

# Evacuation Procedures, MSU Department of Chemistry

In the event of a fire, spill, or other serious hazard it may be appropriate to evacuate the laboratory. In some instances, evacuation of the entire building may be necessary. In all evacuations, the following guidelines should be followed:

- ▶ **REMAIN CALM**
- ▶ The TA or person in charge should give clear instructions regarding the route of evacuation and assembly location. Exit by way of the nearest stairwell. **Do not use elevators.**
- ▶ Provide assistance for disabled or injured persons.
- ▶ Instruct students to extinguish flames and other heating devices.
- ▶ The person in charge should confirm that no one is remaining in the room and should close the door upon exiting.
- ▶ The person in charge should account for everyone in the room. The response team (Public Safety, fire department, etc.) should be notified of any missing persons.

## Fire Alarm

The building must be evacuated any time the fire alarm sounds. *Assume* that there is an extensive fire in the building, and follow these guidelines.

- # Exit by way of the nearest stairwell. **Do not use elevators.** Disabled persons will require special assistance. Instructor should provide clear directions regarding the route of evacuation and assembly location.
- # If possible, close windows and doors.
- # Check doors before opening. **Do not** open any door that seems to be hot.
- # If you are trapped in a room, seal around the door to the extent possible. Signal from a window to let rescue workers know your location, and crack window slightly. If possible, use a phone to call Public Safety (2222) or local emergency response (9-911) to report your location. Stay near the floor and use a wet cloth to protect your face.
- # Once outside, the person in charge should account for everyone in the room. The response team (Public Safety and/or fire department) should be notified of any missing persons.

## Initiation of an Evacuation

In case of a very minor incident, the lab may be evacuated into an adjacent hallway. The lab should be isolated by shutting the door. In this event, the TA should notify the Lab/Safety/Waste Coordinator and/or Public Safety of the situation. All students in the lab should be accounted for. When the lab is deemed safe by the Lab/Safety/Waste Coordinator, Public Safety, or the Office of Environmental Safety and Health, students may return to the lab and resume normal activities.

In case of a more serious incident, the lab should be evacuated to an area outside the building. In this case, the fire alarm nearest the lab should be activated on the way out the nearest stairwell exit. The TA should make an effort to notify the Lab/Safety/Waste Coordinator and/or Public Safety to describe the situation. All students should be accounted for at the designated assembly point (this should normally be the open area near the west Curris Center entrance.) Students may return to the lab when it is deemed safe by the Lab/Safety/Waste Coordinator, Public Safety, or the Office of Environmental Safety and Health.