
EMERGENCY ACTION AND BUILDING EVACUATION PROCEDURES

PURPOSE: This policy was created to establish the University's responsibilities and procedures for handling emergencies and ensuring the safe and orderly evacuation of campus properties in the event of a natural or man-made disaster, civil disturbance, or other emergency situation.

I. Policy Statement

In case of a major disaster or crisis situation on any campus properties, a comprehensive Emergency Response Plan has been developed. The Emergency Response Plan defines roles and provides operational instructions for designated University officials to follow. Within this plan, detailed hazard response information has also been provided and can be accessed at the following University web link: [What to do in an emergency?](#)

II. Scope

All employees should be encouraged to become familiar with this information and to retain this document in their offices or laboratories for ready reference. Additional copies and revisions may also be obtained by calling the *Campus Environmental Health and Safety Office*.

III. Responsibility

University management and faculty at all levels shall ensure that employees and students are aware of the *Emergency Action and Building Evacuation Procedures*.

IV. Procedures

A. **DIAL 911 FOR BOISE CITY OR ADA COUNTY EMERGENCY RESPONSE SERVICES**

Any condition that may be harmful or threatening to the employees, students, and visitors of the University, or to its buildings and contents is a reason to call for emergency assistance. The first person to discover a fire or emergency situation is responsible for calling 911 for help. Be calm and carefully give all information requested. In case of fire, also be sure to activate the nearest fire pull station immediately.

B. **ALWAYS EVACUATE IMMEDIATELY**

When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately. All faculty and staff must help direct students and visitors to obey evacuation orders. All University employees are responsible to know the location of exits and be able to identify their building's evacuation route(s) in an emergency. All alarms must be treated as warning of an actual emergency. Do not take time to go to lockers or offices for personal possessions.

1. *Building Coordinators* have been appointed (refer to (refer to [BSU Policy 9150](#)) and are responsible to ensure, to the extent practicable, that building emergency action and safe exiting procedures are followed. They are also responsible for directing evacuated building occupants to gather at *Safe Assembly Location(s)* shown on the evacuation route map(s) posted in the building (where applicable; small buildings with occupancies less than 10 persons may not have maps posted).

C. EXIT QUICKLY IN A SAFE AND ORDERLY MANNER USING APPROPRIATE EVACUATION ROUTES

Do not use elevators. Exit the building using the nearest marked exit and posted evacuation route. If possible and safe, turn off laboratory gases, exhaust fans, and close doors and windows as you exit. If smoke is present, stay close to the floor while exiting. Obey the directions of emergency response personnel or the *Building Coordinator*.

D. PERSONS REQUIRING EVACUATION ASSISTANCE

Be alert to the presence of persons requiring evacuation assistance and help to get them out of the building or to the designated *Area(s)* for Evacuation Assistance shown on the evacuation route map(s) posted in the building. Notify emergency personnel immediately upon their arrival of the exact location of any persons who may be waiting in those areas.

E. GATHER AT SAFE ASSEMBLY LOCATIONS

Once outside, proceed to the *Safe Assembly Locations* shown on the evacuation route maps posted in the building or as directed by emergency response personnel. Do not return to an evacuated building unless directed by University officials or emergency response personnel.

F. SITE SPECIFIC EMERGENCY ACTION/FIRE PREVENTION PLANS

Some departments or auxiliaries, due to their occupancies and special functions (e.g. Library, Student Union, Pavilion, Stadium), may require individual, site-specific Emergency Action/Fire Prevention Plans. In addition to addressing the functional uses and particular design of these entities and their surroundings, such plans shall specify at least the following:

1. Area(s) for Evacuation Assistance and outside Safe Assembly Locations;
2. prominently displayed emergency evacuation route maps;
3. the location and approximate quantities of flammable or biohazardous materials, volatile and other hazardous chemicals, processes, or systems;
4. instructions on practice drills and other special building evacuation procedures as necessary or if different than those listed above.