

Fire Alarm Evacuation Plan for 1003

If the fire alarm goes off . . .

During Normal Office Hours (M-F, 8-5)



All people in the front of the offices (lobby, lab & tutoring room forward to the main office door) will evacuate through the main office door and down the corridor to exit the building through one of the main building exits.

An administrative staff member will:

- Walk back and make sure that the lobby, Writing Lab and tutoring room are empty, and close each of these doors.
- Ensure that the office lobby is empty and shut the main door upon exiting.

All people in the back of the office (tutoring rooms and rear offices) will exit through the hall door next to room 1009, proceed through the stairwell door 1015, and evacuate through the west exit located inside the stairwell.

A professional staff member will:

- Walk to the offices, ensure they are empty, and shut the doors.
- Walk to all tutoring rooms, offices and supply closet, ensure they are empty, and shut the doors.
- This staff person will be the last to leave the office through the West exit.

After hours (Sunday, 2-9; M-R, 5-9):

All people in the front of the office (lobby, lab & tutoring room forward to the main office door) will evacuate through the main office door and down the corridor to exit the building through one of the main building exits. All tutors will ensure that their students are out of their tutoring room, close the tutoring room doors or the lab doors, and exit the building. The last person to exit the office lobby will shut the main door upon exiting.

All people in the back of the office (tutoring rooms and rear offices) will evacuate through the hall door next to room 1009 at the back of the office suite, turn right and proceed through the stairwell door (room 1015), and exit the building through the west exit located in the stairwell.

All tutors will ensure that their students are out of their tutoring room, close the tutoring room doors or the lab doors, and exit the building.

*If you are able to return to the office after an after-hours emergency evacuation and you are not working with a key-holder, the student receptionist will have to call campus police to be let back in the building **AND** in the office. Please remember to have the police officer leave the front door locked so that it will be locked when you leave for the evening.*

In the Writing Center office, the fire extinguisher is located just outside the rear hall door next to room 1009.