



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) Evacuation Procedures

### 1. Building Evacuations

- Building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Safety.
- Do not panic.
- During a building evacuation leave by the nearest marked exit and proceed to the buildings evacuation meeting point (listed on each buildings evacuation map and posted at each exit)
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by Colleges' Officials or first responders, proceed to the alternate primary or secondary assembly area and await further instructions.
- When possible assist the disabled in exiting the building and remember that elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- DO NOT return to an evacuated building until and unless told to do so by authorized HWS officials

### 2. Evacuation of Persons with Disabilities

In the event of an emergency, individuals who use wheelchairs and others with disabilities should observe the following procedures:

- Utilize the building elevator, **BUT NEVER IN THE CASE OF A FIRE OR EARTHQUAKE.**

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#### EAP-Evacuation Procedures

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

- If unable to exit the building on your own request assistance from others in the area.
- If assistance is not immediately available move to a stairway landing or in a corridor closest to an exit. Call Campus Safety or 911 for assistance until rescued.
- Campus Safety and other first responders will first check all exits and stairwells for trapped persons.

### 3. Campus Evacuation

- An evacuation of all or part of the campus will be announced by Campus Safety using the Everbridge Mass Notification System.
- Exit the building you are in, move to the buildings evacuation meeting point and await further instructions from Colleges' Officials.
- Colleges' Officials will direct building occupants to alternate primary or secondary assembly points or to off campus locations as necessary

Do not hesitate to contact Campus Safety if you need assistance.

- Emergency assistance (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911).
- For non-emergency assistance dial (315) 781-3000.

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