the screen describing the emergency and procedures to follow. In the event the projectors are not turned on, this system automatically turns the projectors on and displays the message.

3. The Physical Plant Office will have a plan to immediately use their radios to dispatch an employee to each building or parking lot to assist in warning or closing areas of campus.

4. In a crisis situation the police or fire department will be contacted immediately if appropriate.

If a fire is detected on campus, dial 0, 5280 or 911 and proceed with the following plan:

1. Warn others and activate the nearest available emergency alarm. All employees should familiarize themselves with the location of fire alarms and extinguishers and evacuation routes posted in each classroom and lab. The Director of the Physical Plant will ensure that each building has appropriate evacuation routes posted, has access to first aid kits and appropriately marked exits. The faculty should inform the students on the first day of class of the plan and the location of the exit diagram.

2. Evacuate the building. Instructors should be familiar with and explain the building evacuation plan to their classes at the beginning of each semester.

3. Stay at least 500 feet away from the building and out of the fire department’s way. Also, stay away from overhead electrical power lines.

4. Keep access roads open for emergency vehicles.

5. Do not return to the building until fire department officials declare the area safe.

The President will make the decision regarding campus or building evacuation. If the President is unavailable the Vice President of Business Services, then the Vice President and Dean of Instruction, then the Director of Physical Plant will make the decision. If evacuation of the campus is necessary, College District security personnel and the city police will provide traffic control and information on evacuation procedures. They will advise occupants of each campus building of the evacuation order and instructions for the routes to be used.