

# **EVACUATION**

## **Evacuation of a Building**

1. Only the Department of Public Safety or an officer of the University (Vice Presidents, Deans, and Building Coordinators) can order the evacuation of a campus building.
2. When evacuation is determined necessary, occupants shall leave the building immediately and quietly by the nearest designated exit, or as advised. Public Safety will direct the occupants to a safe area – either a grassy area or another building, depending on the nature of the emergency.
3. DO NOT use elevators in the case of fires or earthquakes.
4. When evacuating, building occupants should walk, remain calm, and grasp handrails.
5. DO NOT RE-ENTER building until instructed to do so by the appropriate authorities.

## **Evacuation of the University**

1. Only the University President, or the President's designee can order an evacuation or closure of the University.

## **Evacuation of Persons With Disabilities**

1. Evacuation of persons with disabilities will be given the highest priority in all emergencies.
2. Students with disabilities should prepare for an emergency ahead of time by instructing a classmate or co-worker on how to assist him/her in the event of an emergency.
3. If assistance is not immediately available, disabled persons should remain near the stairwell landing or in the elevator lobby; rescue personnel will first check all exit corridors and exit stairwells for trapped persons. She or he should continue to call for help until rescued.
4. Persons with visual impairments should learn the locations of exits and fire alarms in advance if possible, and seek assistance of others as required. Know designated meeting places and locations specifically for persons with special needs.

