

EVACUATION

FIRE/BUILDING EVACUATION

Staff Response

- Building evacuation will be initiated by automatic building fire alarms or upon notification by MTC Administration using MTECH Alert System or other means of notification.
- Staff and faculty will gather all students and visitors in your area of responsibility to evacuate according to the fire evacuation plan.
- Ensure that special needs persons in the immediate area are aided by others.
- Close all windows and doors in the room and turn off the lights upon exiting.
- If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
- During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals or other situations.
- Move away from the building and stay clear of routes for emergency response vehicles.
- Remain alert to potential dangers in the area and properly supervise students under your care. Keep all students together until an all-clear is given and follow instructions from Emergency Responders (fire/police) and/or MTC Administration.

STUDENTS WITH PHYSICAL DISABILITIES/SPECIAL MEDICAL NEEDS

- To ensure you can get help should an emergency occur, prepare by informing the Center for Student Success, your instructor and/or supervisor at the start of the school year if you expect to have difficulty in the event of an evacuation.
- When reaching an obstruction such as a staircase, request assistance from others in the area.
- If assistance is not immediately available, stay near the wall in the exit corridor, in the stairwell, or designated landing.
- Continue to call for help until rescued.
- If you anticipate not being able to speak loudly, carry a whistle or have other means of attracting attention of others.

EVACUATION

MTC CAMPUS EVACUATION

Incident Commander Response:

- Obtain information about the situation.
- Determine if an evacuation should be implemented and provide notification as appropriate through MTECH Alert System or other means.
- If needed, call 911 and report information on incident.

Staff Response

- Rally points will be used during an emergency if leaving campus could be dangerous. If a rally point evacuation is ordered, proceed to the closest designated rally point. (SEE MAP)
 - Driver Training Center – east parking lot
 - Campus Center – south edge of parking lot near Spruce Street
 - Energy Training Center – south edge of parking lot near Spruce Street
 - Nordby Trades Center, West Wing (ECM, Power Sports, Diesel Tech) - Northwestern corner of the west parking lot
 - Nordby Trades Center, East Wing (ADBC, Ag, Precision, HCT, NG, WMT) – southern edge of parking lot by Spruce Street
 - Technology Center – South classrooms and labs - Southern edge of parking lot by Spruce Street
 - Technology Center - North classrooms, General Ed Office - Campus Tech Apartments parking lot
- Once gathered at a rally point, faculty and supervisors should ensure everyone is safe and needs no medical attention. If possible, account for absent students or staff. Remain at your rally point until contacted by emergency personnel or MTI Administration. Be prepared to inform emergency personnel of the following:
 - Extent of injuries received by anyone in your group
 - Persons still in need of rescue
 - Any hazardous conditions such as fire or hazardous materials.

IMMEDIATE DANGER EVACUATION

- At times it may be impractical to evacuate to an on-campus rally point. Evacuation to an assembly point away from campus may be necessary. If an **“IMMEDIATE DANGER”** evacuation is declared, remain calm and quickly proceed off campus in an orderly manner.
- **DO NOT** return to campus until further information or instructions have been provided through the MTECH Alert system and/or local radio and media.

MTC EVACUATION RALLY POINTS

