

# EVACUATION



**Emergency Evacuation** is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard.

Evacuations are more common than many people realize. Fires and floods cause evacuations most frequently across the U.S. and almost every year, people along coastlines evacuate as hurricanes approach. In addition, hundreds of times a year, transportation and industrial accidents release harmful substances, forcing many people to leave their homes.

<http://www.ready.gov/evacuating-yourself-and-your-family>

## ELEMENTS NEEDED WHEN EVACUATING

### Notification (What is the emergency?)

- Know locations of fire alarm pull stations
- Know the sound of your fire alarm or alert system
- Be familiar with your own building's Occupant Emergency Plan (OEP); know who your workplace Floor Captain is
- Subscribe to WiscAlert or community alert systems

### Way/exit finding (Where is the way out?)

- You should **know at least two escape routes** from your location
- Look around; the closest safest exit may not be the door you came in

### Use of the Way Out

(Can I get out by myself, or do I need help?)

- Know the location of escape equipment
- If you took an elevator up, know where the stairs are that go down

### Assistance

(What kind of assistance might I need?)

- Know the location of fire extinguishers, first aid kits, evacuation chairs, etc...
- Know who in your home or work place may need evacuation assistance

### Once safely evacuated, go to a pre-designated assembly point (exception: Active Shooter response)

- Refer to your department or building specific Occupant Emergency Plan
- Locate your Floor Captain or supervisor
- If not sure where to assemble, move at least 100 feet away from the building
- Do not gather where you might hinder access by emergency responders
- Identify a backup assembly point in case the Primary assembly point is not safe. This could be the closest grassy field that is away from buildings
- Warn and prevent non-emergency responders from re-entering the evacuated building



**Emergency Management**

POLICE DEPARTMENT

UNIVERSITY OF WISCONSIN-MADISON

# EVACUATION FROM WORK OR HOME

An emergency evacuation plan has two parts: evacuation from your house or workplace, and evacuation from your neighborhood. An evacuation plan for your home and work place is useful not only for disasters, but also for fires or other incidents.

## Evacuation Steps

If you have time during an evacuation, you may want to take steps to secure your house or work place. Give some thought to what things you need to do to secure these areas. Write down your plans and keep the paper in a safe and accessible location.



## Emergency Evacuation Plan

Have maps ready for the following:

- Closest evacuation centers or assembly points
- Main and Alternative routes for leaving the area in North, South, East and West directions.
- Meet-up spots outside the affected areas.

## Choosing an Out-of-area contact

During an emergency, local phone service may be limited, so you should arrange with someone outside your area to be your family contact. Your contact person should have voice mail or an answering machine.

## Choosing a place to meet

At the time of an emergency, your family may not be together. It is important to choose family meeting places. Pick places that are easy to identify, that can be reached on foot if necessary, and that are in an accessible, open area.

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# UW-MADISON EMERGENCY PREPAREDNESS AND WARNING INFORMATION

[Click here for WiscAlert Sign Up](#)

## FOR MORE INFORMATION

[Ready.gov](#)—evacuation planning

[RedCross.org](#)—make a disaster plan

[NFPA.org](#)—emergency evacuation for people with disabilities



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