

The following procedures are to be followed during an emergency evacuation by building monitors, instructors, staff, students, visitors, and persons with physical impairments.

Appropriate action during an emergency evacuation depends on preparation. It is the responsibility of campus employees to be aware of and be familiar with the emergency evacuation procedures. The procedures are intended to minimize injury and/or loss of life and facilitate an orderly evacuation of campus buildings. While the procedures are specific for fire emergencies, they are applicable to any evacuation.

Be Prepared

Know your exits from your area and building.

Know the locations of fire pull stations and fire extinguishers.

Never use elevators during an emergency situation.

Recognize the need to keep fire hydrants, streets, and driveways accessible for emergency vehicles.

General Evacuation Procedures

When fire alarm sounds, all occupants shall immediately evacuate the building. If on vessel, evacuate to Parking Lot C.

When you are directed to evacuate, by the alarm, your Building Monitor, Public Safety or Fire Department personnel, walk quickly to the nearest marked exit and ask others to do the same.

Once outside, proceed to a clear area at least 150 feet from the building. **Assembly points are posted by the exits of every building.**

Keep walkways clear for emergency vehicles. First Responders and/or Public Safety Officers will assist with directions.

Do not return to the building until you are told to do so by a representative of the Fire Department, Public Safety Department, or the building monitor.

Evacuation Procedures for Campus Buildings