

EVACUATION PROCEDURES (updated October 2024)

GENERAL EVACUATION PROCEDURES

1. It is the responsibility of every person to immediately 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 or a building marshal. Larger evacuations will be announced by the UVU mass text messaging system, public address (PA) system located within the main campus facilities, university-wide email, and/or social media.
2. All students, faculty, and staff are required to leave the building, will not restrict or impede the evacuation, and remain outside until the emergency is over.
3. Be aware of all exits 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. If possible and if it does not delay your exit, take your personal belongings with you. Do not jeopardize your safety to gather them.
7. Assist persons with disabilities, access, or functional needs.
8. Go to your designated Assembly/Rally Point if directed to and remain together.
9. If able, account for the employees in your area. This is the responsibility of the Building Marshal.
10. Notify emergency personnel if you suspect someone may be trapped in the building.
11. Stay clear of first responders.
12. DO NOT RE-ENTER THE AFFECTED BUILDING until you are directed to do so by an authorized public safety, facilities, or administrative representative.

BUILDING EVACUATION

1. Emergency procedures require everyone to exit a building when the fire alarm is activated.
2. DO NOT use elevators for fire/earthquake evacuation; they may be damaged/unreliable.
3. Proceed toward the nearest safe exit.
4. After exiting your building and if directed, go to your building Assembly/Rally Point. If that area is no longer safe, determine the safest place away from imminent danger.
5. Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel.

COMPLETE OR PARTIAL CAMPUS EVACUATION

1. Evacuation of the entire campus would be an extremely unlikely event. However, the president of the university or designee (delineation of authority) or police are ultimately responsible for ordering a campus-wide evacuation. In this situation, primary and secondary evacuation routes should be identified.
2. After a major incident, such as a major earthquake, a staggered release of the campus population would be the most likely situation to require all individuals to leave the campus.

3. 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. You may also receive directions through the UVU Alert system (mass text messaging system).
4. During a complete campus evacuation, parking services, university police, and Orem police (as required) will direct traffic to maintain a smooth flow of vehicles.
5. If individuals cannot leave after a disaster, a shelter on campus may be established depending on circumstances. Red Cross would assist with activating a shelter.
6. Every effort will be made to communicate with the campus community regarding the situation and the progression of the situation through UVU Alert (mass text messaging system), email, push notification (through the UVU app), an emergency website (www.uvu.info), or other communication means.