

Pittsburg State University

Building and/or Campus Evacuation Plan

Building Evacuation

1. Evacuate a building when the emergency alarm sounds or when instructed to do so by university, local, or county police or by appropriate Pittsburg State University personnel.
2. Remain calm. Your calm leadership may very well save lives.
3. Aid individuals needing assistance. Anyone who is aware of a hearing or sensory-impaired person in the building should alert that person of the need to evacuate. Report the location of all persons with disabilities to emergency personnel.
4. In case of fire do not use elevators.
5. When leaving the building, proceed to the nearest designated assembly site and remain there until a university official accounts for all persons.

Designated assembly sites are:

Cleveland Plaza (Grassy Areas)
Football Field
The Oval
Student Parking Lot - Brown Lot by University Lake
West Front Lawn - Russ Hall
West Parking Lot - Kansas Technology Center (Grassy Areas)
West Parking Lot - Weede Physical Education Building
Willard Plaza

6. Due to weather or other conditions, evacuation may be determined to be more appropriate to other areas. Appropriate emergency or university personnel will announce a move to a different area.
7. Never return to an evacuated building until an all clear signal is received from University Police or appropriate university personnel.

University Campus Evacuation

If a critical incident occurs requiring evacuation of the campus, all persons will be directed to safety by emergency and university personnel.

Guidelines for Persons with Physical Disabilities

Persons with disabilities should evacuate the building in an emergency situation, if possible. Those with mobility impairments may remain in a building during an emergency only if elevator assistance is essential for evacuation or they are located either above or below ground with no accessible exit. Elevators shall not be used. Emergency personnel are responsible for evacuating all persons with disabilities. If required, sight and sensory-impaired persons should seek assistance from other occupants of the building. During a non-emergency situation, persons with disabilities should evaluate how they would be able to leave a building safely in the event of an emergency. **In an emergency situation where the fire alarm is sounding, do the following:**

1. If on the ground floor, exit from the building at ground level promptly.
2. If above or below ground floor, seek the nearest Area of Rescue Assistance and follow the instructions below for **Area of Rescue Assistance**.

An Area of Rescue Assistance is a designated area in a building or a room with a telephone and a solid door.

1. Upon entering, dial **911** or have someone call for you. If there is an "Emergency Phone" in the area, press the button or follow the instructions posted on or near the box.
2. If you are dialing **911**, or if someone else is dialing for you, be sure to give your exact location, i.e., building, floor, room and telephone number. Remain in or near that location if possible until help arrives.
3. If a telephone is not readily accessible, have someone advise a responding Police or Safety Official of your location.
4. If you cannot access an Area of Rescue Assistance or one is not available in your building, proceed to the nearest set of exit stairs that have doors that separate the stairs from the hall corridor. Enter into the exit stair corridor and wait there for assistance. Have someone advise the Police or Safety Officials of your location. If you go to a stairwell, attempt to position yourself so that you will not block pedestrians' paths who may be accessing the stairs. This is a matter of safety for you and others.
5. If a false or accidental alarm has been sounded, or if circumstances do not warrant it, persons with mobility impairments will usually not be evacuated from the building. Emergency personnel are responsible for evacuation of all disabled persons from buildings.

Designated Areas of Rescue Assistance include:

Axe Library (1)

South wall, south of main entrance

FCS (1)

By southwest entrance on south wall

Grubbs Hall (2)

1st Floor: On north wall next to men's restroom through south doors

4th Floor: On south wall next to west stairs and elevator

Heckert-Wells (1)

On south wall by east entrance

Hughes Hall (1)

On south wall by south entrance

Kelce Center (1)

1st Floor: East of Room 118 on south wall by stairs

McCray Hall (6)

1st Floor: West of east stairs on south wall

2nd Floor: Hall going south and is east of west stairs by Room 209 on east wall

West of east stairs on south wall

3rd Floor: West of east stairs on north wall by Room 317

East of west stairs on north wall by Room 319, adjacent to elevator

4th Floor: East of west stairs by Room 404

Overman Student Center (1)

Campus phone on south wall by Gorilla Crossing

Porter Hall (1)

1st Floor: West corridor on south wall by Room 112A

Russ Hall (13)

1st Floor: (2) South of north stairs on east wall by Rooms 106 & 107
West of 2nd entrance on east side
West side of fire doors

2nd Floor: (2) South of north stairs on east wall by Rooms 206 & 208
South wall by Room 211

3rd Floor: South of north stairs on east wall by Room 311
South of north stairs on west wall by Room 301
North corridor, east of Room 324
10 Ft. east on east wall by steps

4th Floor: South of north stairs on west wall by Room 401
South of north stairs by men's restroom

Whitesitt Hall (1)

1st Floor: North of main stairs on east wall

Yates Hall (1)

Main entrance, across from Room 100

Note: Rescue Assistance is incorporated into ongoing training for Residence Hall Directors, Assistants and residents in cooperation with University Police and Parking Services. Training is ongoing and under the direction of the Associate Vice President for Campus Life and Auxiliary Services.