

## **APPENDIX C**

### **Fire and Facility Evacuation**

#### **Procedures to be followed:**

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Building Supervisors will assist with evacuation and as they leave the building to ensure complete evacuation.
- If possible, the Building Supervisor should notify the UPD when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc).
- The fire alarm system is designed to indicate the location of the alarm and notify the UPD. The UPD will then contact the fire department and the University Incident Commander.

#### **Evacuation:**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students are to assemble in areas designated by the UPD or Building Supervisors. Evacuation orders may be given for multiple purposes.

Building Supervisors are to:

1. Conduct a sweep of assigned areas - be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individual who may require emergency assistance.
5. Maintain an orderly evacuation.
6. Assemble personnel at a designated safe location and account for personnel.
7. Record any missing personnel and their last known location.

## Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students should assemble in designated areas designated by the UPD/Building Supervisors. Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.
4. Do not use elevators.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance to evacuate should proceed to stairwell entrance area and ensure someone is aware of the need for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the UPD/Building Supervisor grants permission.