

## **Evacuation Plan**

An evacuation will be used to get students and staff out of the building or off campus to avoid contact with a threat such as a fire, a bomb threat or other emergency.

The President will have the evacuation announcement made over the intercom system. A RAVE Alert Warning will be issued via email and text.

The administrator will announce where to walk or drive to and any special directions, for example, exit only on one side of the building.

Be aware of all marked exits and evacuation routes from your area of the building. Know the evacuation routes from your classroom or work area.

### Staff responsibilities:

Instructors should take their gradebook/roster.

Close the windows and doors to your room/office. Do not lock the door.

Instructors with disabled students in their classes will be responsible for assisting the students to leave the building/area.

The people assigned responsibility for each building/area will insure all students and staff leave through the nearest exit and that all doors into the building are locked.

Those responsible for each building are:

Kutoyiss Building – Alicia Yellow Owl

Beaver Painted Lodge – Robert Mad Plume (Admin), Ali Smith (Admissions), Carla Coat (Commons)

Medicine Springs Library – Aaron Lafromboise

Highwinds Building - vacant

Never Goes Crooked – Dylan DeRosier

Stuck Behind Building – Gail Bird Rattler

Red Fox Building – Ray Montoya

Muskrat Lodge – Trevor Spotted Eagle

Maintenance – Mark Galbreath

South Wind Lodge – Crystal Old Chief and Betty Matthews

Yellow Bird Woman Lodge – Dee Hoyt and Keith McDivitt

**ALL Students and staff should report to the South Wind Lodge parking lot.**

### **Sheltering**

Sheltering provides refuge for students and staff within the BCC buildings during an emergency. A RAVE Alert Warning will be issued via email and text. Shelters should be located in areas that maximize the safety of inhabitants.

Shelters for each building will be identified by the Facilities Committee. Safe areas may change depending on the type of emergency.

The identified safety areas for BCC buildings are:

Beaver Painted Lodge:	Staff Workroom Lower Conference Room Room 136
Medicine Spring Library:	Conference Room
Highwinds Building:	Classroom 1
Never Goes Crooked:	Highwinds Classroom 1
Stuck Behind Building:	Procurement Classroom
Ashes Chief Building:	Hallway
Red Fox Building:	Classroom 102
Muskrat Lodge:	Office area
Medicine Shield Center:	Yoga Room
Yellow Bird Woman Lodge:	Classroom 134
South Wind Lodge:	Classroom 103
Kutoyiss Building:	Elevator/Lab
Maintenance:	Office area

When necessary, the designated authority will advise students and staff to assemble in the safe areas.

- All persons should be brought into the building.
- All students and staff need to be accounted for.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food or any other supplies that could become contaminated.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by the designated authority or emergency responders.