## Evacuation Procedures

- All occupants are required to evacuate the building immediately when a fire alarm sounds or some other evacuation signal is given.
- Individual office personnel will turn of personal computers to protect University data from possible damage.
- The last person to leave an office, classroom, or lab will close and lock the door behind them.
- Keep calm.
- Use the nearest exit to leave the building.
- Use the stairwell only (hold on to hand rails).
- Do not use elevators.
- Person(s) with disabilities should be assisted to the stairwell landing. Request assistance from DC Fire Department personnel and direct them to the area where the disabled person(s) is waiting.
- In a medical emergency, seriously injured persons should not be moved unless they are in an immediately life-threatening situation. If medical assistance is needed, contact public safety (x3636).
- Do not smoke.
- Do not panic – walk slowly.
- Never attempt to travel through smoke-filled or other imminently hazardous areas. If you encounter smoke in the stairwells, close the door and use a different exit.
- Never assemble near exits or fire lanes.
- A perimeter will be established by Public Safety and/or DC Fire Department.
- Do not return to the evacuated building unless you are told to do so by Public Safety or DC Fire Department.

**A. General:**

All University employees and students should be aware of the 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.

**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:

- 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.