In the event of an emergency, it is crucial to have a clear and effective evacuation plan. This plan should include the following key components:

1. **Emergency Contact Information:** Ensure that all contacts are updated and readily accessible. Key contacts should include emergency services, medical facilities, and local authorities.

2. **Communications Plan:** Establish a method for communicating with all personnel during an emergency. This could be through a public address system, emergency notification system, or via mobile devices.

3. **Evacuation Routes:** Clearly mark evacuation routes and ensure that all employees are familiar with them. Regular drills should be conducted to test the routes and evacuation procedures.

4. **Personal Protective Equipment (PPE):** Provide each employee with the necessary PPE for their role and ensure that it is readily accessible during an emergency.

5. **Evacuation Assembly Points:** Designate specific assembly points away from the building. Ensure that all employees are aware of these points and know how to reach them quickly.

6. **Emergency Instructions:** Prepare and distribute emergency instructions to all employees. These instructions should outline what to do in various scenarios, such as fire, flood, or gas leak.

7. **Evacuation Drills:** Conduct regular evacuation drills to test the effectiveness of the plan and to ensure that all employees know what to do in an emergency.

8. **Evacuation Equipment:** Ensure that all evacuation equipment, such as portable fire extinguishers and first aid kits, are in good working order and readily accessible.

9. **Regular Reviews:** Regularly review the evacuation plan to ensure that it remains effective and to address any changes in personnel or building layout.

10. **Training:** Provide comprehensive training for all employees on the evacuation plan, including how to recognize potential hazards and how to respond appropriately.

By implementing these strategies, organizations can ensure that they are well-prepared to handle emergencies, protecting the safety and well-being of all individuals on site.
for appropriate mental health or other health services. If the student refuses to withdraw voluntarily from the University, and the Senior Associate Dean continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the Senior Associate Dean may require the student to be evaluated by an appropriate mental health professional.

**Evaluation**

The Senior Associate Dean may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. The professional may be selected by the University, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) (or other professional) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the Senior Associate Dean and the student.

The professional making the evaluation shall make an individualized and objective assessment of the student’s ability safely to participate in Emory’s program, based on a reasonable professional judgment relying on the most current professional knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The professional will, with appropriate authorization, share his/her recommendation with the Senior Associate Dean, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the professional’s recommendation will be provided to the student, unless, in the opinion of the professional, it would be damaging to the student to do so.

If the evaluation results in a determination that the student’s continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the Senior Associate Dean of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

**Informal Hearing**

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the Senior Associate Dean by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a health professional of his/her choice. The role of the advisor is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to re-consider, and the student shall be provided written notice of the hearing officer’s decision as soon as possible.

**Appeal to the Dean**

The student may appeal the hearing officer’s decision to the Dean, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

**Emergency Suspension**

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the Senior Associate Dean, (d) the student refuses to complete the mandatory evaluation, or (e) the Senior Associate Dean determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.
**Conditions for Re-enrollment**

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/ she presents no direct threat to himself/ herself or others.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/8.4](http://policies.emory.edu/8.4)

**Contact Information**

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<th>Contact</th>
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<td>Clarification of Policy</td>
<td>Office of Undergraduate Education</td>
<td>404-727-6054</td>
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<tr>
<td>Policy Posting</td>
<td>Campus Life Central</td>
<td>404-727-4364</td>
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**Revision History**

No previous versions of this policy were found.

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*