
 STUDENT HOUSING SERVICES	Standard Operating Procedure No: 013-89-3.1	Approval Date: August 13 th , 2012 Cancels: NA
	Signature /Position:  Director SHS	Distribution: Public
Title: <p style="text-align: center;">EMERGENCY EVACUATION PROCEDURE- General</p>		
Preamble: The following instructions are provided to ensure safe evacuation from any University of Guelph residence in the event of an emergency, and applies to all employees, students and visitors.		

Scope:

This procedure applies to all occupants (resident, staff or visitor) of a University of Guelph residence building and is under the umbrella of **University Policy #851.03.01** which states that everyone shall evacuate when a fire alarm rings.

General:

All persons should familiarize themselves with the applicable residence building and in particular the stairwells and exits from buildings.

Procedure:

If an alarm bell sounds:

1. Leave the building as quickly and safely as possible using the closest emergency exit identified by an exit sign.
2. **DO NOT** use an elevator.
3. Walk, do not run.
4. If Student Housing Services Staff are present they will help direct you to the nearest exit as everyone evacuates. Once outside please proceed away from the residence and roadways.
5. Advise the Student Housing Services Staff or Emergency Personnel of any individuals having difficulties evacuating or if you notice any signs of fire or dangers.
6. Once you have safely exited please move to **Residence Evacuation Meeting Locations** listed below:

- Maritime Hall** – Volleyball court by P13 Parking Lot
- Prairie Hall** – P9 Parking Lot
- Mountain Hall** – P8 Parking Lot
- East Residence** – Baseball field off Dundas Lane

East Townhouses – P15 Parking Lot
Johnston Hall- Johnston Green Field
Maids Hall – Across street by P47
Watson Hall- Quad between Lambton, MacDonald and LA
Lambton Hall-Courtyard closest to College Avenue
MacDonald Hall- MacDonald Loop by College Avenue
Lennox-Addington Hall-Courtyard by P20 Parking Lot
Mills Hall- Wineguard walk between Creelman and Mills Hall

[U of G Campus Map](#)

7. **Do not re-enter** the building until the all clear has been given by Emergency Personnel or Student Housing Staff

Persons with Disabilities:

For residents, any persons with disabilities are to follow their individual evacuation plan as outlined by the Fire Prevention Officers.

For visitors, please notify a nearby individual or Student Housing Services Staff member if you require assistance in evacuating. The individual or staff member should then report the location of any persons needing assistance to emergency personnel. Persons requiring assistance should move to the closest stairwell and wait for emergency personnel for assistance.

If time permits phone extension **52000** to report the location of persons needing assistance or any other relevant information to Campus Community Police Dispatch.

To receive this document in an alternative format, please contact Student Housing Services at reslife@uoguelph.ca.