

Manchester Community College Police Department
GENERAL INSTRUCTIONS FOR ALL FACULTY, STAFF,
AND STUDENTS
IN CASE OF AN AUDIBLE ALARM (FIRE ALARM)

Plan ahead

- Make sure that you know two ways out of every building.
- Be familiar with the location of the alarm system pull stations and extinguishers.
- Be familiar with all gas shut-off outlet locations in laboratories.

When an Alarm is Sounded

- When an alarm is given to evacuate the building, leave the building immediately by the nearest marked exit and alert others to do the same.
- Keep calm; do not shout during any emergency.
- Do not question whether an alarm or warning is false or actual, simply evacuate.
- Do not utilize the phone system – except to sound the alarm or report the location of mobility challenged individuals or casualties
- Do not use the elevator.
- Any individuals with limited mobility should be assisted in exiting the building or in getting to an enclosed stairwell.
 - ALL enclosed stairwells at Manchester Community College may be used as Areas of Refuge as they are constructed so as to maintain integrity against fire and smoke.
 - All stairwells will be checked by emergency personnel during an evacuation.
 - Remain at that location until the All Clear or until assistance arrives.
- Do not enter or return to an evacuated building unless told to do so by emergency personnel. Do not assume that because an audible alarm has been silenced, it means you can return to an evacuated building.