

## EMERGENCY EVACUATION PROCEDURES

When required to evacuate a campus building due to an emergency event such as a building fire alarm, chemical spill, gas leak, etc. faculty, staff and students should be familiar with these procedures to be better prepared for an emergency evacuation:

- All fire alarms should be treated as an actual emergency situation and all appropriate protocols should be followed by everyone ***without exception.***
- When the fire alarm sounds, evacuation of the building is **mandatory.**
- Do not use elevators.
- Contain fire by closing doors and windows prior to exiting the building.
- Take personal belongings (keys, cellphones, purses, etc.) and weather appropriate clothing with you as you leave the building.
- If time permits, secure any hazardous, sensitive or confidential materials, prior to leaving your area.
- Go to the nearest emergency exit of the building and proceed to the rally point. **KNOW THE PRIMARY & SECONDARY RALLY SITE FOR EACH BUILDING YOU FREQUENT DURING THE WORK DAY.**
- All rally sites should be located a minimum of 150 feet from your building and must **not** impede the movement of emergency vehicles/responders at the site of the incident.
- If you frequent several buildings on campus and do not know where each rally site is located, **please do one (1) of the following to be prepared:** speak with the building monitor in that building to identify the location of the rally sites, contact Environmental Health & Safety at X84251 or bap2, follow the suggestion listed above (*move 150 feet away from the building to a location that does not impede the progress of emergency vehicles or responders*).
- Do not re-enter the building until an **“ALL CLEAR”** is given to building occupants by **either** emergency responders or the individuals conducting the proactive emergency drill.
- With everyone’s full cooperation and timely execution of an emergency drill, the **“ALL CLEAR”** will be given ASAP and everything can return to normal.