

Pine Technical College
Policy and Procedure

Policy Number: 109 REV 4 Date: 01/11/99 Revision Date: 08/27/01 Second Revision Date:
08/16/04 Third Revision Date: July 2008 Fourth Revision Date: February 22, 2010

Division/Department: Author: Jay Hutchins Revision: Robert Musgrove Revision:
Safety Committee Revision: Robert Musgrove
Subject: Fire/Tornado Emergencies & Drills

Authorities:

Purpose:

To set a process and minimal time lines for fire and tornado emergencies and for drills to prepare college personnel and students for such emergencies.

Policy:

Pine Technical College will insure that all personnel are safe during emergency situations created by fires or tornados. An orderly process for addressing such emergencies will protect people in the building.

To that end, Pine Technical College will perform two (2) fire drills per year and one (1) tornado drill each spring. Each drill will approximate the procedure established below.

Both the response to emergencies and the drills will be coordinated by the President or his designee and the Physical Plant Supervisor.

Individuals from the managers' group will be assigned monitor duties to insure that emergency and drill procedures are followed throughout the building. See attached "Exhibit A" for monitor duty assignments.

Procedure:

A. Fire Emergency:

1. The pre-programmed, dedicated fire alarm will sound, strobe lights will flash, and firebreak doors will close. In the case of an actual fire emergency, this will occur automatically. In the case of a drill, this will be triggered manually.

2. All occupants will quickly and calmly evacuate the building immediately through the closest outside entrance.

3. Individuals with mobility impairments will be assisted in moving to safe areas by an individual from their work unit, instructor, or managers' group member.

4. Individuals who are deaf or hard of hearing and who have not seen the alarm lights will be notified of the evacuation by an individual from their work unit, instructor, or managers' group member.

5. The instructor/supervisor or last occupant leaving each room will close all doors and windows and shut off all lights.

6. All occupants will move quickly and calmly to a site to the north, west or east of the college. The area to the south of the building should not be occupied to insure adequate room for emergency vehicles.

7. Instructors should remain with their students and insure all students have been evacuated and/or are accounted for presently in the classroom.

8. Day Care will evacuate to the east and congregate as a group in the park area to the east of the driveway.

9. Managers and Supervisors will insure their office area is evacuated prior to leaving the building.

10. No personnel will be allowed to enter the building until the emergency is over.

11. If it is determined that the event is a false alarm, the CAO, the President or the Physical Plant Supervisor will notify authorities by calling the 911 system.

12. In the case of fire drills, the drill will be considered complete when the alarm is discontinued.

13. Occupants will return to their classroom and shop areas.

14. To insure safety for all, instructors and managers will report deficiencies of the drill to the leadership team for corrections in the process.

B. Tornado Emergency

1. In the event of unstable weather conditions favorable for the generation of tornados, the President or CAO will monitor weather emergency stations for notification of tornado warnings. If neither of those individuals is present, the chain of command policy will be followed.

2. Upon notification of a tornado warning, the alert alarm will be triggered. The president, the CIO and the Physical Plant Supervisor will insure that the alert tones and patterns for a tornado alert are different and distinct from those for a fire alert.

3. In the case of a drill or an actual tornado alert, a pre-recorded message will be played over the building public address system. The president and the CIO will script these messages,

4. All building occupants will quickly and calmly move to an interior hallway away from all outside doors and all windows. Individuals with mobility impairments will be assisted in moving into safe areas. Individuals who are hearing-impaired will be notified by an individual from their work unit, instructor, or managers' group member.

5. Occupants should sit with their backs to a wall and place their heads down between their knees.

6. Day care children will be moved to the inside hallway and ramp west of the inside entrance of the day care.

7. The emergency status will remain in effect until an "all clear" signal is given by the coordinator.

8. In the case of a drill and to insure the safety of all, instructors and managers will report deficiencies of the drill to the leadership team for corrections in the process.

C. Alert Systems:

1. Fire: The fire alert system is preprogrammed and dedicated solely for use in warning of fires and fire emergencies. The panel is located in the Student Affairs area.

2. Tornado: The tornado alert is separate from the fire alert system and accessible via the college phone system.

3. Training: The president and the CIO will insure that managers are trained in the use and functions of the two systems.

Responsibilities:

The president or the CAO will be responsible for insuring that the procedure for emergency response is followed and that fire and tornado drills are scheduled and performed, and will inform the Receptionist of a drill.

It is the responsibility of the college and all employees to provide for the safety of all students in case of actual disaster.

The Safety Committee will insure that maps and proper evacuation routes are posted in each room.

The president will assign drill monitors to insure each drill is performed promptly by all members of the college community.

The telephone system is automated to call 911 anytime the fire alarm system is activated. The system will be disarmed in the case of a planned drill.

Scripts for the pre-recorded and live messages will be developed and maintained by the president, the CAO and the Physical Plant Supervisor.

The procedure listed above will be extracted and placed in the employee handbook by Human Resources and in the Night Coordinator’s Manual by the executive assistant to the president.

Dissemination:

Copies to all employees

Placed in Night Coordinator Handbook

Reviewed by Executive Cabinet: 09/20/00

Reviewed by Faculty Senate: N/A

Revised: 08/27/01

Reviewed by: Leadership Team 08/27/01

Approved: 09/20/00

Fourth Revision reviewed by Campus Roundtable: 2/22/10

Revision Approval: 08/27/01 Signature: _____

Revision Approval: 8/31/04 Signature: _____

Revision Approval: 6/23/08 Signature: _____

Revision Approval: 2/22/10 Signature: _____

“Exhibit A”

Assigned Monitor Duties

LRTC/ITV Classrooms- CIO

Business Division/Daycare- President

East T&I Section- CSAO

Business and Administrative Offices, Student Affairs and Auditorium - CFO

Employment and Training – Director of ETC

ETC, T&I, and Nursing- CAO

Physical Plant Supervisor to contact fire alarm company prior to any drills.