

EMERGENCY EVACUATION FORM

In the event of an emergency, such as a fire, chemical spill, hazmat issue, tornado, active shooter, bomb threat, inclement weather, or extended power outage, please follow the guidelines listed below for evacuation.

Name of Building: _____

Designated Meeting Place: _____

- Locate this Evacuation Plan in a visible area and review with the Safety Team bi-annually.
- Remain calm and be prepared to act.
- When the alarm sounds, if you're inside a room with a closed door, before opening the door, feel the handle to assure its not hot; if door the handle is hot, DO NOT open the door.
Shelter in Place! Stand by the window; if you can place a garment out of the window do so and call 911.
- Remember the best air is closest to the floor, so crawl if the area is smoke filled.
- If you believe you can help others who are in immediate danger, do so. If not, leave the building and notify the fire department of the person's location
- When evacuating your area of the building, use the closest stairwells to you and activate the pull station to alert the fire department and university police.
- Leave the building and go directly to the designated area outside of the building and wait for emergency personnel to give you an all clear before re-entering the building. Never go back into the building until given proper instruction by emergency personnel.
- Do not go back into a building if a person is missing. Report the missing individual to an emergency services person when they arrive on scene.
- If you see or smell smoke, and you've been trained to use a fire extinguisher, the fire is no larger than a small trash can, and you feel comfortable – attempt to fight the fire.
- If you don't feel comfortable using a fire extinguisher and haven't been trained, then abandon fire-fighting efforts and leave the building.
- When using a fire extinguisher remember to place yourself in the exit route before using a fire extinguisher to ensure the fire does not get between you and your means of egress/escape.

- Individuals needing assistance can be directed to areas of safety (i.e., protected stairwells, elevator lobbies, inside offices) and notifying emergency response personnel of the person's location. Transporting disabled individuals up and down stairwells, should be avoided. All people, regardless of their circumstances, need to take responsibility for their safety in an emergency, which means being able to move away from any and all hazards.
- If inclement weather or a tornado is known to be in the immediate area, and pose a risk to the employees, seek shelter. A head count shall be conducted to ensure all employees are accounted for. Once the threat has struck or passed, employees shall be released to work and to check for any damage, if it is safe to do so.
- Chemicals whether liquid, solid or gas can spill or leak and be harmful to both personnel and the environment. If an employee should discover a spill or leak, they shall leave the area immediately and notify a supervisor. If possible to safely do so, shut off ignition sources, flames, spark-producing or heat-producing equipment prior to evacuation. Employees shall not attempt to stop or control the leak or release.