

## Basic Evacuation Procedures

The following are the basic procedures to be used by everyone during an emergency involving an evacuation.

- **When the voice alarm is activated, listen carefully to the message and be prepared to follow any instructions given.** If you are told to evacuate, follow the instructions below. DO NOT USE THE ELEVATORS!
- **When the fire alarm sounds, immediately exit the building using designated evacuation routes.** Take your personal belongings (coat, purse, keys, backpack, medication), providing they are readily close at hand. DO NOT GO BACK INTO THE BUILDING TO GET PERSONAL BELONGINGS. Consider that you may not be allowed to re-enter the building for a period of time.
- **Regardless of where you exit a building, go to the designated evacuation location depicted in the building specific diagrams.** Report in with the most senior person within your work or program area.
- **Wait for further instructions.** DO NOT RE-ENTER BUILDINGS UNTIL THE FIRE ALARM IS TURNED OFF OR UNTIL NOTIFIED BY THE VOICE ALERT SYSTEM OR ON-SCENE EMERGENCY RESPONDERS. If the fire alarm is sounding, it is unsafe to re-enter.
- **If an earthquake occurs, take shelter under a table or other furniture away from windows or other objects that may fall.**
- **When the shaking stops, exit the building using the closest safe route.** DO NOT USE THE ELEVATOR and AVOID OVERHANGING STRUCTURES. Watch out for broken glass, water and downed electrical lines. Refer to building egress maps in hallways or near elevators and on the building specific evacuation routes
- **If trapped, call 9-1-1** if a phone is available. Report your location and situation. Go to a window, if possible, and signal emergency personnel by waving or by hanging or taping a large sign to the window. If smoke is present, stay low, cover your face with a cloth, damp if possible, and place fabric, cloth, towels around door cracks to keep smoke out.
- **Remember:** In case of an actual emergency, the most important thing to do is remain calm, follow procedures, and get yourself out of the building if possible. Members of the Building Evacuation Team are designated to help. Listen to them and follow their lead.
- **People needing special assistance:** College safety policy recommends that people who cannot evacuate using stairs move to an emergency exit and remain at the exit - in the stairwell - and wait for firefighters or other help to arrive. Depending on the situation, you may chose to wait at an alternative site AS LONG AS SOMEONE KNOWS WHERE YOU ARE.

- **Providing assistance:** If you are willing and able, help anyone in your area who may need assistance. Keep in mind that people with children, the elderly, and others without visible disabilities may need help getting out.