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| <b>Student Life Protocol #4:<br/>Emergency Assembly Area (EAA)</b> | Issued: 02/01/2013<br>Revised: 04/17/2014               | Reference:<br>Residence Hall Handbook       |
|  | Institution Approval:                                   |   |
|  | Reviewers:<br>Residence Life<br>Parkside Student Center | Maintained By:<br>Residence Life / G Holman |

#### **4.01 Background**

Potential emergencies in University Apartments, Pike River Suites, or Ranger Hall, such as fire, explosion, chemical releases and other emergencies may require occupants to evacuate the building.

#### **4.02 Emergency Assembly Area (EAA)**

4.02.01 The Parkside Student Center is the identified Emergency Assembly Area (EAA). The EAA is a pre-designated area where building occupants should go to be counted following a building evacuation.

4.02.02 If an evacuation to the outside is appropriate, the primary emergency assembly area for all occupants of University Apartments, Pike River Suites, or Ranger Hall will be the Brickstone Grill & Eatery located in the Parkside Student Center.

4.02.03 If an evacuation takes place after building hours depending on the scope of the emergency either the Hall Directors or University Police will open the Parkside Student Center so students can gain access to the Brickstone Grill & Eatery to wait further instruction. Residence Life will be responsible for stationing a coordinator in the building with a Resident Assistant (RA) or professional staff member. Parkside Student Center staff will be contacted to provide staffing assistance in an emergency situation.

#### **4.03 Policy Review**

The Director of Residence Life will review the protocol on an annual basis by April 1<sup>st</sup>. Feedback will be received from the Parkside Student Center Director, Police Chief, Safety-Risk Officer and Dean of Students.