

EMERGENCY EVACUATION INSTRUCTIONS

EVANS HALL

Occupants

Remove personal belongings, exit office and **close door behind you**. In case of bomb threat, do not turn off lights or equipment.

Assist disabled persons in your vicinity with exiting the building or finding refuge in an office with a door. Each building has a marked designated waiting area. A designated waiting area (DWA) is a location where individuals with mobility impairments should relocate during a building evacuation. While DWAs are most often located near stairwells, individuals should check floor plans posted at the elevators to find that floor's DWA. The DWA in Evans Hall is located at the south stairwell, on each floor, in the vestibule. The DWA is marked with the wheelchair symbol. During an emergency DWAs are checked by campus police and emergency responders. Individuals who have difficulty standing for extended periods of time may bring a chair to sit in. The **chair must not block the doorway** making it difficult for others to evacuate. They should also bring their cell phones with them so they may contact the Emergency Responders if necessary.

Exit the building by the nearest stairway. **Do not use the elevator**. The goal is to have the building completely evacuated in 5 minutes or less. Note that it is illegal to remain in the building after the alarm sounds. Failure to exit will be reported to the police when they arrive and could result in a fine.

If you have information regarding the cause of the alarm bell sounding, report immediately to your **Roll Taker** at the Evacuation **Assembly Area** (Lawn area). Look for your floor sign and report to your **Roll Taker** to check-in.

Assemble at the Lawn area . Make your safe exit known to your **Roll Taker** first, if you need to depart the area. You should report to the **Assembly Area POC**, only if you experience any significant problems during the evacuation.

Wait until proper notification even after the alarm bell stops. This is an indication that public safety officials have given permission to re-occupy the building. **Assembly Area POC** will signal when the building is ready to occupy.

Additional note concerning earthquakes: In the event of a major earthquake, the general rule is to "Duck, Cover and Hold" until the shaking stops, then evacuate the building. **The alarm will not sound unless there is a fire or release of hazardous substances**. In a minor earthquake, occupants may re-enter the building. In a major earthquake, occupants should stay outside until the building has been checked by a structural engineer.