Procedure 8.0603

Emergency Evacuation Procedure

All academic buildings are equipped with an emergency overhead public address system. The following standardized message will be broadcast over this system if evacuation becomes necessary:

> May I have your attention please!
>
> May I have your attention please!
>
> We are now under emergency evacuation procedures!
>
> We are now under emergency evacuation procedures!
>
> Please leave the building now by the nearest exit!"

This entire message would be repeated in 30 seconds. Do not re-enter any of the buildings until you were told to do so by a police officer.

If only specific buildings need to be evacuated, the following message will be broadcast:

> May I have your attention please!
>
> May I have your attention please!
>
> We are now under emergency evacuation procedures for (building Number / building Numbers)!
>
> We are now under emergency evacuation procedures for (building Number / building Numbers)!
>
> Please leave (the building / these buildings) now by the nearest exit! All other buildings continue normal business!"

This entire message would be repeated in approximately 30 seconds. Do not re-enter your particular building until you were told to do so by a police officer.

References

Legal References: *Enter legal references here*   **SACSCOC References:** *Enter SACSCOC references here*

Cross References: Campus Security Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*