

Illinois State University Police Department
Emergency Response Procedure

Evacuation

An evacuation is ordered anytime it is safer for you to be outside the building rather than inside the building. If an evacuation is order you should do the following.....

1. Remain calm
2. Take your keys, briefcases, backpacks, books, purses, and all other personal belongings with you.
3. Do not use the elevators
4. Close, but do not lock the doors
5. Turn off all electronics, including computers (except in the event of a gas leak)
6. Evacuate in groups to ensure all are able to escape from the building
7. Provide assistance for those with disabilities.
8. Evacuate in a safe and orderly manner.
9. Stay at least 100 yards away from building unless directed to another location by the police or other competent authority.
10. Remain with your class so a full accounting of the students can be made. Notify police or fire officials of any missing students.
11. Follow all directions from the University Police or other authorities present.