

SECTION: 3.0 PERSONNEL
SUBJECT: EMERGENCY EVACUATION PROCEDURES

Background: This policy was created to establish guidelines for general emergency evacuation procedures for a building or campus property in the event of a natural or man-made disaster, civil disturbance, or other emergency situations.

Point of Contact: Director of Public Safety

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Sr. Vice President/Vice President for Student Affairs

Date of approval by LC State authority: September 2019

Date of State Board Approval: N/A

Date of Most Recent Review: June 2025

Summary of Major Changes incorporated in this revision to the policy: Updates names and titles

1. In case of a major disaster or crisis situation on any campus property, a comprehensive Emergency Response Plan has been developed and can be read in its entirety on the LC State Intranet (located on Teams). The Emergency Response Plan defines roles and provides operational instructions for designated College officials to follow. This policy applies to any situation that requires the emergency evacuation of a building, area, or group of buildings at LC State.
 - A. Process: Each department is responsible for ensuring that their employees and students are aware of the proper emergency evacuation procedures. Each building on campus has a designated Building Evacuation Coordinator and specific procedures and considerations that apply to each particular building. For a list of the Building Evacuation Coordinators and building specific evacuation plans, visit: [Emergency Response Information](#)
 - B. Procedures: When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately. All faculty and staff must help direct students and visitors to obey evacuation orders. All college employees are responsible for knowing the location of exits and be able to identify their building's evacuation route(s) in an emergency. All alarms must be treated as a warning of an actual emergency. Do not take time to retrieve personal items during an evacuation.
- Call 911. If you are using a landline telephone on campus or the Teams app on your work computer, dial 911. If you are calling from your cell phone, state the building name and address to the dispatcher; cell phones may acquire their signal from the tower in Clarkston, WA, therefore sending the call to the dispatch center in Pullman, WA (WHITCOM).
1. Close all of the doors to the room of fire origin, or other hazard, when leaving. If possible and safe, turn off laboratory gases and exhaust fans. If smoke is present, stay close to the floor when exiting. Do not use elevators and exit the building using the nearest marked exit and posted evacuation route.

SECTION: 3.0 PERSONNEL

SUBJECT: EMERGENCY EVACUATION PROCEDURES

2. Activate the fire alarm at the nearest manual pull station located in the hallway, if necessary.
3. Help persons requiring assistance to get out of the building or to a designated area for evacuation assistance shown on the evacuation route map(s) posted in the building. Notify emergency personnel immediately upon their arrival of the exact location of any persons whom may be waiting in those areas.
4. After evacuation, move away from the building and wait in the designated evacuation area until further instructions are given.
5. If you become trapped due to smoke, heat, flames, or other hazards, use the following procedures:
 - a. Leave the room door closed and seal the door cracks and ventilation grills with cloth or wetted towels if possible.
 - b. Call 911 from your cell phone or 911 from a landline telephone and let the dispatcher know your location. Hang an article of clothing, large enough for rescuers to see, out the window.
 - c. If smoke enters the room, open the window to let it out. Close the window if outside smoke enters. Tie a cloth or piece of clothing around your nose and mouth to filter out smoke, if necessary.
 - d. Stay close to the floor where air is cleaner

C. Building Evacuation Coordinators (BEC) and Building Evacuation Monitors (BEM)

1. Upon appointment as a BEC, contact the Director of Public Safety and Emergency Management to receive orientation and training on your duties and the LC State Emergency Response Plan.
2. Designate one or more BEMs, if needed, to assist or act in the absence of the BEC with evacuation procedures. Note - Each residence hall has a BEM under the direct supervision of the Director of Residence Life, who is designated as a BEC.
3. Ensure that all personnel assigned to the building receive initial and recurring training (at least once each calendar year) on emergency and evacuation procedures. All employees within your building/area should have ready access to the building evacuation plan.
4. Use your building evacuation plan as your primary reference when you conduct initial and on-going evacuation procedure training for the employees who work in your building. BEMs may assist BEC's with this training. Document this training in the log provided at

SECTION: 3.0 PERSONNEL

SUBJECT: EMERGENCY EVACUATION PROCEDURES

the end of your Part B. Notify the Vice President for Finance and Administration or the Director of Public Safety as updates to the training log occur.

5. Depending on your building, designate a central assembly/congregation point within the building for disabled individuals or those with mobility issues to meet others who will help them evacuate the building. Identify those willing to help as part of your building evacuation plan.
 6. For all facilities, designate an outside assembly area a safe distance from the facility where personnel will congregate after evacuation.
 7. Review the building evacuation plan and make necessary updates at least once a year. Notify the Vice President for Finance and Administration and the Director of Security and Emergency Preparedness if any changes are made.
 8. Conduct an evacuation drill or simulation for the building at least once each calendar year. Notify the Vice President for Finance and Administration, the Director of Security and Emergency Preparedness, and any other administrators to coordinate your drill in cases where your exercise may impact other units. Document this drill/simulation at the end of your Part B.
 9. During a test of the Warrior Alert System, BEC's will ensure the strobes are working properly and the alarm volume is sufficient in buildings that are fitted with that alert system.
- D. The decision to evacuate the entire campus or a major section of campus will be made by the President, or their designee, based on the situation.