

## **Emergency Evacuation**

### **A1.1 Preparation**

Departmental Emergency Coordinators are responsible for instructing their personnel on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits. At the beginning of each semester, faculty are encouraged to instruct students about the location of the emergency evacuation routes for their particular room and designation of an assembly point outside of the building.

### **A1.2 Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by ABAC Police (Public Safety) personnel or the Departmental Emergency Coordinator.
- When the building alarm is activated, leave by way of the emergency evacuation route for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!! DO NOT USE THE ELEVATORS IN CASE OF FIRE AND/OR POTENTIAL FOR POWER LOSS.
- Once outside, proceed to a clear area that is at least 1500 feet (500 yards) away from affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
- DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY THE ASSIGNED DEPARTMENTAL EMERGENCY COORDINATOR.

**IMPORTANT:** During any evacuation, unless ABAC Police (Department of Public Safety) advises otherwise, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Departmental Emergency Coordinator will take attendance and assist in the accounting of personnel.

### **A1.3 Campus Area Evacuation**

- Evacuation of all or part of the campus grounds will be announced by ABAC Police (Department of Public Safety).
- All persons are to vacate immediately the area in question and move to another part of the campus grounds as directed.
- Departmental Emergency Coordinators are responsible for arranging assistance to handicapped persons.

**NOTE:** Stay in the area until permission to return to the building is given.