March 19, 2009

To: Physical Plant Staff

From: Rudy Mejía, Assistant Director

Subject: Emergency Evacuation Muster Point Directive

Muster point is a place where everyone in an area is required to go when there is an emergency.

The purpose of this directive is to specify muster points in an emergency evacuation that could affect the following buildings: Physical Plant, Central Energy Plant (CEP) Central Stores/Garage and Plumbing/Training Trailer. These muster points are intended to minimize confusion and account for employees in an emergency situations.

If you are located in the Physical Plant Building:

Primary – Central Stores/Garage Building
Alternate – CEP

If you are located in the CEP:

Primary – Physical Plant Building
Alternate – Central Stores/Garage Building

If you are located in the Stores Building:

Primary – Physical Plant Building
Alternate – CEP

If you are located in the Plumbing/Training Trailer:

Primary – Physical Plant Building
Alternate – CEP

If you are located in another university building you must follow the direction of the building fire warden.