

FIRE ALARM/EVACUATION PROCEDURES

For the protection of all occupants in a building, it is important that everyone is informed and understands what to do in the event of a fire, gas leak, or other emergencies requiring evacuation of a building. It is crucial that Staff and Faculty direct students and visitors out of the building to the Designated Assembly (Safe) Area (posted throughout the building). It is important to remember that EVERYONE must leave the building.

The following evacuation procedures should be discussed with students in all classes at the beginning of each semester:

- Occupants should remain silent. Important instructions cannot be heard if Instructors and/or students are talking.
- Occupants should leave the building immediately through the nearest safe, unblocked exit and report to the Designated Assembly Area.
- **Instructors should account for all students and visitors that were in the classroom.**
- Do not block emergency vehicle access areas.
- The Security Officer (SRO)r and/or Director of Physical Facilities will give an “all clear” when it is safe to return to the building. DO NOT reenter the building until instructed to so.

