

CHAPTER HOUSE EVACUATION PLAN



Whether it's a flood, fire, hurricane, or another emergency, conditions can deteriorate rapidly, leaving little time to think, much less coordinate. That's why preparation and practice are key. Every chapter facility should have an evacuation plan that is:

- Clear – Easy to understand, even under stress
- Accessible – Posted in common areas and shared with all residents
- Practical – Tailored to your facility's unique layout, exits, and risks
- Reviewed and Practiced – At least once per semester, if not more frequently

CHAPTER NAME: _____

CHAPTER ADDRESS: _____

DATE UPDATED: _____

EMERGENCY CONTACTS POSTED: YES NO

EVACUCATION TRIGGERS

Evacuate the house in the event of:

- Flooding or water damage risk
- Natural disaster (e.g., earthquake, hurricane, tornado)
- Gas leak or chemical spill
- Power outage (if prolonged or during unsafe temperatures)
- Law enforcement request or active threat

DESIGNATED MEETING LOCATION

Primary Location:

Secondary Location (if primary is inaccessible):

All members must check in with the designated leader at the meeting location.

ROLES & RESPONSIBILITIES

Tip: Roles should be assigned each semester and posted in the house.

ROLE	NAME	BACKUP
Evacuation Leader		
Attendance Checker		
Grab Emergency Binder		
Communications Lead		
Utilities Shut Off/Monitor		

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EVACUATION ROUTES

Front Door: Leads to:

Back Door: Leads to:

Side Exits (if any): _____

Fire Escapes (if any): _____

Evacuation maps should be posted on each floor and inside each room.

WHO TO CALL

- 911 for any life-threatening emergency
- Local Fire/Police Non-Emergency:
- House Director / Chapter Advisor:
- National Housing Contact:
- MJ Sorority: 317.805.7587

WHAT TO BRING

WHAT TO BRING (Only if safe to do so)

- Cell phone
- Shoes and jacket
- Emergency binder (leader)
- Medications or medical devices
- Keys and wallet

Do not go back inside once you've exited.

PRACTICE & REVIEW

- Conduct an evacuation drill each semester
- Update the plan annually or whenever leadership or occupancy changes
- Store a printed copy in the chapter Emergency Binder and distribute digitally