



Evacuation



Building Evacuation

- a. Any Valdosta State University staff or faculty member may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.
- b. Before a classroom or office can properly evacuate, a safe designated location (the assembly area) must be communicated to all students, faculty and staff.
- c. Direct persons to go immediately, in a calm and orderly manner, to the assembly area.
- d. Consider persons with disabilities that may need assistance evacuating.
- e. Individuals with disabilities should exit to the next building or outside by horizontal exit (when available) or otherwise to stairway landing (considered an area of refuge). University Police will conduct the rescue.
- f. Do not take personal items.
- g. The last person should close and lock doors behind them while exiting.
- h. You may walk briskly, but do not run.
- i. Do not go to restrooms.
- j. Use stairway or horizontal exit to evacuate.
- k. **DO NOT USE ELEVATORS!**
- l. Do not return to your area for personal belongings.
- m. If smoke is present, stay low. The best quality air is near the floor.



