

# 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.
2. EVACUATE the building using the nearest exit or stairway. **DO NOT USE ELEVATORS.**
3. CALL 911 from a safe area and provide name, location, and nature of emergency.
4. PROCEED to pre-determined assembly area of building and **remain there** until you are told to re-enter by the **emergency personnel** in charge.
5. DO NOT IMPEDE access of emergency personnel to the area.
6. 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 SYSTEM LOCATED ALONG EXIT ROUTES.**

## Individuals Requiring Assistance

### What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies ahead of time by:

- LEARN the locations of exit corridors and exit stairways.
- PLAN an escape route.
- SHOW 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?

- SEEK REFUGE near the closest stairway **and** request assistance from others.

### What should I know in order to help individuals requiring assistance?

- BE FAMILIAR with the people requiring assistance who are routinely in your work area.
- TO REDUCE THE RISK OF PERSONAL INJURY, attempts to carry immobilized persons are discouraged. **Wherever stairs are a part of the evacuation route, the following procedures are to be applied:**

**BLIND, BUT MOBILE PERSONS**, should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit.

**DEAF, BUT MOBILE PERSONS**, may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit.

**TEMPORARILY IMMOBILIZED PERSONS**, including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below).

**PERMANENTLY IMMOBILIZED PERSONS** are those who have either limited or no use of legs, and must rely upon crutches, wheelchairs, or walkers for transport in and through buildings.

### What should I do to help individuals requiring assistance?

- MOVE THE PHYSICALLY IMPAIRED person quickly to reasonable safety, preferably to an enclosed room or space that smoke or flames or the unfolding event cannot easily enter **as soon as a fire alarm sounds or the order to evacuate is received** by emergency or Building Safety personnel. **ELEVATORS CANNOT BE USED**
- ACCOMPANY this 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 disabled person may wish to remain on the phone with University Police.*
- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may stand by to remain with and assist the physically-challenged individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the immobilized person(s).

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