



# Evacuation



## 1 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.

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## Situations that Require Full Building Evacuation

- An evacuation of a building is used to move persons out of a building by a pre-designated route (if usable), to avoid a potentially threatening situation and determines the entire building as unusable until further notice.
- Generally, University Police will announce building evacuation instructions.
- Exit the building and go to your pre-determined assembly area at least 100 feet away from the building.
- Report any missing person to University Police and location where last seen.
- Do not return to the building from your designated area until told to do so by University Police.

## Assembly Areas

Assembly areas for each building must be 100 feet from the building and must not obstruct emergency access to buildings. Work or class groups should remain together to allow for head counts.

## Campus Evacuation

Those students who do not have the means to evacuate or cannot safely evacuate will be directed to community shelters. If a total campus evacuation is needed, assistance will be provided under the Memorandums of Understanding with Lowndes County and the City of Valdosta.

## Evacuees From Other Locations

Evacuees from other locations may be provided with shelter at the President's discretion.

