University of South Florida
Fire and Emergency Evacuation Procedures

- Always determine, in advance, the nearest exits from your lab or office and the routes you shall follow to reach that exit in an emergency.
- Follow emergency evacuation signage posted in building.
- Immediately evacuate the building via the nearest exit when the fire alarm is activated.
- If unable to evacuate due to a disability, shelter in the area of rescue / refuge, typically a stairwell landing, and wait for assistance from emergency responders.
- Notify emergency responders of persons sheltering in the areas of rescue/ refuge.
- Instruct visitors and students to evacuate and assist them in locating the nearest exit.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to limit the potential spread of smoke and fire.
- If you have time terminate all hazardous operations and power off equipment.
- Convene in the designated grassy gathering area and await instruction from emergency responders. Avoid parking lots.
- Keep roadways and walkways clear so emergency vehicles can access the building.
- Follow instructions from emergency personnel and do not re-enter the building until notified by emergency personnel that it is safe to do so.
- Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Never assume that an alarm is a "false alarm".

Never assume that a fire alarm is a drill. Always treat all alarm activations as an actual emergency. Get out of the building.

Contact USF's Department of Environmental Health and Safety at (813) 974-4036 with any questions regarding fire and emergency evacuation drill procedures.