

Evacuation

Leave your building when an alarm sounds or a university representative gives instructions.

- Notify others who might not have heard the alarm.
- Turn off equipment.
- Secure hazardous operations, if possible.
- Take personal items, such as a coat and keys.
- Close the door behind the last person.
- Leave the building by the nearest safe exit.
- Walk quickly, but do not run.
- Do not use an elevator unless an emergency responder tells you to do so.
- Go to your evacuation meeting site, and sign in.
- Do not re-enter the building until someone in authority gives the “all clear” signal.
- If you are away from your room when an alarm sounds, exit the building immediately. Go to your meeting site even if you were not in the building when it was evacuated so you will be accounted for.

If you are unable to leave the building due to a physical disability:

- Follow your unit's emergency plan or go to the nearest area where there are no hazards.
- Call Cornell Police at 911
(or 255-1111 from a cell phone).
- Be sure to give the room number so police can send help.
- Signal out the window to emergency responders, if possible.

Once you have evacuated:

- Move away from the building.
- Report to your unit's designated evacuation point and sign in.
- Report any missing or trapped people to the emergency responders.
- Account for faculty, staff and students.
- Wait at the evacuation point for directions.
- Do not reenter the building until emergency staff gives the "all clear" signal.

Critical operations staff must follow emergency plans for their units. All emergency plans for critical operations must be submitted, reviewed and approved by the Office of Emergency Planning and Recovery. Staff members are not allowed to remain in a building once an evacuation signal or order has been given.