

# University of Maine Darling Marine Center

## Emergency Evacuation Drill Standard Operating Procedure



### 1.0 Introduction

The following document outlines the standard operating procedures for the conduct of emergency evacuation drills at the University of Maine Darling Marine Center (DMC). Emergency evacuation drills are conducted by Facility Emergency Coordinators to insure that all personnel are familiar with existing evacuation procedures and that said procedures are effective and efficient.

### 2.0 Conduct

- The Facility Emergency Coordinator (FEC) will notify campus personnel that evacuation drills will be conducted on a specific date.
- The FEC will sound the alarm in the designated building.
- Upon hearing the alarm, all persons in the building will cease all activity, evacuate the area, and assemble at their building specific rally point.
- The FEC will monitor the progress of the drill and record pertinent information on the Emergency Evacuation Record Sheet (see attached).
- Following the drill, the FEC will insure that the alarm is reset to the active position.

### 3.0 Notification

As previously stated, the FEC will notify campus personnel that evacuation drills are to be conducted in their work area. The notification will resemble the following:

*ATTENTION! The Darling Marine Center will be conducting Emergency Evacuation Drills on (Date). All personnel present during these drills are required to cease all activity, evacuate the area, and assemble at the building specific rally point just as you would in a real emergency. Your cooperation is appreciated.*

