



Pittsburg State University

Police & Public Safety

Building/ Campus Evacuation

Building Evacuation

1. Evacuate a building/area when emergency communications systems indicate to do so 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 evacuating the building/area, proceed to a designated or alternate assembly site and remain there until a designated university personnel instruct you to disburse.

Designated assembly sites are:

Bicknell Sports Complex
Cleveland Plaza (Grassy Areas)
Football Field
The Oval
Student Parking Lot - Brown Lot by University Lake
Veterans Memorial Area
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 via emergency communication systems.
7. Never return to an evacuated building/area until an all clear is announced from University Police or appropriate university personnel.

University Campus Evacuation

If a critical incident occurs requiring evacuation of the campus, all persons shall be directed to a safer area by emergency and/or university personnel.

Guidelines for Persons with Physical Disabilities



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1. Dial **911** or have someone call for you from the nearest phone. If there is an "Emergency Phone" in the area, press the button or follow the instructions posted on or near the box ([CAMPUS EMERGENCY PHONE LOCATIONS MAP](#)).
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 pedestrian's paths that 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.

Note: Persons with disabilities should evacuate the building in an emergency situation, if possible. In the event of a fire, 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.

Note: Rescue Assistance is incorporated into ongoing training for Residence Hall Directors, Assistants and residents in cooperation with University Police and Public Safety. Training is ongoing.