

## Building Evacuation Procedures

- The following building evacuation procedures when an alarm is sounded or campus officials give an evacuation order.
- Be aware of all the marked exits from your building and refer to the emergency evacuation procedures posted near the entrance/exits and elevators.
- The evacuation alarm is a loud horn, and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.
- To activate the building alarm system, break or remove the protective cover on one of the red fire alarm boxes located in the hallway, and pull the handle.
- When the building evacuation alarm is sounded or when you are ordered to leave, take your belongings and walk quickly to the nearest marked exit and calmly ask others to do the same.
- Assist the disabled with exiting the building and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway and use the emergency sled. If the disabled person is in a wheelchair and the elevator is not available, an able-bodied person should stay with the wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user.
- Resident Assistants and/or campus officials will assist in evacuation of all building occupants.
- Outside, proceed to a clear area that is at least 150 feet away from the affected building. Keep walkways clear for emergency personnel and vehicles.
- Proceed to your building's evacuee staging area so that officials can verify all occupants are safe. See Department Specific Emergency Procedures binder for evacuee staging areas.
- Do not return to a building until Campus Public Safety tell you to do so even if the alarm has ceased.