Evacuation Preparedness & Procedures

What to do:
If the fire alarm sounds, all personnel will do the following unless otherwise directed by authorized personnel (i.e. Fire Department).

- Proceed in an orderly manner to the nearest designated exit. (Do not use elevator)
- Primary routes: Using the east or west stairwells, go to the ground-level and exit from the building. The central stairwell is a primary route of escape only for the 3rd floor.
- Secondary route (4th, 5th, 6th floors): Using the central stairwell, go down to the ground floor of the building and out the main doors.
- After leaving the building, proceed to the recommended assembly area on the lawn in front of Woodburn Hall.
- Faculty who are teaching at the time an alarm sounds must ensure that all students have left their classroom before they evacuate.
- Faculty must review an evacuation plan with each class they teach during the first class meeting.

Mobility Impaired:
- If possible, the mobility impaired should use the appropriate exits on the basement & ground floors.
- Otherwise, they should be transported to the lobby by the main elevators and a fire department representative should be informed about their location.
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- Secondary route (4th, 5th, 6th floors): Using the central stairwell, go down to the ground floor of the building and out the main doors.
- After leaving the building, proceed to the recommended assembly area on the lawn in front of Woodburn Hall.
- Do not re-enter the building until instructed by a member of the fire department.
- The recommended gathering point is the lawn in front of Woodburn Hall.
- For stairwell locations, see floor plan on the back of this flyer.
- Assist mobility impaired to lobby by the elevators and inform fire department representatives about their location.
- Faculty who are teaching at the time an alarm sounds must ensure that all students have left their classroom before they evacuate.
- Faculty must review an evacuation plan with each class they teach during the first class meeting.

Mobility Impaired:

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Mobility Impaired:

- If possible, the mobility impaired should use the appropriate exits on the basement & ground floors.
- Otherwise, they should be transported to the lobby by the main elevators and a fire department representative should be informed about their location.
Evacuation Routes
Department of Biology
Third Floor

North

PRIMARY ROUTE

MOBILITY IMPAIRED AND/OR THOSE NEEDING ASSISTANCE ASSEMBLE NEXT TO THE ELEVATORS
What to do:

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- Primary routes: Using the east or west stairwells, go to the ground-level and exit from the building. The central stairwell is a primary route of escape only for the 3rd floor.
- Secondary route (4th, 5th, 6th floors): Using the central stairwell, go down to the ground floor of the building and out the main doors.
- After leaving the building, proceed to the recommended assembly area on the lawn in front of Woodburn Hall.
- Do not re-enter the building until instructed by a member of the fire department.
- For stairwell locations, see floor plan on the back of this flyer.
- Assist mobility impaired to lobby by the elevators and inform fire department representatives about their location.

Mobility Impaired:

- If possible, the mobility impaired should use the appropriate exits on the basement & ground floors.
- Otherwise, they should be transported to the lobby by the main elevators and a fire department representative should be informed about their location.
**Evacuation Preparedness & Procedures**

**What to do:**

If the fire alarm sounds, all personnel will do the following unless otherwise directed by authorized personnel (i.e. Fire Department).

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- Faculty who are teaching at the time an alarm sounds must ensure that all students have left their classroom before they evacuate.
- Faculty must review an evacuation plan with each class they teach during the first class meeting.

**Mobility Impaired:**

- If possible, the mobility impaired should use the appropriate exits on the basement & ground floors.
- Otherwise, they should be transported to the lobby by the main elevators and a fire department representative should be informed about their location.

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**Fifth Floor**

**EVACUATION PLAN**

Department of Biology  
Life Sciences Building

**BASIC INSTRUCTIONS**

1. Remain calm.

2. **DO NOT USE THE ELEVATORS**

3. **USE THE STAIRWELLS.**

4. Exit the building at ground level.

5. The recommended gathering point is the lawn in front of Woodburn Hall.

6. Do not re-enter the building until instructed by a member of the fire department.

7. For stairwell locations, see floor plan on the back of this flyer.

8. Assist mobility impaired to lobby by the elevators and inform fire department representatives about their location.

*May 2004*
Evacuation Routes
Department of Biology
Fifth Floor

PRIMARY ROUTE
SECONDARY ROUTE
MOBILITY IMPAIRED AND/OR THOSE NEEDING ASSISTANCE
ASSEMBLE NEXT TO THE ELEVATORS

North
Evacuation Preparedness & Procedures

What to do:

If the fire alarm sounds, all personnel will do the following unless otherwise directed by authorized personnel (i.e. Fire Department).

- Proceed in an orderly manner to the nearest designated exit. (Do not use elevator)

- Primary routes: Using the east or west stairwells, go to the ground-level and exit from the building. The central stairwell is a primary route of escape only for the 3rd floor.

- Secondary route (4th, 5th, 6th floors): Using the central stairwell, go down to the ground floor of the building and out the main doors.

- After leaving the building, proceed to the recommended assembly area on the lawn in front of Woodburn Hall.

- Do not re-enter the building until instructed by a member of the fire department.

- The recommended gathering point is the lawn in front of Woodburn Hall.

- For stairwell locations, see floor plan on the back of this flyer.

- Assist mobility impaired to lobby by the elevators and inform fire department representatives about their location.

- Faculty who are teaching at the time an alarm sounds must ensure that all students have left their classroom before they evacuate.

- Faculty must review an evacuation plan with each class they teach during the first class meeting.

Mobility Impaired:

- If possible, the mobility impaired should use the appropriate exits on the basement & ground floors.

- Otherwise, they should be transported to the lobby by the main elevators and a fire department representative should be informed about their location.