

Building Evacuation Procedures

Situations requiring evacuation from a building may include earthquake, fire, bomb threat, hazardous indoor atmosphere or other incidents that require individuals to leave a building and assemble in a designated evacuation assembly area.

LEARN ABOUT YOUR EMERGENCY EXIT ROUTES NOW

- Know the nearest exits, including stairways for the buildings you frequent.
- Locate the outside emergency evacuation locations.

COMMUNICATIONS

- An emergency message will be sent via e-mail or text.
- A Supervisor, Safety Marshals, Campus Safety Officer, Police Officer or Fire Official may give an order to evacuate.

LEAVE THE BUILDING THROUGH THE NEAREST MARKED EXIT

- Stay calm; do not rush or panic.
- Take **ONLY** essential personal items (KGI ID, wallet, keys, etc.) with you.
- If you are in a multi-story building, utilize the nearest safe stairway to exit.
- Help those who need special assistance. Take notice of anyone who is unable to leave the building. For more information on how to help evacuate people with disabilities, [click here](#).
- If you encounter smoke; drop to the floor and crawl along the wall to the nearest marked EXIT. Touch closed doors with the back of your hand before opening. If the surface is hot, do not open the door, use another exit route.
- Close all doors as you leave, but do not lock all of them. Closed doors can slow the spread of fire, smoke, and water.

REPORT TO THE NEAREST EVACUATION LOCATION

- Check in with the safety marshals (identified in an orange vest) at your evacuation location. Report any missing individuals and last known locations to safety marshals and emergency responders.
- Notify safety marshals and emergency responders about sensitive research or operating equipment that is left in the building.

WAIT FOR INSTRUCTIONS FROM THE SAFETY MARSHALS OR EMERGENCY RESPONDERS

- Remain outside at your [evacuation location](#) until further notice.
- Do not re-enter the building until authorized to do so by an appropriate authority (Safety Marshals, Campus Safety, Police, and Fire Department Official).