Evacuation

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Plan-Prepare-Prevail

What is an Evacuation?

The term "evacuation" refers to immediate need for clearing a building or campus due to an existing or imminent emergency or threat. An evacuation order requires the residents/occupants of the building to exit safely <u>at once</u>.

Example: a fire alarm sounding.

Steps for Evacuating

- Exit building at once in a safe and orderly manner.
- Do not delay exit to gather personal belongings or complete unfinished business
- Check with student/faculty/staff who may need assistance evacuating
- Take the stairs. Do not use the elevator, especially if the fire alarm is activated
- Stay away from the affected building until authorities declare "all clear"
- Seek refuge in adjacent building or off campus based on the scope of evacuation
- Account for any missing persons and report to supervisor/emergency officials
- Maintain communication with Dept. Chair/supervisor

In a dangerous situation/human threat

- Use caution going downstairs
- Exit quickly and quietly
- When outside of the building, head towards one of the reunification points
- Exit without bags and with your hands up and fingers spread
- Cooperate with first responders assisting with the process