

What to Do in Case of Fire or Emergency Evacuation

When the fire alarm sounds or when told to do so, all persons must clear out of the building using the following steps:

1. Turn off equipment (or follow specific written instructions for your area).
2. Act promptly and do not delay for belongings or friends.
3. Exit calmly along your assigned route or to the nearest exit.
4. Walk away from the building and proceed to a safe area or your predetermined gathering area.
5. Stay away from building utility areas and all fire-fighting equipment and hydrants.
6. Leave all vehicles; do not move them unless directed to do so.
7. Remain in a designated safe area or your predetermined gathering area. DO NOT re-enter the building.

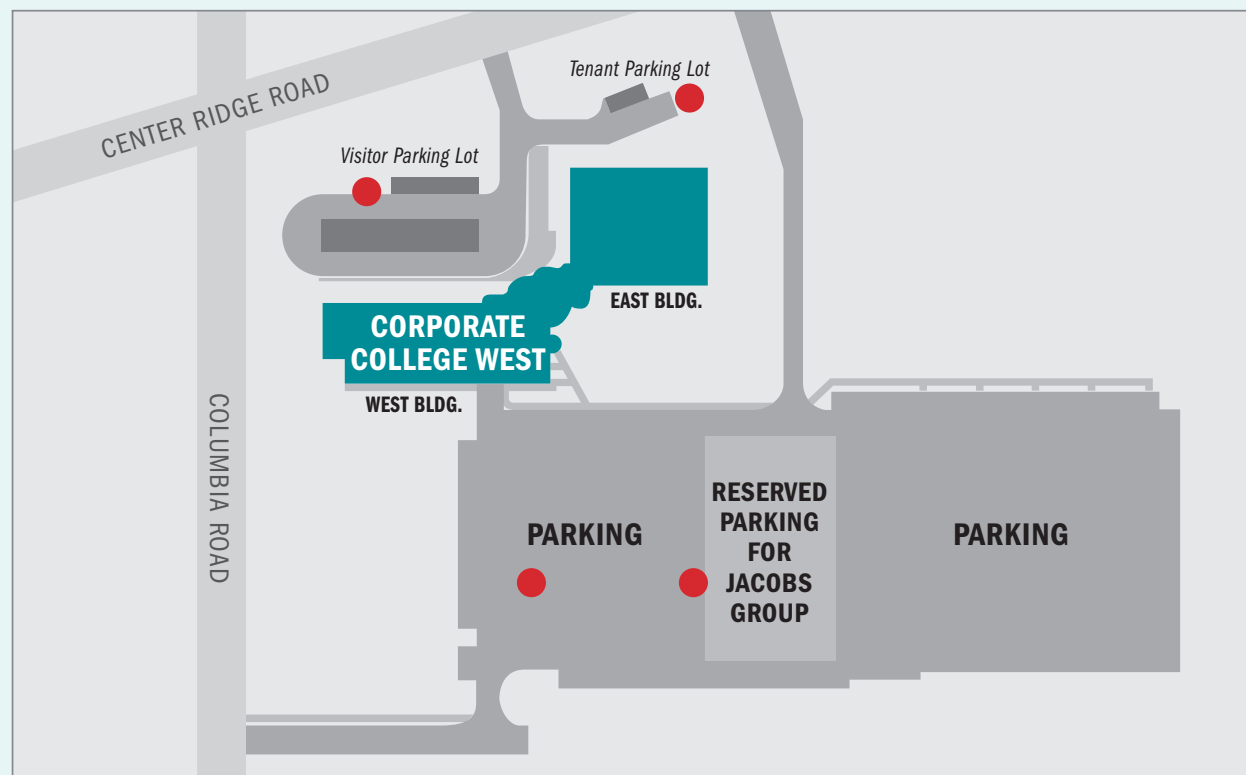
Stay in one gathering place so it will be easier to verify your safety or find you if you are needed.

Procedure for Disabled or Injured Persons

During a fire or an emergency, disabled or injured persons should enter the nearest stairwell and wait for help. Firefighters and emergency safety personnel will check stairwells and evacuate the injured and the disabled persons. Only under conditions of immediate danger should others attempt rescue of disabled or injured individuals.

DESIGNATED PARKING LOT EVACUATION AREAS

**Cuyahoga Community College
Corporate College West**
25425 Center Ridge Road, Westlake, OH 44145



**IN CASE OF FIRE
DO NOT USE
ELEVATORS USE
STAIRWELLS**

- = Designated congregation points outside each campus building. Access nearest exit and proceed to safe areas as marked in red on map.



IN THE EVENT OF AN EMERGENCY

To report emergencies

and receive immediate response from Campus Police and local EMS rescue teams:

Dial 216-987-4911 (ext. 4911)

For fires that do not allow time to call Campus Police, use fire alarm boxes located throughout campus buildings.



The Corporate College West security desk is located on the first floor near the front entrance of the building.