

**BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE**  
**TECH CENTER EMERGENCY EVACUATION**  
**STANDARD OPERATING PROCEDURE (SOP)**

**I. PURPOSE**

The purpose of this SOP is to outline in sequential order how Tech Center assigned Blue Ridge CTC personnel are to act in the event of an emergency evacuation and all evacuation drills. This SOP specifically covers how all personnel, employees and visitors should proceed during semiannual fire drills.

**II. SCOPE**

This SOP will apply to all Blue Ridge CTC personnel, students, and faculty assigned to or located at the Tech Center campus during an evacuation.

**III. PREPAREDNESS**

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds. Safety Designees by buildings, Security and Facilities personnel as well as Safety Committee members will assist and ensure the evacuation has been completed to include support for the physically impaired. The number of individuals available to assist will vary depending upon the nature of the emergency or drill and daily attendance fluctuations. All employees must become familiar with the evacuation routes for their respective areas and any other assigned responsibilities to ensure the safety of employees, students and visitors. Tech Center building evacuation routes as well as safety designee procedures and evacuation helpful hints are additional resources.

**IV. RESPONSE**

If you discover or are notified of a fire, explosion, or smell of smoke in the building, sound the alarm and immediately call 911.

- When the fire alarm sounds, **complete evacuation is required**. Ensure all doors and windows are closed. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter the building. Employees, students and visitors should move to the appropriate assembly areas as follows:
  - A. For the TC main building, assemble behind the cement barriers at the start of the parking lot which is located to the right of the power distribution area when facing the building.
  - B. For the East Annex (Area G/H) and Bookstore/Student Success Center, assemble behind the tree in front of the Bookstore/Student Success Center.
  - C. For Suite 4, assemble in front of the parking lot sign for the College.
- Ensure that walks and roadways are open for arriving first responders.

- Ensure that no one returns to the building until directed to do so by Safety and Security Personnel or the Fire Department in the event of an actual emergency. The silencing of audible alarms or horns does not mean it is safe to re-enter the building.
- Notify fire department/first responders on the scene if you suspect someone may be trapped inside the building.
- If you are trapped during a fire:
  - Wet and place cloth material around and under the door to prevent smoke from entering.
  - Close as many doors as possible between you and the fire.
  - Be prepared to signal someone outside, but do not break glass until absolutely necessary as smoke may be drawn into the room.
- If caught in smoke:
  - Drop to the floor and crawl toward an exit.
  - Stay as low as possible.
  - Take shallow breaths through your nose and use a shirt or towel as a filter.

Corresponding Reference Materials: *Emergency Evacuation Maps; Tech Center Employee Safety Designees; Helpful Evacuation Hints*

See: Blue Ridge CTC “Safety and Security” webpage.