I. Purpose/Introduction/Rationale

The purpose of this procedure is to define the steps to be followed in cases where emergency conditions may warrant the evacuation of office or work space.

II. Procedure or Application

A. This procedure applies to all Rollins College Faculty, Exempt and Non-Exempt Staff as well as all other persons who may be in the affected office or work area.

B. Procedure for defining emergency and/or hazardous conditions

1. Hazardous and/or emergency conditions can occur at any time during the normal workday that can affect the ability of Faculty and Staff to perform their regular tasks or represent a danger to Faculty and Staff.

2. If such situations occur, the employee who first notices a condition that could be hazardous is responsible for notifying the Supervisor, Department Head and the Director of the Facilities Management immediately. In the absence of a Supervisor/Department Head, Human Resources should be notified.

3. The Director of Facilities Management in conjunction with the Director of Campus Safety and the Department Head of the affected area will decide whether the condition necessitates the evacuation of the office or work area. Human Resources is to be notified of the decision.

4. If such a decision is reached, employees and others in the affected area will be notified that they must leave their work areas as quickly as possible. If it is possible to determine the duration of the evacuation and when staff can return to work, this will be communicated to them. If that is not possible, they will be contacted by their supervisor when the office/work area can again be occupied.

C. Compensation

1. Any employee who is forced to abandon the office/work area and is unable to be reassigned to another area will be compensated at their regular rate for time lost.

III. Related Policies or Applicable Publications

N/A

IV. Appendices/Supplemental Materials

N/A

V. Rationale for Revision

N/A
Policy: Emergency conditions where evacuation of office/work space may be warranted
Reviewed/Revised: 12/09/2016
Rollins College