



A. General:

All university employees and students should be aware of emergency evacuation procedures. Each department should develop department-specific evacuation procedures. These procedures should be posted in every department and distributed to the building marshal and all members of the department.

B. Process:

Each department is responsible for ensuring that its employees and students are aware of the proper emergency evacuation procedures. Each department should also consider the particular activities being conducted in the department, as well as a means to account for all individuals after an evacuation. The director of business compliance (x2722) can assist departments in developing and reviewing these procedures.

C. Evacuation Plans:

Each department administrator is required to establish and maintain an evacuation plan for the department. Evacuation plans should consist of written statements describing exit routes and the expected response of personnel to an alarm or other call for evacuation.

- The evacuation plan should address, as appropriate, the following situations:
 - The needs of persons with disabilities, e.g. mobility, visual or hearing impairments
 - Scientific experiments or demonstrations in progress
 - Hazardous or volatile substances in use or processes in progress
 - Classes in progress
 - Sensitive or valuable items to be secured
 - Assembly areas after evacuation and accounting for personnel

All building occupants should be familiar with evacuation plans through training sessions provided or arranged by the building marshal.

- Copies of the plan should be submitted to the office of risk management and safety services and posted in the work area.