Department of Occupational Therapy
Policy 4.0. *Evacuation*

POLICY PURPOSE
To clarify emergency procedures and evacuation policy for student safety.

POLICY STATEMENT
All students will be aware of the AU Alert System and Evaluation policy to maximize student safety at all times. The evacuation policy will also be posted in all labs designated OT spaces.

PROCESS + PROCEDURES
1. Augusta University has an emergency evacuation and emergency alert system (Jag Alert). Students will be notified by cell phones and/or Outlook messages of any campus emergency.
2. Students are informed in evacuation procedures and the AU Alert System during New Student Orientation.
3. Fire drills are held periodically throughout the year. All students, employees, and faculty are required to fully participate and evacuate the building during all fire drills. Students are to depart the building using the closest stairway. Do not use the elevators during a fire drill or emergency evacuation. Doors to all classrooms, labs, and offices are to be closed upon exiting the building to retard any spread of fire.
4. During the evacuation for fire emergencies, students exit the building and assemble at the front of the building to allow for accounting of complete evacuation from the building.
5. Fire alarms are located at the exit stairways.
6. Fire extinguishers are located in the Department of OT hallways. Students are not to stay in the building during a fire drill/alarm to fight a fire. Safe exiting is the primary objective during a drill or alarm.
7. For a non-fire emergency, the AU Alert system will notify students, faculty, and employees of appropriate instructions to ensure safety.
8. To report an emergency, students should activate the emergency system or contact Public Safety at 706-721-2911.

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