

## SUMMARY SHEET

POLICY: C.2.1 Safety

PROCEDURES: C.2.1.1 Evacuation Plans

SOURCE: CGC(LOCAL)  
Feldman Rogers recommendations

The new policy is based on Feldman Rogers recommendations for a general description of safety program objectives and a requirement for an emergency response program. The procedure includes the full text of current policy CGC(LOCAL) with updated position titles.

# PROPOSED POLICY

## **C.2.1 (Policy) Safety**

Responsible Department: Vice Chancellor for Finance and Administration, College  
District Police Department

Date Approved/Amended: \_\_\_\_\_

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### **Safety Program**

The College District shall develop implement, and promote a comprehensive safety program. The safety program shall be designed to:

1. Minimize the possibility of accidents and injuries;
2. Prepare for effective, efficient response to emergencies and any potential threats;
3. Prohibit smoking in accordance with C.1.6.5;
4. Provide for appropriate fire escapes and evacuation procedures for each building;
5. Address vehicle and traffic safety;
6. Establish safe work rules and train employees in safe work practices; and
7. Establish safety rules for instructional and other programs.

### **Emergency Response Program**

The College District shall develop an Emergency Response Program that can be implemented on short notice and to ensure optimum safety for students and employees.

#### Procedure C.2.1.1 Evacuation Plans

*Legal Reference - TACC Policy Reference Manual*

CG(LEGAL) - Safety Program

CGA(LEGAL) - Safety Program: Inspections

CGB(LEGAL) - Safety Program: Accident Prevention

CGC(LEGAL) - Safety Program: Emergency Plans

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**PROCEDURE**  
**(Information only)**

**C.2.1.1 (Procedure) Evacuation Plans**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: C.2.1 - Safety

Date Approved/Amended: \_\_\_\_\_

**Evacuation Plans**

CGC  
(LOCAL)

The Chancellor or designee shall verify that emergency evacuation diagrams with instructions are prominently displayed in sufficient campus and district office locations to allow for an orderly evacuation in the event of an emergency. The College District safety coordinator shall assist the College District Police Department Chief who shall maintain a central file of emergency evacuation diagrams with instructions for each campus and for each district office location in the respective College District Police Department office, and shall maintain a central file of all campus and district office emergency evacuation diagrams with instructions in the College District Police Department district headquarters. Each campus and district department shall have an emergency evacuation plan that contains, as a minimum, the following:

1. Procedures for reporting a fire or other emergency to include alarm system use;
2. Procedures for emergency evacuation, including type of evacuation and exit route assignments;
3. Procedures for in-place sheltering;
4. Procedures to be followed by employees who remain to operate or shut down specific equipment before they evacuate;
5. Procedures to account for all employees after evacuation;
6. Procedures to be followed by employees performing rescue or medical duties;
7. Procedures for training personnel in the safe and orderly evacuation of other employees, students, and visitors including individuals who are disabled; and
8. Procedures for the training of employees as to their responsibilities under the plan upon initial assignment and when plan changes occur.

The College District safety coordinator and risk management department, in coordination with the College District Police Department Chief and the Associate Vice Chancellor for Communication, shall develop procedures for effective communication during emergencies, and shall inform employees of the procedures.

**Emergency Evacuation Drills**

No less often than one time per calendar quarter, each campus and district department shall conduct drills using its emergency evacuation plan. Management of the campus or department shall ensure that at least two of these drills are conducted with no prior notice to employees. Management of the campus or department shall coordinate the scheduling of drills with the College District safety coordinator to permit at least one of them to attend all drills.

**PROCEDURE**  
**(Information only)**

**C.2.1.1 (Procedure) Evacuation Plans**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: C.2.1 - Safety

Date Approved/Amended: \_\_\_\_\_

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At the conclusion of all campus-wide drills, the highest-ranking administrators present during the drill shall meet with the College District safety coordinator to analyze all aspects of the drill and to share information, observations and comments, thus ensuring that all administrators and staff have learned how to improve all aspects of emergency evacuation.

*Legal Reference - TACC Policy Reference Manual*  
CG(LEGAL) - Safety Program  
CGC(LEGAL) - Safety Program: Emergency Plans

# CURRENT with revisions marked

## *As moved to Procedure C.2.1.1*

Alamo Community College District

SAFETY PROGRAM  
EMERGENCY PLANS

CGC  
(LOCAL)

SAFETY EVACUATION  
PLANS

C.2.1.1

The Chancellor or designee shall verify that emergency evacuation diagrams with instructions are prominently displayed in sufficient campus and district office locations to allow for an orderly evacuation in the event of an emergency. The ~~College District Safety~~ Coordinator shall assist the ~~Chief of the College District Police~~ Department Chief of Public Safety who shall maintain a central file of emergency evacuation diagrams with instructions for each campus and for each district office location in the respective College District Police Department of Public Safety Office, and shall maintain a central file of all campus and district office emergency evacuation diagrams with instructions in the College District Police Department of Public Safety district headquarters. Each campus and district department shall have an emergency evacuation plan that contains, as a minimum, the following:

1. Procedures for reporting a fire or other emergency to include alarm system use;
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4. Procedures to be followed by employees who remain to operate or shut down specific equipment before they evacuate;
5. Procedures to account for all employees after evacuation;
6. Procedures to be followed by employees performing rescue or medical duties;
7. Procedures for training personnel in the safe and orderly evacuation of other employees, students, and visitors including individuals who are disabled; and
8. Procedures for the training of employees as to their responsibilities under the plan upon initial assignment and when plan changes occur.

The ~~Environmental Health, College District Safety coordinator and~~ Risk Management department, in coordination with the College District Police Department Chief of the Department of Public Safety and the Associate Vice Chancellor for Communication District Director of Government and Public Relations, shall develop procedures for effective communication during emergencies, and shall inform employees of the procedures.

# CURRENT with revisions marked

*As moved to Procedure C.2.1.1*

Alamo Community College District

SAFETY PROGRAM  
EMERGENCY PLANS

CGC  
(LOCAL)

EMERGENCY  
EVACUATION DRILLS

↑ No less often than one time per calendar quarter, each campus and district department shall conduct drills using its emergency evacuation plan. Management of the campus or department shall ensure that at least two of these drills are conducted with no prior notice to employees. Management of the campus or department shall coordinate the scheduling of drills with the College District Safety Coordinator and the ~~Environmental Health, Safety and Risk Manager~~ to permit at least one of them to attend all drills.

At the conclusion of all campus-wide drills, the highest-ranking administrators present during the drill shall meet with the College District Safety Coordinator or the ~~Environmental Health, Safety and Risk Manager~~ to analyze all aspects of the drill and to share information, observations and comments, thus ensuring that all administrators and staff have learned how to improve all aspects of emergency evacuation.