What is your evacuation plan?

If the fire alarm or some other emergency necessitated a building evacuation, what would you do? The time to develop an “evacuation plan” is now, before an event happens.

A good evacuation plan will have the following:

1. Location of the closest emergency exit.
2. Location of alternative exits.
3. Designated meeting location (primary and secondary)
   a. Permanent, specific, and identifiable location that faculty, staff, and students in your work area are familiar with, such as a building, statue, or other landmark.
   b. Should be remote from the evacuated building. Proximity to building might not be safe and access to front of building should be kept clear for emergency responders.
   c. Identification of a secondary location might be prudent. Extreme weather may warrant an indoor location and the magnitude of the emergency (major gas leak, terrorism, etc.) may warrant a location further away.
4. A physical headcount.
   Do not rely on electronic communication. In the past, at major events, electronic communication has been compromised either by the event itself or by the authorities for safety reasons. If you need to leave after meeting at your pre-determined location, inform more than one person from your office or work area.

In conclusion: Fires and emergencies can happen. For the safety of your group, you should prepare a good evacuation plan including an agreed upon meeting location.

IN CASE OF EMERGENCY
Call Public Safety at 212-305-7979 and 911