

# University of New Orleans

## OFFICE GUIDELINES FOR BUILDING EVACUATIONS

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Building Name and Office Number:

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Name of Building Coordinator: \_\_\_\_\_  
Please print

### When to evacuate:

- 1- When you detect fire, smoke or other unusual phenomena.  
OR
- 2- Alarm is sounded

### How to evacuate

- 1- Please remain calm.
- 2- Walk, do not run to an exit.  
A.- Professors are responsible for clearing his/her classroom and directing the students to the approved evacuation routes.  
B.- Floor Monitors are responsible for checking their assigned areas to make sure everyone has left the building.
- 3- Use stairwells - **DO NOT USE ELEVATORS**
- 4- Proceed to street level or to an area of safe refuge.
- 5- Move clear of the building (100 ft as a minimum), to a designated assembly area. (Please indicate designated assembly area, and alternate assembly area, for your office.)

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Check for the presence of all those who were with you in your work area. If someone is missing, report it to a designated Evacuation Coordinator in your area. (Please indicate name of Evacuation Coordinator and name of alternate.) \_\_\_\_\_

- 6- Do not return to the building until the "ALL CLEAR" announcement has been given by the building coordinator or his designee.
  - 7- Please assist any persons needing assistance to the nearest area of safe refuge. (Please specify area of safe refuge) \_\_\_\_\_
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Name (please print) and signature of Department Head

If you have more than one office in your department, please make copies of this form. Please have a completed and updated copy of this form **available for inspection** at each office location.

Please send a copy of this completed and updated form to the BUILDING COORDINATOR of your building and one to the ENVIRONMENTAL HEALTH AND SAFETY OFFICE. If you have any questions or concerns please contact the Environmental Health and Safety Office at 280-6670.