

**EVACUATION PROCEDURES**  
**Edward J. Bloustein School of Planning and Public Policy**  
**Civic Square Building**

New evacuation procedures have been developed for the Bloustein School, based on recommendations of Rutgers Emergency Services staff. Please read the document carefully.

**UNIVERSITY SAFETY POLICIES AND GUIDELINES**

Rutgers University Safety Policies and Guidelines stipulate the following regarding evacuation of buildings:

*A fire emergency exists whenever a building fire evacuation alarm is sounding; an uncontrolled fire or imminent fire hazard occurs in any building; there is an uncontrolled release of a hazardous material; or there is the presence of smoke, or the odor of burning.*

*Campus buildings shall be immediately and totally evacuated whenever a building evacuation alarm is sounding.*

*It shall be the responsibility of every person to immediately leave a university building whenever the fire alarm is activated or a fire emergency exists. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.*

**EXITS**

Please become familiar with the location of your office and/or classroom in relationship to the front and back staircases. In the event an evacuation is necessary, please exit according the following procedures:

The **front half** of each floor will exit through the staircase in front of the building (facing Livingston Avenue). After exiting the front door of the building, go across New Street and stand on the sidewalk in front of the bank. until you are notified that it is safe to return to the building or receive other instructions.

The **back half** of each building will exit through the staircase at the building rear (next to the back elevator). Those at the back of the first floor can also exit through the loading dock door. After exiting the back door of the building, go to the middle of the parking lot at the rear of the building.

On your way to the exit, secure any doors that are open, if you do not have to go out of your way to do so.

If you find an exit is blocked, proceed to the second exit on that floor.

If you are in your car or in the **parking deck**, you should leave your car and exit the deck past the guard out of the back onto Kirkpatrick Street. After exiting the ramp, walk across the street and stay where you are until you either are notified that you can return to the building or receive other instructions.