



# Designated Assembly Areas

## EVACUATION

- Follow your designated Building Safety Officer during an evacuation.
- Follow instructions provided by the c2Campus (TCC Alert) emergency notification

## SHELTER-IN-PLACE PROCEDURE

**Purpose:** Shelter-in-Place is used in some emergency situations when it is best to stay in the site to remain safe and to isolate staff, students and visitors from the outside environment.

**Scope:** This procedure outlines the steps to be taken by staff, students and visitors to prevent injury or death during an incident. The procedure covers staff and students who are indoors and outdoors. The need to shelter will be based on notification from local officials or weather forecasts.

## RESPONSIBILITIES

- Identify shelter locations
- Ensure shelter locations have emergency and first aid kits and supplies for sealing the rooms.
- Ensure shelter locations are marked, free of items that may fall, and have emergency lighting.
- Decide the need to shelter based on official notification.
- Seal the room – lock doors, close windows and close air vents.
- Close curtains and blinds.
- Shut off HVAC systems.



Remember, always use common sense.  
There are exceptions to all guidance and prescribed directions.