

100.2 Building Evacuation Policy

Policy Name:	Building Evacuation Policy
Approval Authority:	Administrative Council
Responsible Officer:	Chief Administrative Officer
Effective Date:	June 9, 2011

1. Purpose and Summary of Policy

The safety of students, faculty, staff, visitors, the local community and emergency responders is of paramount importance to the University. It is the responsibility of faculty, department directors, and senior staff to demonstrate leadership to students and others by directing all persons to promptly vacate a building upon the activation of a fire alarm or other direction from police or safety personnel. Evacuation enables emergency responders to identify and address the hazardous condition and perform their duties. In addition to protecting personal safety of members of the University community, adherence to building evacuation procedures protects the University's property, assets and reputation.

Building evacuation following a fire alarm or other safety direction is required to comply with laws applicable to the University and non-compliance may result in fines and other penalties. Under no circumstances is it acceptable behavior at the University for any person to remain in a building when a fire alarm has been activated or other safety evacuation direction has been given.

2. Policy Statement

All persons occupying a University building must, without hesitation or prompting, vacate a University building or facility at the sound of a fire alarm or verbal instructions of University police or other University personnel to evacuate. Upon vacating the building, all persons are required to remain at a safe distance or take other specific action as determined by police officers, designated fire marshals, or other University personnel. Once evacuated, the building shall remain under the control of responding fire and emergency response officials until determined to be safe, at which time occupants will be permitted to reenter the building or directed to take other action.

Failure to evacuate a building as required by this Policy, will render any faculty, staff or other University personnel subject to disciplinary action and will, for students of the University, constitute a violation of the Student Code of Conduct involving possible sanctions. Other persons, such as employees of vendors or visitors, will be removed from campus and may be subject to additional action.

This policy applies to all students, faculty, staff, trustees, employees of vendors to the University and visitors to the University's campus.