

# Unit Evacuation Procedure

(Include Emergency Escape Route(s))

< DATE >

The need to mobilize and account for staff members during an emergency situation in an orderly way is crucial for a safe and effective evacuation; particularly when the response requires some type of evacuation or movement of people from one place to another.

## Whenever a fire alarm sounds, a building evacuation is mandatory.

*Building occupants should exit immediately, putting the unit evacuation procedure into effect. After the building has been evacuated, occupants must wait for a safety inspection before re-entry.*

***Do not reenter the building until emergency responders have given the "all clear" signal.***

**When a fire alarm sounds in one of the following < \_\_\_\_\_ > facilities.**

- 1) **All** staff, faculty, students and visitors **must** leave the building.

*If possible, practical, and safe:*

*Bring your personal belongings such as coats, backpacks, handbags, wallets, etc.; close the doors, but do not lock.*

- ❖ Exit the building using the nearest safe exit route, see attached Emergency Escape Route(s).
- ❖ Walk, do not run.
- ❖ Do not use elevators to exit.
- ❖ As necessary, on the way out, knock on your neighbors' doors and intrude into meetings, to make sure that everyone (students, staff, and visitors) gets out of the building.
- ❖ If you are a member of the Emergency Preparedness Team, an administrative group leader, a PI or lab manager, please bring your copy of the unit emergency planning and recovery binder.

- 2) Move away from the building and go to the pre-determined meeting site as follows:

*When choosing a location, please keep the following in mind when you are designating this location.*

- *Choose a safe distance (30 feet at a minimum) from the building to ensure that they will not be harmed.*
  - *No longer are sidewalks or parking lots adjacent to buildings acceptable.*
- *Cannot gather in fire lanes or areas where response vehicles may need to drive / park.*
  - *Choose a location that does not send your people across any major thoroughfare that may be used by response vehicles.*

*(State clearly the meeting site for **each** location; note any landmark/sign etc to avoid confusion)*

Specific Meeting Site for [ \_\_\_\_\_ ] is: [ \_\_\_\_\_ ]  
Specific Meeting Site for [ \_\_\_\_\_ ] is: [ \_\_\_\_\_ ]  
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- 3) The Evacuation Coordinator and/or a member of the Emergency Preparedness Team will have a Sign-In form; staff members will be asked to report in. Report any missing person(s) to the Evacuation Coordinator, who will notify the emergency responders.

Evacuation Coordinator(s): \_\_\_\_\_

**Emergency Preparedness Team**


*If pre-designated members of the Emergency Preparedness Team are not present, at least one staff member present should assume responsibility for creating a sign-in sheet and obtaining all signatures (including student staff).*

4) The following people have been designated as a unit floor monitor(s):

- ❖
- ❖
- ❖
- ❖
- ❖

Unit Floor Monitors should make sure that everyone is out of their designated office/floor area as they exit the building and report to the specified meeting site previously listed.

*Do not go back into a building to find a person.  
Report them to the Evacuation Coordinator.*

5) If you are a member of a buddy system or a person assigned to assist a person identified with specialized needs, please move quickly to help that person to exit the building safely.  
*(See specific Disability Evacuation Procedures included within the emergency plan.)*

**Note:**

*Be aware that faculty, staff and students with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities, etc.) or temporary disabilities may also need individual assistance. Formal documentation may not be required, but units should consider using the buddy system to ensure that all persons are evacuated.*