

General Instructions for Completing Emergency Evacuation Plans

Emergency evacuation plans are required by the Idaho Fire Code, section 404.3.2

According to the Idaho Fire code, each unit, area, and/or building on campus must have a plan developed with area specific information to comply with the code requirements and provide a safer working environment for students and employees.

Department supervisors are responsible for employee knowledge and training with regard to the Emergency Evacuation Plan. Fire Safety training is offered through the office of Environmental Health and Safety; and online training is available on the EHS NetLearning@uidaho website. For more information, call EHS at (208) 885 6524 (5 6524), email safety@uidaho.edu, or visit our website at www.uidaho.edu/ehs.

To develop your plan:

Fill in required information (highlighted areas), and only add limited pertinent information.

1. The plan should be simple and easily understood.
2. The plan is lengthy, and may contain private, HIPAA and/or FERPA confidential information. Therefore, we ask that you consider this plan confidential and maintain it in a secure location.
3. Complete the highlighted sections with department specific information as .(location, department, specific information)