



OAKLAND CITY
UNIVERSITY

Employee Responsibilities for Emergency Preparedness

Evaluate and survey the facilities on campus where you work or spend significant time in order to determine the possible impact of a fire or other emergency.

Know the location of fire extinguishers, fire exits, and fire alarm pull boxes.

Faculty should educate students about emergency and evacuation procedures, and staff should do the same for those who report to them.

Designate a specific assembly area where a head count can be taken in the event of an evacuation and instruct students and appropriate others to report there.