

## MEMORANDUM

TO: University Community

FROM: Dan Endicott, Director  
Environmental Health, Safety, Insurance & Risk Management

SUBJECT: Building Evacuation Program

Anyone who has been involved in a facility emergency knows the feeling of uncertainty that can occur during the evacuation of a building. Therefore, UNF has developed a Building Evacuation Program that uses teams of selected individuals to make sure every occupant is safely evacuated from our buildings during emergencies.

You have been identified as a Building Supervisor for your work area. You should coordinate the requirements of this evacuation program with the other members of your Building Supervisor Team (see list) and review the following duties.

- Attend training for Building Supervisors and Team Members as provided by the Environmental Health & Safety Office
- Obtain an orange Building Supervisor traffic vest from EH&S and wear while "on duty"
- Serve as the focal point for public safety issues during building evacuations
- Act as liaison between building occupants and the University Police Department (UPD)
- Ensure occupants leave the building with their belongings during an evacuation
- Assist the UPD in directing occupants to a safe area away from the building

The duties begin when you receive a notice to evacuate from various sources including the University Crisis Management Team (CMT) via e-mail, phone or fax, the UPD or the building fire alarm PA system. In any case, once evacuation begins you should ensure that all occupants leave the building on your way out. Occupants should be instructed to collect any personal items and secure their work areas. You should coordinate with the on-site UPD officer at the building fire alarm panel to determine a safe staging area and direct occupants to it.

Once the staging area is occupied, a headcount should be conducted, if possible, to evaluate the status of the group. Attempt to keep occupants at the staging area until instructions are given to move, begin campus evacuation or return to the building. Campus evacuations will be handled on a case-by-case basis through the UPD.

For more information including training for Building Supervisors, please contact EH&S.

Thank you for your assistance in this important life-safety matter.