C.2.1.1 (Procedure) Evacuation Plans
Responsible Department: Vice Chancellor for Finance and Administration, College
District Police Department
Based on Board Policy: C.2.1 – Environmental Health and Safety
Approved: 8-18-09
Last Amended: 2-26-15

Evacuation Plans
The Chancellor or designee shall verify that emergency evacuation diagrams with
instructions are prominently displayed in sufficient campus and district office locations to
allow for an orderly evacuation in the event of an emergency. The College District safety
coordinator shall assist the College District Police Department Chief who shall maintain a
central file of emergency evacuation diagrams with instructions for each campus and for
each district office location in the respective College District Police Department office,
and shall maintain a central file of all campus and district office emergency evacuation
diagrams with instructions in the College District Police Department district
headquarters. Each campus and district department shall have an emergency evacuation
plan that contains, as a minimum, the following:

1. Procedures for reporting a fire or other emergency to include alarm system
   use;
2. Procedures for emergency evacuation, including type of evacuation and exit
   route assignments;
3. Procedures for in-place sheltering;
4. Procedures to be followed by employees who remain to operate or shut down
   specific equipment before they evacuate;
5. Procedures to account for all employees after evacuation;
6. Procedures to be followed by employees performing rescue or medical duties;
7. Procedures for training personnel in the safe and orderly evacuation of other
   employees, students, and visitors including individuals who are disabled; and
8. Procedures for the training of employees as to their responsibilities under the
   plan upon initial assignment and when plan changes occur.

The College District safety coordinator and risk management department, in coordination
with the College District Police Department Chief and the Associate Vice Chancellor for
Communication, shall develop procedures for effective communication during
emergencies, and shall inform employees of the procedures.

Emergency Evacuation Drills
No less often than one time per calendar quarter, each campus and district department
shall conduct drills using its emergency evacuation plan. Management of the campus or
department shall ensure that at least two of these drills are conducted with no prior notice
to employees. Management of the campus or department shall coordinate the scheduling
of drills with the College District safety coordinator to permit at least one of them to
attend all drills.
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At the conclusion of all campus-wide drills, the highest-ranking administrators present during the drill shall meet with the College District safety coordinator to analyze all aspects of the drill and to share information, observations and comments, thus ensuring that all administrators and staff have learned how to improve all aspects of emergency evacuation.

CG(LEGAL) - Safety Program
CGC(LEGAL) - Safety Program: Emergency Plans