

# GENERAL EVACUATION PROCEDURES

Protecting lives and clearing nonessential persons from critical areas are of primary concern.

- All building evacuations will occur when an alarm sounds continuously and/or upon notification by the Office of Public Safety, Resident Assistant, your direct supervisor, or other emergency service personnel.
- All faculty, staff, students and visitors will immediately evacuate the building upon the sounding of an alarm or when instructed to do so by proper authority. Information regarding the nature of the emergency will be provided once occupants are outside the building.
- When the building evacuation alarm is sounded, or you are told to leave by proper authority, close doors, walk quickly to the nearest marked exit and alert others to do the same. Know the most direct routes from your work area.
- Keep the street and walkways clear for emergency vehicles and personnel.
- Evacuate to a distance of at least 300 feet from the building or as directed by emergency personnel.
- DO NOT return to an evacuated building until an all clear is sounded.