

## **Evacuation Plan**

### Evacuation Plans

A written plan for emergencies and fire drills is essential for each major University building. Studies show that when occupants discuss, plan, implement, and practice evacuation plans, they are better able to protect themselves and others. The responsibility for the creation of evacuation plans belongs to supervisors.

### Developing a Plan

Each department should have a comprehensive plan for evacuations and fire drills. The team should consider the following when developing the plan:

Building evacuation routes or maps should provide an accurate layout of the building and multiple exit routes from any location. These plans must be posted in prominently traveled areas (e.g., hallways, stairwells, dorm rooms, etc.). Unusual building layouts require more evacuation maps to be posted. Special attention must be given to evacuation procedures for the physically challenged. Even if no known building occupants have special needs, the evacuation plan must contain these provisions to ensure the safety of visitors or others with special needs. A preplanned meeting place for evacuated occupants should be at least 200 feet from the building and clear of fire hydrants and access roads. Certain people on each floor should be responsible for the following:

- Ensuring that persons on the floor are aware of an emergency and the need to evacuate.
- Ensuring that building evacuation routes are clearly posted in prominently traveled areas.
- Ensuring that new employees are familiar with evacuation and fire drill procedures.