**Frequently Asked Questions**

**How will I be notified of the need to evacuate the building?**

There are a few ways that evacuations may be initiated. The most common is the sounding of the building’s fire alarm. However, there may be a need to evacuate the building silently, either by word of mouth or through PSUAlert, the University’s text messaging system. You can sign up for the PSUAlert system by visiting https://psualert.psu.edu/psualert/.

* + **If the fire alarm sounds, do I have to evacuate the building?**

Unless signs have been posted on the doors stating that testing is taking place, everyone must evacuate the building when the fire alarm sounds.

**How should emergency situations be reported?**

Call 911 to report any emergency. This should be done once you are in a safe location.

**What are my responsibilities as a faculty member during a building evacuation?**

As a faculty member, you are required to evacuate any students or visitors that are in your presence and direct them to the building’s designated meeting site.

* + **What if someone refuses to leave during an evacuation?**

Evacuate the building as required and report the information to the Building Emergency Coordinator or a Safety Monitor at the designated meeting site. They will give this information to the emergency responders.

* **Where am I supposed to go during an evacuation?**

Each building on campus has a “Designated Meeting Site.” The designated meeting site for each building can be found on the emergency evacuation maps that are posted throughout each building.

* **The alarm has stopped sounding. Can I go back inside the building?**

Occupants are not allowed to re-enter a building until the “all clear” is given from an emergency responder (fire, police, EHS).

* **Our fire alarm sounded and the building evacuated but nobody ever gave us the all clear to return. What do we do?**

Call 3-1111 or your campus Police and request an officer to come and give an all clear to the occupants.

* **I have a student who is unable to use the stairwell to evacuate the building due to either a temporary or permanent mobility restriction. What do we do? Should they use the elevator to leave the building?**

In the event of a fire alarm and building evacuation, do not use the elevator to evacuate. Escort the student to an “Assisted Evacuation Staging Area” and call 911 or 3-1111 and let dispatchers know that there is an alarm situation and where they are located (floor and building). If you are unsure where the assisted evacuation staging areas are, they can be found by looking at an emergency evacuation map located on each floor of the building. These areas are colored in pink and are either in a stairwell or close to one.

If you have a mobility restricted student in any of your classes, you should take the time to become familiar with the building and determine the proper course of action early on in the semester.