



Frequently Asked Questions - Emergency Evacuation of Administrative Buildings

1. How can I prepare?

- *Always bring your keys, ID card and cell phone to class/meetings. Having a phone will permit you to communicate in the event of an emergency.*
- *Know your building address – look at the outside of your building for the white, 3-digit building number. Use this number when reporting an emergency to Campus Safety/9-1-1.*

2. What exit should I use?

Always use the closest exit to your location in the building – it may not be the same exit that you use regularly to enter the building.

3. How do I assist those occupants with physical disabilities?

Individuals with physical disabilities should go to the area of refuge – usually the stairwell tower – and await assistance from emergency responders.

4. Can I use the elevator when the building alarm sounds?

Always use the stairs. The elevator will not work when the building alarm sounds.

5. Where should I go after I exit the building? Is there a specific location to report to?

Go to the designated assembly points for your building:

BUILDING	DESIGNATED ASSEMBLY LOCATION
Myrin, Olin, Bomberger	Grassy area between Brodbeck, Wilkinson and Curtis dorms and Wismer Hall, closest to the brick pathway. Rain location is Wismer lower lounge
Pfahler, Thomas Hall & IDC IDC	Grassy area in front of Pfahler Hall, Myrin Library side
Field House	Use either the exit towards the parking lot or towards the baseball field. Assemble in the parking lot near the baseball field.
Floyd Lewis Bakes Center (HEP, Fitness Center, Pool, etc.)	Use the front doors or doors leading to the track and assemble on the grassy area near the bookstore.
Ritter/Art	Assemble on the grassy area in front of Ritter
Kaleidoscope	Assemble on the grassy area near Wismer and the Bookstore
Corson	Assemble on the brick pathway in front of Berman
Berman	Assemble on the brick pathway in front of Wismer

6. When may I return to the building?

Return to the building when directed by Campus Safety or Facilities personnel