

# Campus Emergency Evacuation Procedures

## Emergency Response Assistants Duties

In an emergency situation, protection of personnel is a priority. Everyone must evacuate immediately when the fire alarm sounds. All Emergency Response Assistants in buildings should sweep the building on their way out and direct people to the nearest exits and assembly locations.

**Emergency Evacuation Supplies** (Vests, radio, map, “Do Not Enter” signs, sign-in sheets and clipboards) are located

**This building evacuates to:**

### ***Emergency Response Assistants (ERAs) should:***

- **Never put their own life in danger!**
- **ERAs in each building should meet each semester and determine assignments as outlined below.**
  - ERAs should don an orange vest for identification
  - One ERA is responsible for taking and turning on the Emergency Radio (for updates and notification that it is safe to return to the building)
  - At least one ERA should go directly to the Assembly Area with the Emergency Evacuation sign-in sheets/clipboards and an orange flag for identification so people can begin signing in as soon as they arrive at the Assembly Area. Each building should have several clipboards with pencils
  - Assign one or more ERA to place the “DO NOT ENTER” signs on the doors. Never go back through a building to place on other doors. If necessary, go around the building
  - Determine who will check which areas of the building. Check normally unoccupied rooms (meeting rooms, restrooms, etc.). Use map as checklist
  - Carefully check all closed doors (with back of hand) for the presence of heat and smoke before opening
  - Close all open doors in areas that have been searched
  - Inform all personnel they come in contact with to evacuate immediately
  - Exit the building and proceed to assigned assembly point

Every effort should be made to account for students and employees in an emergency situation, so **EVERYONE** must go first to the assembly area and sign in. If the primary area is not accessible, go to the alternate assembly location. See attached list of current Assembly Areas.