Winter Storms, Etc.

Definition

Conditions are favorable for the above listed natural disasters.

Procedures

- ◆ Regular College operations may be suspended. Advance preparation enables the College to cope with such situations. Adhere to Closing the College procedures.
- ◆ The first condition for making a decision to suspend operations is safety. The final decision for closing any or all College locations is made by the College President or designee.

Tornado Watch or Warning

Definition

Tornado Watch: Conditions are favorable for severe weather.

Tornado Warning: Severe conditions have been sighted; take shelter immediately.

Procedures

- ◆ In the event an actual tornado is sighted in the area (tornado warning), College Police will notify all students, employees, faculty, via Rave Text Alert, Cisco phone intercom, broadcast email, voicemail, or verbal notification (i.e. bullhorn).
- ◆ All persons in campus buildings should go to the lowest level possible within the building. Enter an interior room or hallway with no windows or stay away from windows.
- ◆ Persons should remain in a place of shelter until an all-clear signal is sounded. The all clear will be communicated by the same methods indicated above.
- ◆ After the all-clear is sounded, assess any damage and/or injuries. Report all damage and injuries to the College Police immediately by calling 911 and the Facilities Department Manager at 732-224-2299 or 732-741-4239.

In-Place Sheltering

In the event of an external release of a hazardous material or a terrorist alert/event, emergency response personnel, including College Police, may require building occupants to remain indoors (shelter in-place) when external hazards are too great to risk exposure to evacuees.

Building occupants will be notified via one or more of the following methods:

- ◆ Rave Text Alert
- ◆ Broadcast E-Mail
- ◆ College Radio Station (WBJB 90.5 FM)
- ◆ Verbal (bullhorn, dept. heads, etc)
- ◆ Cisco telephone intercom system

Occupants will be advised by Police, Security Officer, or the local Police to either shelter in their existing building or proceed to an alternate on-campus sheltering location.

If occupants are advised to shelter in their existing building, the following guidelines should be adhered to:

- ◆ Follow the instructions of all emergency personnel.
- ◆ Close all doors and seal gaps under doorways with towels, clothing, etc. if possible.
- ◆ If you suspect that gas or vapor has entered the building you are in, hold a wet cloth over your nose and mouth.

Emergency response personnel will determine and communicate to building occupants when it is safe to exit the building

EVACUATION

Occupants of the campus buildings will be notified that an emergency evacuation condition exists, necessitating the evacuation of the building in one of the following ways:

- ♦ Activation of the building fire alarm. This is signaled by either an audible or visual (strobe) alarm or both.
- ♦ Verbal or global notification using Rave Text Alert System, campus phone intercom system, or broadcast email.

Upon notification that a building must be evacuated, occupants of the building should walk quickly and calmly (DO NOT RUN) to the nearest marked building exit. Use an alternate exit if the nearest exit is inaccessible. Go to the nearest area of emergency assemble. DO NOT LEAVE unless notified by police to do so.

DO NOT USE ELEVATORS.

Please note: If in the Main Academic Complex (CAR, MAN, MAC, MAS) and you need to evacuate a particular building in the Main Academic Complex, **and not the entire complex**, you may use the elevators in the next available building not being evacuated.

In classrooms, the instructor is responsible for immediately evacuating his/her class from the building and ensuring that classroom door(s) are closed upon exiting.

TO BE READ BY THE INSTRUCTOR TO CLASS AT THE START OF EACH SEMESTER:

"Emergency evacuation may be required when there is an actual or potential danger to the occupants of any building as a result of fire or other emergency situation. When a fire alarm is sounded, all occupants must leave the building via the nearest safe exit. The two closest exits from this classroom are _____ and _____ (Faculty member to identify prior to the beginning of class). Proceed immediately to the designated emergency assembly area (EAA) and remain 300 feet from any building. The emergency assembly area for this building is _____ (Faculty member to identify). Students need to check in with their faculty instructor once at the assembly area. All walkways and roads must remain clear for emergency vehicles. Take all belongings with you. You will remain there until the all clear is announced."

DO NOT USE ELEVATORS DURING THE EVACUATION PROCESS.

EVACUATION PROCEDURES:

- ♦ In the Kitchen Classroom, the Laboratory/Studio Assistant and Instructors should ensure that all open flames are turned off before leaving the room and closing the lab door.
- ♦ Occupants of offices should make sure that doors are shut as they leave. In large offices occupied by many individuals, the department head or supervisor should ensure that all doors are closed.
- ♦ **Once outside, evacuees should stand a minimum of three hundred (300) feet from the building.** If possible, department heads and faculty should verbally advise employees, students, and other evacuated individuals to gather and remain at the assigned Emergency Assembly Areas. If necessary, the College Police or other emergency response personnel may direct you to an alternate location. Please give them your complete cooperation.
- ♦ Note that parking lots and roadways may be used by emergency response vehicles and therefore, **must not** be used as assembly areas.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH SPECIAL NEEDS

- ♦ Ask for assistance and exit the building to the external Emergency Areas of Assistance (EAA). Remain in the EAA until you get the "all clear from Police."
- ♦ Individuals with physical disabilities remain in the building during an emergency evacuation condition only if they are non-ambulatory, or when elevator assistance is essential for their evacuation, and they are located either above or below the ground floor. All other persons with disabilities should evacuate the building in an emergency evacuation condition. Elevators must not be used during an emergency evacuation condition unless use is authorized by an appropriate emergency responder (e.g. Police, Fire, etc.). If necessary, individuals who are sight impaired should seek assistance from any of the building occupants.
- ♦ If possible, dial 911 or use the emergency red phones located at the Areas of Rescue Assistance (or have someone call for you) to contact the Police Dispatcher and advise that you are a person with a physical disability (identify the disability) and are in need of rescue assistance from an emergency responder. Provide your building, floor and room number, and telephone number from which the call is being placed. If it is safe to do so, remain by the phone. If you cannot get to an area of rescue assistance and/or a telephone is not accessible, have someone advise an emergency responder of your specific location. Areas of Rescue Assistance & Areas of Refuge are listed at the back of this guide.
- ♦ In Lincroft's MAC, CAR, MAN and MAS buildings it may be feasible to move horizontally to a section of the building not affected by the emergency.

The College Police will issue a verbal "all clear" via bullhorn, etc. indicating that it is safe to re-enter the building.

EVACUATION

BOMB OR BOMB THREAT

Definition

A device or threat of a device, which may explode.

There are three likely methods of receiving a Bomb Threat:

- ◆ Telephone
- ◆ Letter/E-Mail
- ◆ Delivered Package.



Transmissions May Set Off a Bomb

Do not use: Radios/Walkie-Talkies/Cell Phones/Beepers within 300 feet of the bomb threat location

Procedure

- ◆ Stay calm.
- ◆ Obtain as many details as possible if a bomb threat is made. **FOLLOW THE CHECKLIST PROVIDED ABOVE.**
- ◆ **Dial 911** to notify the College Police.
- ◆ Evacuate the building and move to a designated area, at least 300 feet from the building.
- ◆ While evacuating the building, look for unusual devices and listen for suspicious noises. Report suspicious items to the Police.
- ◆ Do not touch anything suspicious.
- ◆ Assist Emergency Responders as requested.
- ◆ Do not attempt to cover suspicious item(s) at all adding to possible fragmenting damage for example: Do not park a vehicle over item. Do not place a garbage can over item which may cause over pressure and create more fragmenting damage.
- ◆ Look for anyone acting suspicious or moving sporadically to get different view points to the object in question.
- ◆ Do not use flash photography to document the item in case it may be equipped with photo sensitive / light sensitive sensors.
- ◆ Remember to use **TDS** (Time Distance Shielding) Give yourself time to call 911 while keeping the item in view. Distance yourself maintaining a safe area away from the item in the event of a mishap. Get behind a barrier or in an area shielded for protection in the event the item detonates causing damaging over pressure and fragmenting debris until the proper authorities arrive and give direction.

HOW TO RECOGNIZE, HANDLE, AND REPORT A SUSPICIOUS PACKAGE OR ENVELOPE



Some characteristics of suspicious packages and envelopes include the following:

- ◆ Inappropriate or unusual labeling
- ◆ Excessive postage
- ◆ Handwritten or poorly typed addresses
- ◆ Misspellings of common words
- ◆ Strange return address or no return address
- ◆ No shipping/postage stamp
- ◆ Incorrect titles or title without a name
- ◆ Not addressed to a specific person or department
- ◆ Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- ◆ Marked with any threatening language
- ◆ Postmarked from a city or state that does not match the return address
- ◆ Appearance as if a child may have made the package
- ◆ Powdery substance felt through or appearing on the package or envelope
- ◆ Oily stains, discolorations, or odor
- ◆ Lopsided or uneven envelope
- ◆ Excessive packaging material such as masking tape, string, etc.
- ◆ Other suspicious signs
- ◆ Excessive weight
- ◆ Ticking/mechanical/electronic sounds
- ◆ Protruding wires or aluminum foil

Handling and Reporting of Suspicious Packages or Envelopes

- ◆ **DO NOT OPEN IT**
- ◆ Do not shake or empty the contents of any suspicious package or envelope.
- ◆ If you become exposed to a powder or other substance, do not leave the area, do not carry the package or envelope to show it to others, or allow others to examine it.
- ◆ Put the package on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- ◆ Alert others in the area about the suspicious package or envelope.
- ◆ Call the Police (**dial 911**) or tell someone to call the Police.
- ◆ Cover the suspected contaminated object with whatever is available to prevent the contents from spreading. Use whatever is on hand, such as a wastepaper basket, newspaper, etc.
- ◆ Move to a safe area, unless you have been exposed to a powder or other substance (see 3rd bullet above).

LOCATION	AREA OF RESCUE ASSISTANCE	POSSIBLE AREA OF REFUGE [Rooms with a phone, a locking solid door, and window]
Larrison Hall	<ul style="list-style-type: none"> • 2nd Fl and 3rd Fl Center-Area between stairs and elevator • 2nd and 3rd Fl East and West Wings- Area near stairways 	<ul style="list-style-type: none"> • 2nd floor Center- LAH Rm 220 • 2nd Floor East-LAH Rm 227 • 2nd Floor West-LAH Rm 209 • 3rd Floor Center-LAH Rm 302 • 3rd Floor East-LAH Rm 317 • 3rd Floor West-LAH Rm 308
Center for Visual Arts	<ul style="list-style-type: none"> • 2nd Fl- Area between lobby stairs + elevator • Basement level: Hallway near elevator 	<ul style="list-style-type: none"> • 2nd Floor- CVA Rm 209
Performing Arts Center	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through lobby or south entrance 	<ul style="list-style-type: none"> • One story building- Evacuate
Library	<ul style="list-style-type: none"> • 2nd Fl- Near staircase by the Special Collections Rm • Basement: Area adjacent to elevator 	<ul style="list-style-type: none"> • 2nd Floor-LIB Rm 203 • Basement- LIB Rm 008 [no window]
Business Administration Center [BAC]	<ul style="list-style-type: none"> • 2nd fl North- Near Stairwell • 2nd fl South- Near elevator • Basement-By kitchen area/ stairwell 	<ul style="list-style-type: none"> • 2nd Floor- Rm. – BAC Rm 224 for both the North and South sides • Basement- BAC Rm. 003 [no window or push-button lock]
Main Academic North (MAN)	<ul style="list-style-type: none"> • 2nd Fl- Staircase near the 2nd fl LIB exit door • Basement: Area opposite elevator 	<ul style="list-style-type: none"> • 2nd Floor- MAN Rm 206 • Basement- Maintenance Rm MAN 017 [no window or push button lock]
Main Academic Central [MAC]	<ul style="list-style-type: none"> • 2nd Fl- By MAC and CAR stairwell; No Basement classrooms/offices 	<ul style="list-style-type: none"> • 2nd Floor- MAC Rm 213
Center for Counseling, Admissions & Registration (CAR)	<ul style="list-style-type: none"> • 2nd Fl- By MAC and CAR stairwell • Basement: By MAC and CAR stairwell 	<ul style="list-style-type: none"> • 2nd Floor- MAC Rm 213 • Basement- CAR Rm 003 [no window]
Main Academic South (MAS)	<ul style="list-style-type: none"> • 2nd Fl- Area near circular shaped restrooms • Basement level: Evacuate out north doors 	<ul style="list-style-type: none"> • 2nd Floor- Rm 204
Automotive Technologies [AUT]	<ul style="list-style-type: none"> • One-Story building – none specified • Evacuate through bay door, or lobby exit doors 	<ul style="list-style-type: none"> • One story building- Evacuate

LOCATION	AREA OF RESCUE ASSISTANCE	POSSIBLE AREA OF REFUGE [Rooms with a phone, a locking solid door, and window]
Collins Arena (Gymnasium)	<ul style="list-style-type: none"> • None specified • Upper level- Evacuate through lobby doors 2nd Floor, or closest exit doors • Lower Level- Evacuate through bay door on 1st Floor 	<ul style="list-style-type: none"> • Upper and lower levels have evacuation options
Fitness Center	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through lobby doors east 	<ul style="list-style-type: none"> • One story building- Evacuate
BREC	<ul style="list-style-type: none"> • One story building – none specified • Evacuate via Exit doors west and north 	<ul style="list-style-type: none"> • One story building- Evacuate
Gorman Hall (OIT)	<ul style="list-style-type: none"> • 2nd Floor- Lobby by the elevator • 1st Fl-Evacuate out east west or south doors 	<ul style="list-style-type: none"> • 2nd Floor- 2nd Floor Conference Room
'Montessori' Child Daycare Center	<ul style="list-style-type: none"> • One story building –none specified • Evacuate through east, west or south doors 	<ul style="list-style-type: none"> • One story building- Evacuate
Receiving and Mail Center [CRAM]}	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through East or West doors 	<ul style="list-style-type: none"> • One story building- Evacuate
Print Shop/Maintenance	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through North or West doors 	<ul style="list-style-type: none"> • One story building- Evacuate
Police Building (POL)	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through North or East doors 	<ul style="list-style-type: none"> • One story building- Evacuate
Maintenance	<ul style="list-style-type: none"> • One story building – none specified • Evacuate through East or South doors 	<ul style="list-style-type: none"> • One story building- Evacuate
ATeC	<ul style="list-style-type: none"> • Upper level- West hallway, by 2nd floor bathrooms • Mid-Level-Evacuate out east or north doors • Lower level: Evacuate out south exit doors 	<ul style="list-style-type: none"> • 2nd Floor- ATC Rm 224
Student Life Center [SLC]	<ul style="list-style-type: none"> • None specified • Upper Level- Evacuate out east or north doors • Lower Level- Evacuate out west or south doors 	<ul style="list-style-type: none"> • Evacuation options

AREAS OF ASSISTANCE & AREAS OF REFUGE