

# Evacuation Policy

## Virginia Tech Chemistry Department

This policy was enacted by the Chemistry Department Safety Committee and approved by the Department Chair on October 24, 2006.

1. The purpose of this policy is to establish guidelines to be used in the event of a fire, chemical spill, or any hazard requiring evacuation of personnel.
2. All persons leaving an area (e.g., a research lab) during an evacuation should determine if they are the last person leaving that area. If not, they should encourage their coworkers to evacuate.
3. The last person leaving an area during an evacuation should lock the door(s) to that area and turn off the lights to indicate the presence of no other personnel in that area.
4. Reactions or other hazards should be secured before evacuation if it can be done quickly and safely.
5. Each research group should establish an outdoor "meeting place" where personnel within each group could share information about hazards that may have remained upon evacuation and to evaluate the possibility that some individual(s) may not have evacuated.