

General Evacuation Procedures

In many emergency situations, building evacuation will be necessary.

These are the general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building staff or emergency personnel, or by self-evident hazardous conditions.
2. All occupants must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
3. Building emergency staff (Department Emergency Coordinator) will oversee and assist the evacuation to the extent possible without endangering further loss of life or themselves.
4. All occupants should exit the building through the nearest safe exit or exit stairwell. **ELEVATORS SHOULD NEVER BE USED IN AN EMERGENCY SITUATION.**
5. In this building, emergency exits and exit stairwells are located:

For Example:

Main exit on south side of building 1st floor (main entrance)

Alternate exit at rear of building

Alternate exit on west end of building

Alternate exit on east end of building

Occupants of upper floors or basement levels must use one of the stairwells, located at the east and west ends of the building.

Also, see the floor plan in rear on page

6. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards proceed to an alternate exit.
7. During stairwell evacuation, remove high heels, and hold onto the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.

8. Once outdoors, all occupants should move to the assembly area located . evacuation
9. Staff members should ensure that proper assistance has been summoned by calling the Vanderbilt University Police Department at 911.
10. Once assembled, Department Emergency coordinators or designee will account for all occupants, using the employee roster, in order to inform arriving emergency services if anyone is missing or is still possibly inside the building.
11. Department Emergency Coordinators or designees will also provide arriving emergency personnel with information about the emergency inside the building, including locations of hazards and any problems known.
12. Building occupants will not re-enter the building until cleared by Vanderbilt University Police department or on site safety personnel.