

CCS Administrative Procedure

2.30.05-F Building Evacuation Planning & Signage

Implementing Board Policy [2.30.05](#)

Contact: Chief Administration Officer, 434.5037

1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization is responsible for both individual and organizational safety.

2.0 Limitations and Requirements

- 2.1 The Environmental Health and Safety Department is responsible to take all reasonable steps to inform employees of their rights and to establish training in the workplace with regard to applicable regulations and procedures for protecting health and safety.
- 2.2 All employees will protect their own health and safety and work in compliance with current regulations and standards with safe work practices and procedures established by CCS. Employees must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action.
- 2.3 All procedures will remain in proper compliance with the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW. This statute requires CCS to "furnish each of its employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to its employees." (RCW 49.17.060)
- 2.4 CCS has adopted Chapter 4 – Emergency Planning and Preparedness, Section 404 Fire Safety and Evacuation Plans of the 2009 International Fire Code as a reference standard for the planning and implementation of a district-wide Building Emergency Evacuation Floor Plan program.

3.0 Building Evacuation Floor Plans

- 3.1 The Facilities Department, in coordination with the Campus Safety and Security Office and the District Safety Office, will post legible Building Evacuation Floor Plans that delineate the following with distinctive text, symbols and graphics:
 - 3.1.1 The specific location where each Building Evacuation Floor Plan is posted (**You Are Here**).
 - 3.1.2 The locations of all building exits that are accessible from that position.
 - 3.1.3 Colored lines and arrows showing the recommended Primary and Alternate evacuation routes from that position to the nearest available exit(s).
 - 3.1.4 Areas of Fire Rescue Assistance (as defined in the American Disabilities Act).
 - 3.1.5 Locations of emergency equipment:
 - 3.1.5.1 Portable fire extinguishers
 - 3.1.5.2 Occupant use hose stations
 - 3.1.5.3 First aid supplies
 - 3.1.5.4 Automatic external defibrillators
 - 3.1.5.5 Emergency showers and eye washes

3.2 Location of Building Evacuation Floor Plans

Building Evacuation Floor Plans shall be posted in clear Plexiglas protective frames as follows:

- 3.2.1 In hallways where a lighted exit sign or an exterior exit door is not readily visible within 100 feet of that location.
- 3.2.2 In hallways where the configuration does not readily lead to an obvious exit from that location.

4.0 Development of Building Evacuation Floor Plans

- 4.1 The District Safety Office will be responsible to survey and audit each District building to confirm the appropriate locations for each Building Evacuation Floor Plan.
- 4.2 Using one-line floor drawings, the District Safety Professional will confirm the location of all emergency resources listed section 3.1, above.
- 4.3 The District Safety Office will review the DRAFT Building Evacuation Floor Plan drawings with the Campus Safety and Security office to ensure the accuracy and completeness of this information.
- 4.4 The DRAFT Building Evacuation Floor Plan will then be submitted to District Facilities for drafting into the appropriate CAD drawing.
- 4.5 District Facilities will be responsible to ensure that the evacuation floor plans are posted at the locations approved by the District Safety Office.

5.0 Maintenance of Building Evacuation Floor Plans

- 5.1 District Facilities will be responsible to ensure that each Building Evacuation Floor Plan is maintained in legible order.
- 5.2 An annual Facilities Department audit is recommended to ensure that Building Evacuation Floor Plans are not misplaced or damaged.
- 5.3 Any time a District building is remodeled or renovated altering the basic floor plan, the Facilities Department will notify the District Safety Office and a new survey and audit will be performed.
- 5.4 Building Evacuation Floor Plans must be posted in newly constructed buildings prior to the issuance of the building occupation permit by the local authority.

6.0 Related Information

[Chapter 47.17 RCW](#), Washington Industrial Safety & Health Act