

IFNH POLICY

Category	Content
Policy Name:	Preschool Evacuation
Section #:	300.2
Section Title:	Administration and Public Safety
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Building Manager
Responsible Office:	IFNH
Contact:	Building Manager phone: 848-932-3646
Adopted:	05/19/2017
Reviewed:	05/20/2020
Revised:	05/20/2020

1. Policy Statement

Proper evacuation of the Center for Childhood Nutrition and Research (CCNR) in case of emergencies.

2. Reason for Policy

To maintain a safe working environment.

3. Who Should Read this Policy

All members of the Rutgers University and CCNR community.

4. Resources

Rutgers fire safety policy,
Emergency Number 911
Non-Emergency Number: Rutgers Public Safety Number - 732-932-7211
Building Number: 6432

5. Definitions

N/A

6. The Policy

Exit the building immediately by using the closest stairway or door possible.

To report an emergency, fire, smoke and/or odor of something burning, Dial 9-1-1.

I. In the event of an emergency evacuation:

- a. Leave the immediate area.
- b. Close door behind you. *Most doors are fire rated and will help contain the fire.*
- c. Activate the building Fire Alarm.
- d. Alert others to the emergency while evacuating.
- e. Call 9-1-1 from your cell phone or a campus emergency phone. Give the dispatcher as much information as possible (location, what is on fire, etc.)
- f. DO NOT STAY IN THE BUILDING.

II. Staging Area: Stay in the playground closest to the gate near the main road.

- a. **Building Name:** Institute for Food, Nutrition, and Health
- b. **Building Number:** 6432
- c. **Address:** 61 Dudley Road. New Brunswick N.J.