

Evacuation of Buildings

In case of incidents, such as a threat to the campus, the policy for evacuating a building is as follows:

If the University Administration or UAPD declares that a building should be evacuated, employees should be instructed about where to relocate and how to determine when the building may be reoccupied. Employees are responsible for returning promptly when advised by appropriate emergency response personnel.

Depending on the circumstances of an evacuation, the University may decide not to reopen the building for an extended period of time. If this occurs, employees may be sent home with no leave time charged to them.

If no official declaration is made to evacuate a building after emergency response personnel make their assessment, employees who feel uncomfortable with the work environment are allowed to leave, but the time not spent at work will be charged to vacation leave.

Employees will be kept informed whenever an incident is made known to the University administration. Voice messages are posted on every telephone. E-mail notification and campus headlines will come from University Relations. Building Executives, or their alternates, will be kept informed as to the status of the situation. It is the intent of the University administration to maintain a safe, secure and healthy environment for all employees.

August 21, 2002