

Evacuation Expectations

During an evacuation - department management and staff are expected to implement the following procedures.

- ❑ Cease all work immediately upon notification of the event, either by alarm annunciation or direct notification.
- ❑ Take essential personal belongings and/or your emergency kit with you: keys, wallet, eyeglasses, medications, etc.
- ❑ Shut down critical equipment in the area, if possible, without placing yourself or your research at risk.
- ❑ Department Response Teams shall activate and begin to sweep the area notifying all personnel to evacuate the building at once. (DRILL ONLY - If staff do not evacuate, Response Team members should note the individual's name and room number.)
- ❑ Response Teams should be sure to check conference rooms, restrooms and public areas.
- ❑ Close doors but do not lock them.
- ❑ Proceed to the nearest stairwell, noting any injuries, hazards or personnel remaining in the building. DO NOT attempt to use the elevator.
- ❑ Go to the floor of the building that exits to street level and leave the building immediately.
- ❑ Report to your Emergency Assembly Point and check in with your Department Response Coordinator.
- ❑ Department Response Coordinators will be expected to identify the following items:
 1. Staff remaining in the building
 2. Hazards present in their respective area
 3. Location and status of animal populations
 4. Other issues of note that would need to be reported to emergency response personnel
- ❑ Response Coordinators should check in with Response personnel and report issues and findings.
- ❑ Entrances, sidewalks, driveways and fire lanes shall be kept clear.
- ❑ Staff should not re-enter the building until they have been notified by Emergency Response Personnel or the Drill Coordinator that the building is safe to re-enter. Do not enter the building simply because the alarm has been silenced!