

Guidelines For Building Evacuations

In emergencies, it may be necessary for employees and students to evacuate the building. Examples of these include the detection of fire or smoke, a chemical leak/spill, and bomb threats, and suspicious packages. UL Lafayette employees can become better prepared to deal with these types of emergencies by following these simple guidelines:

1. An Emergency Floor Plan is posted in high traffic areas of every building on campus. Contact your Departmental Safety Coordinator if you cannot find your Emergency Floor Plan.
2. Included on the Emergency Floor Plan is the correct evacuation route for the building, the point of assembly for occupants after evacuation, locations of the fire alarm pull stations, and locations of the building fire extinguishers. Review this document regularly to become familiar with its contents.
3. Occasionally, the University fire alarm contractor will have to sound the alarm. In this case, the building occupants will be notified in advance. Otherwise, if the fire alarm is sounded, heed this warning and begin evacuating the building orderly.
4. While evacuating the building:
 - a. Remain calm
 - b. Walk, but do not run to a designated exit. Where possible, use handrails to keep from falling.
 - c. Look for the emergency exit signs to guide you to a building exit
 - d. Use the building stairwells – do not use the building elevator
 - e. Please help any persons needing assistance to the nearest building exit.
5. Professors and instructors are responsible for clearing classrooms and laboratories and directing students to an appropriate exit.
6. Assemble at the designated point of assembly – do not leave this area until “All Clear” is given by emergency personnel (typically University Police).

Remember – Dial 911 from any campus phone to reach University Police and report any emergency.

For more information on campus emergencies and safety, consult the UL Lafayette Environmental Health and Safety Policy, which can be viewed at: www.safety.louisiana.edu. Employees can also contact the Environmental Health and Safety Director at 482-5357 or safetyman@louisiana.edu.