

Fire Alarm Evacuation Plan for 1056

If the fire alarm goes off . . .

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

All people in the front of the office (group tutoring room {1066} and 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 to 1066, make sure that it is empty, and close the door.
- Walk forward to 1065 & 1064, ensure that they are empty and close the doors.
- Walk forward to the two lobby restrooms, ensure that they are empty and close the 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, Math Lab, and rear offices) will evacuate through the emergency exit at the end of the main hallway, exiting the building through the rear door.

A professional staff member will:

- Walk past to the offices, ensure they are empty, and shut the doors.
- Walk to the kitchen and bathroom, ensure they are empty, and shut the doors.
- Walk to all tutoring rooms, ensure they are empty and shut the doors.
- Walk to the Math Lab, ensure that it is empty and shut the doors.
- This staff person will be the last to leave the office through the rear exit.

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

All people in the front of the office (1066 and 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. The last person to exit the lobby will shut the main door upon exiting.

All people in the back of the office (tutoring rooms, Math Lab) will evacuate through the emergency exit at the end of the main hallway, exiting the building through the rear door.

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 ULC office, the fire extinguisher is located between tutoring rooms 8 and 7.