I. PURPOSE
The purpose of evacuation and armed intruder drills are to prepare building occupants for an organized evacuation or lockdown in case of an emergency. At Shasta-Tehama-Trinity Joint Community College District, evacuation and lockdown drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits, lockdown procedures, areas to seek refuge and the sound of the fire alarm, alert intercom system and RAVE emergency texting system.

Emergency Building Coordinators are designated for specific buildings. They receive training minimally, on an annual basis, on emergency evacuation procedures.

In addition to educating the occupants of each building about evacuation and lockdown procedures during the drills, the process also provides the college an opportunity to test the operation of fire alarm system, emergency notification system, as well as door and lock components.

II. POLICY
It is the policy of the Shasta College Campus Safety Department to train or update personnel on evacuation, lock-down/armed intruder and emergency procedures. Emergency Evacuation training is provided to Emergency Building Coordinators minimally once a year. It is also within this policy to test emergency notification equipment. Emergency procedures drills for staff, students and visitors of this institution and testing of the emergency notification equipment are conducted minimally once a semester.

Evacuation drills shall be monitored by the Shasta College Campus Safety Department, Physical Plant, and the Housing Programs Department, to evaluate egress and behavioral patterns. Reports shall be prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements should also be submitted to the appropriate departments/offices for consideration.

Emergency Action Guide Flip Charts shall be located in visible areas of main buildings and by the doorways in each classroom of every Shasta-Tehama-Trinity Joint Community College District. These Emergency Action Guide Flip Charts contain educational information on various emergency scenarios.
III. DEFINITIONS

**Emergency Action Guide Flip Charts** are organized, easy to read flip charts that contain educational information on various emergency scenarios. They are located in visible areas of main buildings and by the doorways in each classroom of every Shasta-Tehama-Trinity Joint Community College District.

Primary Evacuation Coordinators and Assistant Coordinators are specially trained staff members responsible for:

- carrying out a final check of the buildings to ensure that everyone has evacuated
- ensure that all exterior doors are locked if the situation calls for them to be locked
- serve as liaison to the Emergency Management Team
- the central command post will contact the Primary Evacuation Coordinator for each area to confirm that all buildings have been evacuated and secured

**Emergency Drills:** to prepare building occupants for an organized evacuation or lockdown in case of an emergency. The emergency drills are designed to test emergency equipment and later address any malfunctions, or areas in need of improvement.

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Lonnie Seay  
Director of Campus Safety  
Amended March 19, 2015