

Entomology: Emergency Evacuation Plan

Employee Evacuation Guidelines:

All employees should familiarize themselves with the following information from the Department of Entomology Building Evacuation Plan:

Know the quickest exit route out of the building using the nearest exit. Be familiar with alternate exits. Use the stairwells, **NEVER USE THE ELEVATORS!**

Know the location of the nearest manual fire alarm pull station in your building and know how to activate it.

Know if co-workers, students or visitors require assistance in exiting the building and be prepared to provide whatever help is necessary. Persons with disability-related evacuation needs are encouraged to discuss their needs with the Safety Coordinator in advance.

Know where your Building Assembly area is located and the evacuation route you should follow to reach it. Do not stand in roadways or driveways: emergency responders need clear access to buildings.

Know how to turn off any machinery and equipment at your worksite, which if left running for an extended period might create additional safety hazards, e.g., coffee makers, Bunsen Burners, etc.

REMEMBER: The building may become damaged event of a severe fire and you may not be allowed to return to gather your personal effects. Quickly grab your jacket, purse, keys, laptop, etc. before evacuating the building.