

## **Building Evacuations procedures during COVID-19**

### **Purpose**

The following is to provide guidance for incorporating COVID-19 precautions for emergency building evacuations. Following modified guidelines are essential during this time of physical distancing to help prevent disease transmission. While it is important to maintain a safe physical distance (6 feet) to minimize the risk of spread, the priority is to execute a safe and timely evacuation.

- Upon Hearing the Alarm or Message to evacuate
- Always have a plan, ensure items that you may need are readily available to take with you (i.e. wallets, purses, keys, cell phones, etc.).
- Ensure to wear your face covering when you evacuate.
- Do not use the elevators.
- While evacuating the building, use any stairwell regardless of COVID-19 directional signage.
- While exiting the building, try to maintain physical distancing (6 feet), but the primary goal is to evacuate the building as quickly and safely as possible.
- If for some reason you cannot leave the building remain in a safe space, close the doors and notify University Police of your location immediately (call 9-1-1).
- Once outside, maintain physical distancing (6 feet), this may mean moving further from the building or evacuation zone than usual.
- Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc.
- Once permitted to re-enter the building, maintain your physical distance (6 feet) and wash your hands with soap and water for a minimum of 20 seconds. Use sanitizer if not able to wash your hands.