

COUNTY COLLEGE OF MORRIS	
Business and Finance Division Policies and Procedures Manual	
Subject: EMERGENCY EVACUATION	Page: 13.01.04
	Date: Rev. 9/20/11

Emergency Evacuation Procedure

(TO BE READ BY FACULTY 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(s) via the nearest exit and proceed immediately to the designated staging area and remain 50 feet from any building. Fire Marshals will direct the evacuation. All walkways and roads must remain clear for emergency vehicles. Take all belongings with you. You will remain there until the all clear is sounded, or a Fire Marshal directs you to a remote staging area. Evacuation of physically disabled individuals will be assisted or coordinated by the faculty at the site. **DO NOT USE ELEVATORS DURING THE EVACUATION PROCESS.** The evacuation staging area for this classroom or laboratory is (Please state staging area from accompanying chart).

Designated Fire Marshal and Staging Area Plan

Designated individuals will be assigned as CCM Fire Marshals with the responsibility of ensuring a safe, orderly, and total evacuation of the buildings, by floor. Fire Marshals will be designated for the day, evening and weekend operation. Each will be appropriately dressed and distinguished as a CCM Fire Marshal. Fire Marshals will guide evacuees 50 feet from any building, keeping walkways clear, to a prearranged staging area, where they will remain until the all clear signal is sounded or an order is given to move to another staging area. The Director of Public Safety, or his designee, will arrange for radio communication from headquarters to each of the staging areas as soon after the alarm sounds as possible. Fire Marshals will be responsible for disseminating emergency follow-up information to individuals in their staging areas.

Procedure for a Full Campus Evacuation

1. Upon the decision to evacuate the campus and secure facilities, the Director of Public Safety or his designee will immediately notify the Randolph Township Police Department of all the necessary information regarding the nature of the incident.
2. He/She will request traffic control assistance at the entrances/exits of the campus, (2) and at traffic intersections contiguous to each entrance/exit, (2) See egress map attached.
3. It will be the responsibility of the Public Safety Department to move traffic from the parking lots to entrances in a manner that will allow for emergency vehicle access should the need arise.
4. The Director of Public Safety or his designee will notify the appropriate campus administrators of the intentions of the Police Department acting in conjunction with the Public Safety Department.

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5. At the conclusion of the evacuation, the Director of Public Safety or his designee will immediately notify the Randolph dispatcher or police officers present on campus that the campus has been evacuated.
6. The Director of Public Safety or his designee will follow any lawful direction by the Police and Fire agencies pursuant to the emergency at hand or precautionary measures to be taken thereafter.

DESIGNATED STAGING AREAS BY BUILDING AND FLOOR

BUILDING	FLOOR	1 ST STAGING AREA	2 ND STAGING AREA
HH	First	Parking lot 5	Parking lot 5
HH	Second	Parking lot 5	Parking lot 5
SCC	First	Parking lot 6	Parking lot 6
SCC	Second	Parking lot 6	Parking lot 6
LRC	First	Front Lawn	Parking lot 8
LRC	Second	Front Lawn	Parking lot 8
LRC	Addition	Front Lawn	Parking lot 8
HPE	First	Parking lot 8	Parking lot 8
HPE	Second	Parking lot 8	Parking lot 8
AS/SH	First	Lawn above HH stairs	Parking lot 5
AS/SH	Second	Lawn above HH stairs	Parking lot 5
AS/SH	Third	Lawn above HH stairs	Parking lot 5
AS/CH	First	Rear exit to lot 1 50 ft past walkway	Parking lot 1
AS/CH	Second	Tal Streeter Sculpture	Parking lot 8
AS/CH	Third	Tal Streeter Sculpture	Parking lot 8
AS/DH	First	Rear exit to lot 1 50 ft past walkway	Parking lot 1
AS/DH	Second	Tal Streeter Sculpture	Parking lot 8
AS/DH	Third	Tal Streeter Sculpture	Parking lot 8
Emeriti	First	Rear exit to lot 1 50 ft past walkway	Parking lot 1
Emeriti	Second	Tal Streeter Sculpture	Parking lot 8
Dal House	First	Parking lot 1	Parking lot 1
Dal House	Second	Parking lot 1	Parking lot 1
Plant/Maint	All	Parking lot 5	Parking lot 3
Public Safety	All	Parking lot 5	Parking lot 3
LHT	All	Parking lot 1	Parking lot 1
Aquatic Facility	All	Parking Lot 8	Parking lot 8