

# EVACUATION *PROCEDURES*



Thaddeus Stevens  
College of Technology

# EVACUATION PROCEDURES

The purpose of this plan is to ensure the safe and orderly evacuation of a building during emergency situations, such as fires, chemical spills, natural disasters, bomb threats, etc.

Evacuation of all or part of the campus will be announced via RAVE alert, intercom announcements, email and message boards.

All individuals (students, staff, and their visitors) must immediately vacate the affected area and assemble at the designated assembly location for the building or off-campus, as directed.

## Faculty/Staff Responsibilities

1. Direct staff, students, and guests to walk out via designated exits.
2. Refer to evacuation routes posted in each building hallway.
3. Assist persons with disabilities to stairwell.
4. If possible, take class rosters with you.
5. Direct staff and students to a safe area away from the building keeping driveways and access doors clear for emergency vehicles.
6. Take attendance and notify emergency personnel of any missing people, or those who need medical attention.
7. Do not re-enter the building.
8. Await further instruction from emergency personnel and/or college officials.

## Student and Guest Responsibilities

1. Leave the building immediately via designated exits. If you are in a different area and cannot access your personal belongings, simply evacuate.
2. Do not re-enter the building.
3. Wait for further instruction from emergency personnel and college officials.

## Evacuation Routes

Building/Campus	Location
Brenner Building	Mellor Fountain (Rear of Building)
Hartzell Building	Thaddeus Stevens Monument
Jones Dining Hall	Thaddeus Stevens Monument
Kreider Building	Mellor Fountain (Rear of Building)
Leonard Building	Mellor Fountain (Rear of Building)
LRC (Learning Resources Center)	Mellor Fountain (Rear of Building)
MAC (Multi-Purpose Center)	Mellor Fountain (Rear of Building)
Maintenance Building	Mellor Fountain (Rear of Building)
Mellor Building	Thaddeus Stevens Monument
Snyder Building	Mellor Fountain (Rear of Building)
Woolworth Building	Mellor Fountain (Rear of Building)
Orange Street Campus	Old Naval Reserve Building
Greiner Campus	Greenspace west of Greiner Building
Greenfield Campus	Rear parking lot near open field
Transportation Center	Rear parking lot
Foundation and Alumni House	Thaddeus Stevens Monument

