

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Building Evacuation
<b>Section #:</b>	300.3
<b>Section Title:</b>	Administration and Public Safety
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Building Manager
<b>Responsible Office:</b>	IFNH
<b>Contact:</b>	Building Manager phone: 848-932-3646
<b>Adopted:</b>	08/03/17
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

### 1. Policy Statement

To provide direction for the need of emergency evacuation of the building.

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

### 2. Reason for Policy

To maintain a safe working environment.

### 3. Who Should Read this Policy

All members of the Rutgers University community.

### 4. Resources

Rutgers fire safety policy,

Emergency Number 911

Non-Emergency Number: Rutgers Public Safety Number - 732-932-7211

Building Number: 6432, IFNH

Address: 61 Dudley Rd. New Brunswick, N.J. 08901

### 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: Go to grassy area between IFNH and Food Science Building or grassy area between IFNH and Cook Office Building.

- a. **Building Name:** Institute for Food Nutrition, and Health

- b. **Building Number:** 6432
- c. **Address:** 61 Dudley Road. New Brunswick N.J.