

## 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  
Biological Field Station  
Blodgett Hall  
Bugbee Hall  
Bus Garage  
Curtis Hall  
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  
Matteson Hall  
Mills Hall

**Evacuation Site**

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

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

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