EVACUATION

Different emergencies require different evacuation strategies. This booklet contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this booklet or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

WHEN TO EVACUATE*
1. Anytime you hear the fire alarm bells in your building
2. If you smell smoke or know an actual fire is burning
3. When instructed to do so by NDC Police officers, NDC Safety Department representative or police, fire/EMS personnel

WHEN NOT TO EVACUATE**
1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostile intruder situation
3. When instructed to go into a lockdown
4. During a hostage/barricade situation
5. During a power failure
6. When instructed to not evacuate by, NDC Police or Security officers, NDC safety representatives or local police, fire/EMS personnel.

WHAT TO DO IF YOU MUST EVACUATE
1. Listen carefully to instructions of emergency personnel
2. Remain calm
3. Close your office door as you leave
4. Do not try to gather materials on the way out, leave quickly
5. Keep talking to a minimum
6. Exit via stairwells, not elevators
7. No smoking
8. Alert emergency personnel of any disabled persons who need assistance

* Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location.
** These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.
Building/Area Evacuation
Certain emergencies may affect a specific building or area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site nearby as listed in your specific building evacuation plan. Emergency personnel will then direct you to a primary or secondary evacuation site. Emergency personnel will direct you to one of these sites during an evacuation. Further instructions will be given at the evacuation site. If necessary, buses will be used to transport persons to sites. An emergency that dictates the evacuation of the entire College will be handled in conjunction with the emergency procedures of the City of South Euclid and surrounding communities. In the unlikely event that a campus evacuation is necessary, you will be directed to leave the College in the following manner.

1. IF YOU DRIVE TO CAMPUS
A. Take your normal route to your vehicle.
B. Leave the campus area via these suggested routes:
   College Road east to Campus Drive South – South Green Road south – Cedar Road east. Police may direct traffic in other ways depending on circumstances.

2. IF YOU TAKE PUBLIC TRANSPORTATION OR RESIDE ON CAMPUS
A. Go to the nearest RTA station to take a bus or rapid away from the area.
   RTA/mass transit will be on a rush hour status unless circumstances prohibit mass transit operations.

Rally Points
If your building is evacuated, proceed to these distinct rally points. Remain in these areas until an NDC police officer, College Administrator, or a member of local emergency personnel releases you:

   Administration Building – Grassy area next to College Road (South)
   Library – Lacrosse Field (West)
   Keller Center – Lacrosse Field (West)

All students living in the residence halls must check-in with their Resident Assistant

   Providence Hall – Grassy area next to Division Road (North)
   North Hall – Grassy area next to Division Road (North)
   Harks Hall – Grassy area next to Division Road (North)
   Connelly Center – Grassy area next to College Road (South-West)
   Peterson Hall – Grassy area next to College Road (South-West)
   South Hall – Grassy area next to College Road (West – opposite side of Peterson Hall)