Smathers Libraries
Building Evacuations and Gathering/Rally Point –

In the event that a building must be evacuated, all employees must proceed immediately upon that announcement to the nearest possible exit. All employees should evacuate in an orderly fashion to a pre-designated departmental or unit gathering point or rally point.

The rally point should be located at a point that is convenient to the building, but does not interfere with any emergency response staging.

Employees should remain at the rally point until departmental or unit management arrives.

Employees who do not report to the rallying point are presumed to be still in the building and possibly in need of emergency rescue. In the event of an actual emergency this information should be relayed to emergency response personnel.

Do NOT re-enter a building unless informed it is safe to do so by emergency personnel.

The location of the rally point should be communicated to new employees during their probationary period.

In the event of a fire drill, all departmental or library employees should report to the rally point as part of the evacuation practice.

Last reviewed July 2013