



Office of Environmental Health & Safety

[www.moreheadstate.edu/ehs](http://www.moreheadstate.edu/ehs)

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## **Building Evacuation Guideline**

**GUIDELINES:** To establish a procedure to evacuate the building for the safety of employees and visitors.

**EVACUATION PROCEDURE:** Supervisors are to make their employees familiar with this guideline. Supervisors are responsible for informing visitors in their area at the time of an evacuation of proper evacuation procedure.

- Notice to evacuate will be made over the fire alarm or public address system.
- Employees are to walk down the nearest safe stairway.
- Exit signs and stairwells will be lighted by emergency generators or battery back up in case of main power failure.
- Elevators are not to be used during evacuation.
- Provisions are to be made by the immediate Supervisor to evacuate a physically handicapped employee.
- **During a fire alarm a total building evacuation is mandatory; employees are to meet at a designated spot, as identified by their supervisor.**
- Fire drills are to be held on a periodic basis to assure the building evacuation is conducted in a safe and timely fashion.

All questions related to this guideline should be referred to the Director of EHS, Risk Management & Insurance in the Office of Environmental Health & Safety.