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DATE: September 9, 2002
TO: All Members of the MSU Community
FROM: Phyllis Wisen, Interim Director of Human Resources; Rob McGinn, EHS/Risk Management Director; Suzanne Dugan, Security Director
Re: Emergency Evacuation of Buildings

It always is prudent to have a plan in place in the event of an emergency. This memo will address what to do in the event of an emergency necessitating an evacuation of a building.

All employees and students are to evacuate a building when the fire alarm system is activated or when directed to do so by emergency personnel (security personnel, law enforcement personnel etc.). Everyone should go immediately to a location a safe distance away from the building and wait there for further instructions. Security personnel will respond to the emergency and, if it determined that the evacuation is of short term nature, you may be directed to return to the building.

If it is determined by emergency personnel that the evacuation will be long term, you will be instructed to report to the Emergency Assembly area (EAA). The EAA on this campus is the Taylor Center, Bresnan Arena. Should the Taylor Center be the building being evacuated, the Centennial Student Union Ballroom is the alternate EAA location.

For your safety and well being - evacuation of buildings in emergency situations is not discretionary; evacuation of all non-emergency personnel is mandatory.

Individuals with disabilities who require assistance in evacuating shall go to the closest stairwell. They should tell a faculty or staff member, co-worker or student who is exiting the building to notify emergency personnel in which stairwell they are located. Emergency personnel will respond and assist that individual in evacuating the building.

If time allows, remember to take with you any personal belongings, e.g., vehicle keys, house keys, medications, etc. This is particularly important should the evacuation prove to be long-term.

At the EAA a representative from the Human Resources Office, Security Department and/or other emergency personnel will provide updates and further instructions regarding the evacuation.

Please do not leave the EAA because you may have information that might be valuable to ensuring the safety and health of fellow staff and students.

Note that this procedure pertains only to emergencies within a building and does not replace procedures already in place and communicated to you by the Security Department regarding weather emergencies.

Faculty members are asked to make their students aware of the building evacuation process.