

Building Evacuation: 011 WBB, 012 FASB, 019 INSCC



In the event of a building evacuation, either for a local incident or a large scale disaster, it is important to remember to stay calm and heed the following information. As you read through these suggestions, it's a good idea to give each one a little thought about how you would react and what you would do.

- Grab only what is essential to you. Keys, purses, backpacks, coats are **good** things to grab.
- Lock your office and labs and proceed to the nearest exit as quickly as possible. If you have been tasked as being a floor captain, you should quickly do your floor sweep, take note of any problem areas, and proceed to the nearest exit to report to the ERCs.
- Once outside the building you should proceed to the CMES Rally Point that is located in the field across (east of) the double side walk. **It's important not to congregate immediately adjacent to the buildings, as this area is used for fire department access as necessary.**
- Once at the Rally point you should wait for further instruction. **YOU SHOULD NOT RE-ENTER THE BUILDINGS UNLESS YOU ARE INSTRUCTED THAT ALL IS CLEAR.** This instruction will come from the Emergency Response Coordinator, who is located at the North West corner of the rally point or an official with Facilities Maintenance.
- If the emergency is a large scale emergency, such as an earthquake, you will be instructed to proceed to the emergency assembly point designated by the University, **EAP E2**. This is where you will be accounted for and given instruction by University officials.

