There are two types of evacuation:

1. **General: All building occupants must evacuate.**
   The General Evacuation Routes are marked on the Evacuation Plan map located in each lab’s safety plan or in the hallways of each floor. All occupants shall exit the building immediately when a fire alarm is sounded and gather outside at Hodges Wood Products Lab where they will await further instruction. Instructors are responsible for ensuring their classes evacuate, and employees who are hosting visitors should escort them safely out of the building. Public Safety will advise when it is safe to return. Turn off all power and gas lines before evacuating if it can be done safely, and close all doors (offices/labs/fire doors).

2. **Local: Occupants of the lab must evacuate.**
   Local evacuations do not require exit from the building. Occupants of the lab should gather outside the lab entrance and await further direction. Avoid hindering any emergency operations in progress.

In any evacuation, do not leave the designated meeting area. Your absence will be interpreted that you are still in the danger area and one or more persons may risk their lives looking for you.

**WHEN TO EVACUATE:**

1. Fire of any nature. Activate pull station and proceed with general evacuation of the building. Phone Public Safety (911) from another building immediately.

2. Chemical spill. Since generally small quantities of chemicals are handled in the lab, spills are likely to be relatively small in volume, and may not require evacuation. Spills of fuming acids, such as concentrated hydrochloric acid, may require local evacuation, with re-entry when spill is properly contained and cleaned up.

3. Gas leak from cylinders or gas line. Scale of evacuation will depend on seriousness of leak and nature of gas. Minor gas leaks from cylinders may not require evacuation, but rather simply removal of the cylinder outdoors for pick-up by Central Stores (ext. 5-2211). Cylinder rupture or valve breakage, or gas line rupture dictate evacuation. Open windows if possible. If the gas is reactive, corrosive, or highly flammable, general evacuation should proceed. Less reactive gases may dictate local evacuation. In the event of any gas leak, notify Barbara White or Dr. Orlando Rojas.

4. Power interruption: If fume hood blowers are not functioning as a result of a power interruption, open windows, make sure switches are left ON, and immediately proceed with local evacuation. Close lab entrance door. Do not enter room after power is restored; wait until notified by Public Safety that it is safe to return.