

# BUILDING EVACUATION

Situations requiring evacuation from a building include fire, bomb threats, hazardous indoor atmosphere from a spill or leak and other incidents that require individuals to leave the building and assemble in a designated evacuation assembly area or other safe location.

## Communications

- A fire alarm will sound indicating everyone is to evacuate the building.
- An emergency message may be sent via e-mail, campus telephone or cell phone indicating the building is being evacuated.
- A supervisor, Campus Safety Officer or Police Officer may give an order to evacuate the building

## Procedures:

Before there is a need for an evacuation, become familiar with the various exits in your dorm/work area. When an evacuation is ordered, the evacuation is to be conducted in an orderly and safe manner. Faculty, staff and students are to assemble in designated areas. (**See the HMC Evacuation Assembly Site Map**).

- **Do NOT ignore a fire alarm.** However, during a shelter-in-place event, verify the alarm before evacuating.
- When the fire alarm sounds, prepare to evacuate immediately. Quickly gather personal belongings (keys, shoes, wallet/purse, and your emergency supply bag).
- If you can, turn off equipment and lights and close the door behind you. A closed door can act as a fire barrier in the case of a fire evacuation.
- Stay calm and walk quickly to the closest exit (or alternate if nearest exit is blocked). **Do not use elevators.**
- Walk in a single file line and stay to the right through corridors and stairwells.
- Please read the suggestions provided in the document entitled “**Evacuating Persons with Disabilities**”, so that you may be prepared to provide assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- Once outside, move to your designated evacuation site or another area away from the affected building. Keep streets and walkways clear to provide access for emergency vehicles and personnel.
- Report persons needing assistance with evacuating, who are unaccounted for, and leaving campus to the Building Monitor, department representative or a staff member taking attendance as it may become necessary to account for all building occupants.
- No one is to return to the building until an **all clear** is given by Campus Safety, law enforcement, the Incident Commander or a member of the President’s Cabinet.
- If the evacuation is the result of a bomb threat, gas leak, or circumstance where the building must be searched or entered by police and other authorized personnel, no one may re-enter the building or area until the **all clear** is given by Campus Safety or appropriate civil authority.