

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Procedures

**Subject:** EMERGENCY EVACUATION

**Page:** 13.01.01

**Date:** 3/14/2025

### **General**

Emergency evacuation may be required when there is an actual or potential danger to the occupants of any building. When a fire alarm is sounded or notice to evacuate is given, all occupants must leave the building(s) via the nearest exit and proceed immediately to an appropriate prearranged staging area (see below staging area list) 50 feet from any building, keeping walkways clear for emergency vehicles. Staff is expected to familiarize themselves with exit options and egress maps. Staff is not expected to operate fire extinguishers in case of a fire.

### **Procedure**

In the event of an emergency evacuation, immediate attention will be focused on public safety and the prevention of injury or loss of life. The decision to close, delay opening, or suspend operations will be made by the President or designee. Actions taken to keep the public informed and protect college property will be coordinated by the Director of Public Safety. Faculty and staff will be informed of the policy via an e-mail notification from Public Safety at the beginning of each academic year. Students will be informed of the procedure by the following announcement in class, at the beginning of each semester.

### **(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. You are advised to familiarize yourselves with the egress map located by the door. When a fire alarm is sounded or notice to evacuate is given, 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. **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). Persons with a disability may not be able to evacuate unassisted. A person who feels they will need assistance during an evacuation should contact the Public Safety Department (973-328-5550) to develop a plan for assistance should an evacuation take place.

### **Authority**

President  
Executive Vice President for Business & Finance

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**Responsibility**

Director of Public Safety  
Assistant Director of Public Safety  
Public Safety Staff  
Fire Marshals (appointed by area supervisors)

**Emergency Evacuation Procedures**

- Signal to evacuate may be in the form of a fire alarm, bell, horn, public announcement system, voice message or visual aid.
- Close doors behind you.
- Use the nearest safe exit. All exits are marked appropriately with illuminated exit signs.
- Do not use elevators.
- Full evacuation of the building is required.
- Persons with disabilities should review the “Procedures for Persons with a Disability” included in this procedure.
- If you find yourself in smoke or heat, try to stay low while attempting to reach the exit.
- If you are unable to exit due to fire related conditions, or a disability, call 911 and give your exact location so emergency responders can locate you to provide assistance.
- Go to the assigned staging area.
- Follow the directions of the Public Safety staff, fire marshals or emergency responders.
- Do not re-enter the building until the all clear signal is given or you are directed to do so by the Public Safety staff, Fire Marshals or emergency responders.

**Procedures for Persons with a Disability**

Persons with a disability who may require assistance from Public Safety during an evacuation are encouraged to contact the Public Safety Department (973-328-5550) to develop a plan and/or prearrange assistance in case of emergency.

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**Procedures for a Full Campus Evacuation**

1. Upon the decision to evacuate the campus and secure facilities, the Director of Public Safety or designee will immediately notify the Randolph Township Police Department of all the necessary information regarding the nature of the incident.

2. The Director of Public Safety will request traffic control assistance at the entrances/exits of the campus (3), and at traffic intersections contiguous to each entrance/exit (2).

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. Preferred exit plan if possible:

- Parking lot 1 exit onto Center Grove Rd. off Campus Drive by Dalrymple House
- Parking lots 2, 3 and 4 exit onto Center Grove Rd. off College Avenue alongside lot 2
- Parking lots 5, 6, 7, 8 exit onto Route 10 or Dover Chester Road off College Avenue alongside lot 9
- Parking lot 10 exits onto Rt. 10 East via Academic Drive, the 675 Building Access Road

4. The Director of Public Safety or designee will notify the appropriate campus administrators of the intentions of the Police Department acting in conjunction with the Public Safety Department.

5. At the conclusion of the evacuation, the Director of Public Safety or designee will immediately notify the Randolph dispatcher or police officers present on campus that the campus has been evacuated.

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### DESIGNATED STAGING AREAS BY BUILDING AND FLOOR

BUILDING	FLOOR	1 <sup>ST</sup> STAGING AREA	2 <sup>ND</sup> STAGING AREA
Henderson Hall	First	Parking lot 5	Parking lot 4
Henderson Hall	Second	Parking lot 5	Parking lot 4
Student Community Center	First	Parking lot 6	Parking lot 7
Student Community Center	Second	Parking lot 6	Parking lot 7
Music Technology Center	First	Front Lawn	Parking lot 5
Music Technology Center	Second	Front Lawn	Parking Lot 5
Learning Resource Center	First	Front Lawn	Parking lot 8
Learning Resource Center	Second	Front Lawn	Parking lot 8
Learning Resource Center	Addition	Front Lawn	Parking lot 8
Heath and Physical Education Building	First	Parking lot 8	Parking lot 7
Heath and Physical Education Building	Second	Parking lot 8	Parking lot 7
Advanced Manufacturing Engineering	South-end	Parking lot #9	Parking lot #9 towards Tennis Courts
Advanced Manufacturing Engineering	North-end	Parking lot #10	Parking lot #10 towards Rt. 10
Sheffield Hall	First	Lawn above HH stairs	Parking lot 5
Sheffield Hall	Second	Lawn above HH stairs	Parking lot 5
Sheffield Hall	Third	Lawn above HH stairs	Parking lot 5
Cohen Hall	First	Rear exit to lot 1, 50 ft past walkway	Parking lot 1
Cohen Hall	Second	Tal Streeter Sculpture	Parking lot 8
Cohen Hall	Third	Tal Streeter Sculpture	Parking lot 8
DeMare Hall	First	Rear exit to lot 1, 50 ft past walkway	Parking lot 1
DeMare Hall	Second	Tal Streeter Sculpture	Parking lot 8
DeMare Hall	Third	Tal Streeter Sculpture	Parking lot 8
Emeriti Hall	First	Rear exit to lot 1, 50 ft past walkway	Parking lot 1
Emeriti Hall	Second	Tal Streeter Sculpture	Parking lot 8
Dalrymple House	First	Parking lot 1	Parking lot 1 towards College Ave.
Dalrymple House	Second	Parking lot 1	Parking lot 1 towards College Ave.
Plant and Maintenance Building	All	Parking lot 5	Parking lot 3
Landscape Horticulture Technology	All	Parking lot 1	Parking lot 1 towards College Ave.
Aquatic Facility	All	Parking lot 8	Parking lot 7
675 Rt. 10	All	Parking lot 10 (50 feet from bldg.)	Parking lot 10 (toward AME)
Health Professions Building	All	Parking lot 4	Parking lot 3
Morris County School of Technology	First	Parking lot 9	Parking lot 7
Morris County School of Technology	Second	Parking lot 10	Parking lot 7