

Evacuation Procedures

PURPOSE: Provide instruction and information for employees on what to do and expect during a building evacuation or campus evacuation. Instruct employees on safe evacuation procedures.

SCOPE: Applies to the employees, students, and visitors on campus during an emergency that would require evacuation.

GENERAL EVACUATION PROCEDURES

1. It is the responsibility of every person to immediately and totally evacuate campus buildings when:
 - A. A fire or life safety emergency occurs.
 - B. The fire alarms sound.
 - C. Notified to do so by emergency response personnel (police, fire fighters, paramedics) or building marshal/floor captains (person wearing a vest).
2. Do not restrict or impede the evacuation.
3. Be aware of all possible exit routes from your area and building.
4. Keep calm and walk quickly to the nearest marked exit and ask others to do the same.
5. DO NOT use elevators.
6. Assist persons with disabilities, access, or functional needs. Consider alternate routes for this population.
7. Go to your designated emergency assembly point or rally point and remain together.
8. Notify emergency personnel if you suspect someone may be trapped in the building
9. Stay clear of first responders.
10. DO NOT re-enter the affected buildings until directed to do so by an authorized Public Safety, Facilities, or Administrative representative.

BUILDING EVACUATION

1. Building Marshal/Floor Captains assist occupants in the building to leave. They will direct employees to assembly points or rally points outside of building. They will assist students and visitors to evacuate as well.
2. Tracking employees after an evacuation: Building Marshal/Floor Captains have responsibilities to track and accounting for employees as possible. If they are uncertain of the whereabouts of an employee they will attempt to make contact and if unable they will notify law enforcement. Further investigation will take place until employee is found.
3. Emergency procedures require everyone exit a building when the fire alarm is activated.
4. DO NOT use elevators for fire/earthquake evacuation; they may be damaged/unreliable.
5. After exiting your building, go directly to your building emergency assembly point or rally points. If that area is no longer safe, determine the safest place away from imminent danger.
6. Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel.

CAMPUS EVACUATION

1. Evacuation of the entire campus would be an extremely unlikely event.

2. Localized events, such as a single building fire or a chemical release, would require evacuation of the immediate area. Fire or police personnel in this case would direct the evacuation.
3. During a complete campus evacuation, parking services, university police, and Orem Police (as required) will direct traffic to maintain a smooth flow of vehicles.
4. If individuals cannot leave the campus after an emergency/disaster they will be directed to a designated safe area.