

Emergency Evacuation Procedures

Terms and Definitions:

Evacuation Assembly Area (EAA)- an outside location at least 50 feet from the building, away from roads and walkways used by emergency vehicles.

Evacuation Site (ES)- a building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation. The on-site incident commander, usually a University Police officer will determine if personnel should move from the Evacuation Assembly Area to the Evacuation Site. An Evacuation Site list is attached to this document.

Procedures:

Evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a university official orders you to evacuate a building to the Evacuation Assembly Area (EAA). When an evacuation occurs, departments should put their evacuation plan into effect. After the building has been evacuated, the building cannot be re-entered until University Police gives permission. The silencing of alarms is not the sole indicator that it is safe to re-enter.

Lecturers and Lab Supervisors should notify each class at the beginning of the semester of the designated evacuation plan. The department's plan should indicate a meeting place outside the building EEA as well as the designated ES. It is imperative that students know to stay together as a class while at the EAA or the ES. Everyone must be accounted for, and their names should be written down, or checked off an attendance roster. You can not release students from the EAA or ES until University Police have given permission to do so.

General Evacuation Procedures for Academic and Administrative Buildings

- Quickly shutdown any hazardous operations or processes and render them safe.
- Notify others in the area of the alarm if they did not hear it while you are evacuating yourself.
- Exit the room.
- Take jackets or other clothing needed for protection from the weather.
- If possible close windows and doors as you leave, but do not lock the doors.
- If you are away from the class/lab room when the alarm sounds, you should exit the building immediately and not return to the room. You should meet the class at the EEA.
- Exit the building, walk to the nearest safe exit route (do not run). Do not use elevators.
- Move away from the building, report to the class/ labs designated EAA and meet with other persons from the class or lab. Wait at EAA for directions.
- Account for faculty, staff and students and write down their names while at the EAA. Report any missing or trapped people to the emergency responders. Keep existing groups together.

- Review with everyone the location of the Evacuation Site, should this have been an instance where you would have been required to go there.
- Do not reenter the building until University Police gives the "all clear" signal.

General Evacuation Procedures for Residential Buildings

Residence Hall Directors shall:

- Head toward the cage instructing others to move as calmly and as safely as possible.
- Instruct people not to use the elevators.
- Instruct Residence Hall Advisors to meet at the cage and then move to an assigned exit.
- Meet University Police near the front of the building, get instructions, and move to the EAA and get a report from the RA's.

Residence Hall Advisors shall:

- Follow the guidelines in the Residence Hall Handbook as to where to meet.
- Move toward the cage, instructing others to move as calmly and as safely as possible to the nearest exit, notifying people as you go.
- Instruct people not to use the elevators. Notify others in the area of the alarm if they did not hear it while you are evacuating yourself.
- Go to your assigned door.
- Assemble the residents in the EAA.
- Review with everyone the location of the Evacuation Site, should this have been an instance where you would have been required to go there.

Evacuation of Persons with Disabilities

Assisting Visually Impaired Persons

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and any obstacles you encounter.
- When you reach safety, ask if further help is needed.

Assisting People with Hearing Limitations

- Turn lights on/off to gain the person's attention, or indicate directions with gestures, or write a note with evacuation directions.

Assisting People Using Crutches, Canes, or Walkers

- Evacuate these individuals as injured persons.

- Assist and accompany to evacuation site if possible, or use a sturdy chair (or one with wheels) move the person to an enclosed stairwell, notify emergency crew of their location.

If you are unable to leave the building due to a physical disability:

- Go to the nearest stairwell.
- Use a telephone to call University Police 3550, or use other means to advise them of your location.
- If possible, signal out the window to on-site emergency responders.
- One person may remain with you if they wish to assist you.

The following buildings will be the designated Evacuation Sites (ES) when a prolonged building evacuation occurs as determined by University Police or the Incident Commander. The Building Administrator (designee) or Residence Hall Director (designee) will be present. Occupants will be sent to the emergency assembly spaces

Building with Emergency

R.F. Netzer
 Alumni Hall
 Bacon Hall
 Blodgett Hall
 Bugbee Hall
 Bus Garage
 Cooperstown Campus
 Denison Hall
 East Street Guest House
 Fine Arts Center
 Fitzelle Hall
 Alumni Field House
 Ford Hall
 Golding Hall
 Grounds Building
 Grant Hall
 Hays Hall
 Health Center
 Heating Plant
 Higgins Hall
 IRC
 Hulbert Hall
 Human Ecology
 Huntington Hall
 Hunt Union

 Lee Hall
 Littell Hall
 MacDuff Hall

Evacuation Site

Chase Gymnasium
 Hulbert Dining
 Alumni Hall Little Theater
 Wilsbach Dining
 Big Parking Lot
 MOC-Garage
 Front Parking Lot
 Alumni Hall Little Theater

 IRC Lobby
 IRC Lobby
 Chase Gymnasium
 Mills Dining
 Lee Hall Top Floor
 MOC – Garage
 Mills Dining
 Mills Dining
 Hulbert Dining
 Chase Gymnasium
 Hulbert Dining
 Fine Arts Theater
 Alumni Hall Little Theater
 Chase Gymnasium
 Mills Dining
 Visitor’s Parking Area by entrance to
 Fields
 Morris Hall-Craven Lounge
 Lee Hall – Top Floor
 Wilsbach Dining

Matteson Hall
Mills Hall
Milne Library
Morris Hall
Chase Gymnasium
Schumacher Hall
Science Building #1
Physical Science Building
Service Building
Sherman Hall
Tobey Hall
Wilber Hall
Wilsbach Hall
College Camp

Wilsbach Dining
Wilsbach Dining
Chase Gymnasium
Alumni Hall Little Theater
Alumni Field House Gym
IRC Lobby
Chase Gymnasium
Chase Gymnasium
Grounds Building
Mills Dining
Lee Hall Top Floor
Lee Hall Top Floor
Mills Dining
Parking Area in front of Care Taker's
Home