

Building Evacuation Procedures

Situations requiring evacuation from a building may include fire, bomb threat, hazardous indoor atmosphere or other incidents that require individuals to leave a building and assemble in a designated evacuation assembly area.

Communications

- An emergency message may be sent via e-mail, campus or cell phone.
- A Supervisor, Safety Marshal, KGI Campus Safety Officer, Police Officer or Fire Official may give an order to evacuate.

Safely stop your work.

- Stay calm; do not rush or panic.
- Shut down equipment that could become unstable or present a hazard.
- Take with you, ONLY essential personal items (wallet, keys, etc.).

Leave the building through the nearest marked EXIT.

- Go to the nearest safe stairway.
- Help those who need special assistance.
- Take notice of anyone who is unable to leave the building.
- If you encounter smoke; drop to the floor and crawl along the wall to the nearest marked EXIT. Touch closed doors with the back of your hand before opening. If the surface is hot, do not open the door, use another exit route.
- Close, but do not lock all doors, as you leave. Closed doors can slow the spread of fire, smoke and water.

Report to the nearest evacuation location.

- Check in with the safety marshals (identified in an orange vest) at your evacuation location.
- Report any missing individuals and last known locations to Emergency responders.
- Notify emergency responders about sensitive research or operating equipment that are left in the building.

Wait for instructions from the Safety Marshals or Emergency Responders.

- Remain outside at your evacuation location until further notice.
- Do not re-enter the building until authorized to do so by an appropriate authority (Safety Marshals, KGI Campus Safety, Police, and Fire Department Official).

Learn about your emergency exit routes now.

- Know the nearest exits, including stairways for the buildings you frequent.
- Locate the outside emergency evacuation locations. Ask your building Safety Marshal for help.