



- Learn and know the emergency exits for your building(s). If you discover fire and/or smoke, pull the nearest fire alarm and quickly exit the building.
- Notify Public Safety at Ext.5599 or 620-441-5599. If you are at an off-campus location, dial 9-1-1.
- If you hear or see an explosion, exit the area as safely as possible.

### Building Evacuations

Whenever the fire alarms and/or sprinkler systems are activated, follow these directions:

- All occupants of the building must promptly and calmly evacuate using the nearest exit and report to the designated Meeting Location destinations.
- Do not use elevators!
- Be aware of others in your area (or those you are responsible for) and inform them to evacuate as well. Assist persons with disabilities.
- Follow directions given by Building Safety Captains (BCS).
- In the event that you encounter smoke and/or fire while evacuating, exercise caution and logic to help ensure your safety and the safety of others. Remember, “Stay Low and Go!”
- Once gathered at the evacuation meeting location, take a head count to ensure that everyone is safely out of the building. Report any persons remaining in the building or missing.

Public Safety will respond to the affected building to determine the location of the smoke/fire/explosion. The Fire Department is notified for all fire alarms.

If no source of smoke/fire is located, the occupants will be given an “all clear” to return to the building by Public Safety or Fire Department personnel.

### Remember:

Persons needing evacuation assistance should establish procedures in advance with their instructor or supervisor. Students should contact Accessibility Coordinator (ext.5557) and employees should contact Human Resources (ext. 5214). The Public Safety Department is available for consultation on these procedures.

- Do not return to the building until Public Safety or Fire Department personnel informs you that it is safe to do so.
- Do not use the elevator to evacuate the building during a fire alarm. Use the nearest stairwell.
- Evacuate the building anytime the fire alarm/or sprinkler system is activated. Do not wait or assume it is a drill or false alarm.

### Assisting the Disabled

- Be aware of disabled employees/students in your area.
- Evacuation plans should be made in advance the Accessibility Coordinator or Human Resources.
- The fire department recommends moving a disabled person to another connected building or inside an enclosed stairwell or safe area of the building until help arrives – lateral evacuation to another building if possible. Communication is key. Report all persons with ‘evacuation’ plans or alternate emergency locations to your BSC or Public Safety personnel and make their whereabouts known.
- Do not attempt to move a disabled person down a flight of stairs and risk injuring that person or yourself. Let the professionals take charge.