

EMERGENCY EVACUATION

What conditions may warrant evacuation of a building?

A Fire, Bomb Threat, Hazardous Material Spill, Hostile Intruder, Utility Failure, etc.

What should I know about the building evacuation plan?

- KNOW the evacuation plan of the building and where to find it. (Consult Building Safety Personnel)
- KNOW the location of all exits for the building.
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.).
- KNOW the location of the assembly area outside the building.
- ASSIST and participate in fire drills.

What should I do if the fire alarm **has not** been already activated due to smoke, heat or fire, or there is **no** evidence of fire or explosion threat in the building, but I discover an event or condition that **may** warrant building evacuation?

- NOTIFY University Police before activating the fire alarm.
- INFORM Building Safety Personnel of the event or conditions if possible.

What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

1. TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc. **as quickly as possible**.
2. CLOSE all doors behind you as you exit.
3. CHECK all doors for heat before you open or go through them to avoid walking into a fire.
4. EVACUATE the building using the nearest exit or stairway. **DO NOT USE ELEVATORS.**
5. CALL 911 from a safe area and provide name, location, and nature of emergency.
6. PROCEED to pre-determined assembly area of building and **remain there** until you are told to re-enter by the **emergency personnel** in charge.
7. DO NOT IMPEDE access of emergency personnel to the area.
8. INFORM Building Safety Personnel or Emergency Personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.

What should I do to initiate a fire alarm to evacuate a building?

- **ACTIVATE FIRE ALARM PULL STATION LOCATED AT VARIOUS PLACES ALONG EXIT ROUTES.**

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies by:

- LEARNING the locations of exit corridors and exit stairways.
- PLANNING an escape route.
- TELLING a co-worker or instructor how to assist you in case of emergency.

What should I do, as an individual requiring assistance, during a building evacuation?

- WAIT near the closest stairway **and** ask for assistance from others.
DO NOT USE ELEVATORS

What should I know/or do to help individuals requiring assistance?

- KNOW the needs and capabilities of people requiring assistance who are routinely in your work area.
- ASK how you can help anyone requiring assistance before giving it.

- GENERAL GUIDELINES:

INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED BUT MOBILE:

- MOVE them out of the rush of traffic FIRST, and then promptly assist to the nearest exit.
- DO NOT GRAB THEIR HANDS AND PULL THEM ALONG. Instead, offer your elbow to them. It is easier to hold on to a sighted person's elbow during an evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING BUT MOBILE may be unaware of the need to evacuate, as they may not be able to distinguish audible warning alarms or respond to voice communications. Get their attention and convey information by:

- Turning room lights on and off or using hand gestures or sign language and writing what is happening and where to go. They should be calmly advised and guided to the nearest available exit.
- Escort individuals to the nearest exit as they may not be able to follow oral commands

INDIVIDUALS WHO MAY NOT BE ABLE TO RESPOND TO AN EMERGENCY SHOULD BE CALMLY ADVISED AND GUIDED TO THE EXIT.

INDIVIDUALS WHO ARE IMMOBILIZED OR HAVE A MOBILITY DISABILITY:

- These include individuals wearing casts and/or using canes or crutches, or those who are wheelchair bound, and those sustaining injuries during the emergency that render them immobile.
- They should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY. They should not be evacuated by untrained personnel unless the situation is life-threatening (Fire Rescue/Police personnel are trained personnel).**

If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police. If individuals can walk with assistance, a "buddy" should assist and accompany the individual when descending the stairs

What should I do to assist individuals who cannot maneuver up/down stairs?

MOVE THE INDIVIDUAL quickly to reasonable safety, preferably to a low-traffic area near a stairwell for quick rescue or an enclosed room or space that smoke or flames or the unfolding event cannot easily affect.

- ACCOMPANY ANY ACTION by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.
- CONTACT UNIVERSITY POLICE immediately if a telephone is available, and provide the following:
 - The individual's name and location within the building
 - The phone number from which the call is being made.

If left alone, the individual may wish to remain on the phone with University Police.
- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may remain with and assist the individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(ies).

If it becomes necessary for removal from the building, trained, equipped, emergency personnel will then carry out the removal.