## Evacuation

**Purpose:** Identify a primary meeting place at least 500 feet outside of main facility or space, as well as secondary gathering location(s) if the primary meeting place is unavailable or threatened.

**OSU Guidance Link:** <https://emergency.oregonstate.edu/emergency-management/emergency-procedures/evacuation>

**Evacuation Protocols:**

* **Alert all staff** of the need to evacuate the facility/area using the nearest, safest exit
* **Direct children** to the evacuation route in a calm and orderly manner
* **Leave the facility/area** (at least 500 feet away) – do not use elevators
* **Convene** at the designated gathering place (see [Youth Program Info Sheet](#_Youth_Program_Info))
* **Take attendance**
* **Call 9-1-1**

**Roles and Responsibilities:**

|  |  |
| --- | --- |
| **Lead Staff, Director or Designee** | **Other Staff** |
| * Communicate evacuation orders to all * Take current attendance roster, building map and cell phone/radio with them * Call 9-1-1, if needed * Greet emergency responders and notify them of any missing persons * When safe to do so, contact unit administrator(s) to make a plan for communicating with parents | * Assist persons with mobility needs or other evacuation concerns * Monitor children’s safety * Engage children in positive activities |

**Additional Considerations:**

The evacuation plan and designated meeting place(s) shall be communicated to parents/guardians and caregivers(s) when registering their child.

The evacuation route shall be posted in every room of the facility.

All youth programs shall be included in their sponsoring unit’s Fire/Life Safety and Evacuation Plan.

Map of OSU Corvallis mass assembly areas: link

**My Youth Program Evacuation Plan (including exits and primary/secondary mass assembly areas):**

*Refer to Youth Program Info Sheet for primary/secondary gathering areas.*