

EMERGENCY

Response/Evacuation Guidelines

Emergency Evacuation

A situation other than fire may arise that will cause the evacuation of the building. The following procedures are to be followed in case of such an event. The staff, the faculty and the students are expected to be aware of the following.

- Two paths of egress from there area of occupancy leading to lit exits.
- “**Area of Rescue**” on the occupancy floors
- Evacuation procedures

Evacuation Procedures

- Leave the building once the alarm sounds or if you are instructed to do so by authorized personnel. Please notify others on your way out. All occupants (staff, faculty, students, and visitors) must evacuate.
- If time permits occupants should secure their workstation and take only the most important items from their office or classroom (such as purses, back packs, winter coats).
- Close the door after the last person is out but **do not lock** it.
- Walk quickly to the nearest safe exit.
- Do not use elevators unless authorized personnel tell you to do so.
- People with disabilities, are to go to the designated areas of rescue. The area of rescue is located on each floor just inside the stairwell landings.
- Security and supervisory personnel will be on hand to direct and assist with the evacuation. All occupants need to stay calm, quiet and follow the directions that may be given verbally or through a possible public address system.
- Do not re-enter the building until authorized personnel give the “all clear” signal.
- Move away from the building to your assigned “rally point”.
- Report any missing or trapped persons to authorized emergency personnel.
- If you are not in the building when it was evacuated, go to the evacuation “rally point” so you will be accounted for.

Rally Point

- East Building: 9th and Michigan Ave.
- West Building: 8th and Wabash Ave.
- SLC Building: 9th and Wabash Ave.

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Supervisory Responsibility

Directors

- Inform and train personnel in emergency procedures.
- Appoint a set of back-ups to replace Directors in the event of their absence.
- Safely evacuate department personnel out the nearest exit and away from building; director/supervisor should always be the last person to leave the department, ensuring staff is evacuated.
- Pre-plan the handling of physically disabled personnel during evacuation.
- Have the department report to a predetermined rally point.
- If someone from your department is not accounted for, notify the authorized personnel immediately.

Faculty

If the class is in session:

- Safely evacuate students out the nearest exit and away from the building. The instructor should be the last person to exit the classroom, ensuring all students have been evacuated.
- Pre-plan the handling of physically disabled students during evacuation.
- Have your class report to the predetermined rally point. Perform a headcount of students upon reaching the predetermined rally point.
- If a student from your class is not accounted for, notify the authorized personnel immediately.