

# EVACUATION PLAN

## **Purpose:**

This plan outlines the procedures to respond to an event that requires evacuation of a portion or the entire campus population to safety either at assembly point on or off campus. Evacuation is applied to any situation when it is necessary to move students, staff and faculty away from danger. The Director of Safety & Security will make the decision to implement the evacuation procedure as they are on-scene and have assessed the situation first hand. It may be applied campus-wide or on a limited basis depending on the situation.

## General procedures:

- The person who is a witness to the triggering event calls Safety/Security.
- Safety/Security calls 9-1-1 and initiates the Evacuation Plan
- Everyone is encouraged to remain calm.
- Safety/Security announces to the campus community, as appropriate, through audible alarm, email, e2Campus, in person.
- Leave by the nearest and safest possible exit as quickly as possible.
- Do Not delay – take only what is quickly available to you.
- Report as quickly as possible to the Assembly point - check-in and await further information
- Call Safety/Security with a report of activities; such as
  - Location of assembly point and the number of person present
  - Status of those in the assembly point – anyone injured, need for assistance, everyone safe, need to move personnel, etc.

## **On Campus**

On Campus evacuations refer to moving persons from an administrative building, residence halls or academic building where there is an apparent danger to a safe haven or assembly point on campus away from the danger. On campus evacuations can encompass individual buildings, multiple building, and sections of the campus, sporting events, concerts or public forum being held on campus. Some of these evacuations will be routine while others will pose a variety of unique problems.

## **Off Campus**

Off Campus evacuations refer to moving persons from administrative buildings, residence halls, academic buildings or sections of the campus where there is an apparent danger to a safe haven or assembly point off campus and away from the danger. Off campus evacuations can encompass individual buildings, multiple building, and a section of the campus, a sports venue, concerts or public forum being held on campus. Off campus evacuations can be selective or involve the full campus. Some of these evacuations will provide ample time to prepare while others will be the result of a sudden and serious event and will be anything but routine to effect.

## **Command Post**

Once an alarm is activated, a Command Post will be established at the predetermined assembly location for each building or at a safe location nearby as determined by Safety/Security. The

Command Post will be staffed by Safety/Security, Student Development staff, Facilities and Public Relations personnel for emergencies. The primary goal of the Command Post is to implement the Incident Command Structure to help ensure an orderly response and the safety of all concerned. The Command Post will be the central point for determining personnel and student safety and accountability issues.

As Student Development or other staff complete evacuation procedures for their immediate buildings/living areas, they will report the status to the Command Post. The Command Post will keep track of personnel/student accountability, areas checked/secured, assign staff to access control or assembly points as appropriate, and determine if personnel/students will require relocation to another area on or off campus.

Once the evacuated area/building is secured and no threat remains, the all-clear will be called allowing Safety/Security to reset alarm system and elevators when authorized by the Police/Fire Department. Once the system reset is complete, the Command Post will dispatch staff to the assembly or relocation area to allow re-entry to the area/building.

### **Preparing For an Evacuation - Buildings and Classrooms**

Floor plan maps are available in classrooms and office areas. Know your building's floor plan. Know where the stairs and fire extinguishers are located. Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the location of alternate exits from your area.

If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

Please do not return to the building until you have heard the *all clear signal (verbal all clear from Safety/Security)* or you have received the *all clear message* from emergency or campus personnel.

Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.

Whenever the fire alarms are activated, occupants **must evacuate the building** and reassemble at their designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. **Do not use elevators!**

For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms may not be activated. Instead, public safety/security coordinators will move through the building and order the occupants to evacuate.

If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.

Follow instructions from emergency personnel. Know your Assembly Point and report to it directly.

- Check doors for heat before opening. (Do not open door if the door is hot.)
- Walk—do not run! Do not push or crowd. Assist others as needed.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

Safety/Security personnel are available to assist and direct building occupants to the fire exit stairwell. They will confirm that all occupants have evacuated the areas and will report to the campus emergency response coordinator that their area is clear. Try to remain calm, and listen to evacuation instructions. Keep your group together.

**Assembly Points (List Assembly Points Here)**

<b>Designated Campus Evacuation Assembly Points</b>	
<b>Building</b>	<b>Assembly Point (On-Campus)</b>
McInnis Hall	Recreation Gym
Andrews Hall	Recreation Gym
Janet Long Mall Cottage	Recreation Gym
Harold Howard Center	Recreation Gym
Walton Hall	Recreation Gym
Fowler Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Eagle Learning Center	Sparrowk-Eagle Parking Lot/Recreation Gym
Workman Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Gym	McInnis Hall
Gym Cottage	Gym Parking Lot/Recreation Gym
Gatehouse	Lower Doane Lot/Recreation Gym
Ott Hall	Lower Doane Lot/Recreation Gym
Adams Hall	Lower Doane Lot/Recreation Gym

## **Residence Life Staff Evacuation Procedures**

### **Responsibility of Residence Hall Staff**

Residence Hall Staff are responsible for being thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternative routes of exit from their buildings. They are also responsible for knowing the location of the sleeping rooms of resident students who are mobility impaired, visually impaired and hearing impaired. Each semester, Residence Hall Staff should notify Public Safety/Security about the normal location or the sleeping rooms occupied by students with physical disabilities.

### **Evacuation Procedures**

Work to alert all residents of the need to evacuate if the alarm is not sounded. Work to move all residents away from danger to their assembly point. Depending on the individual's condition, escort or direct them outside to the assembly point.

If safe, knock on all doors and direct residents to the nearest exit and assembly point. Evacuate your corridor(s) but **do not use or direct residents to elevators.**

Once outside of the building, go to the designated assembly point for the building. Take an accounting of residents. Identify the potential location of anyone missing – were they in the building, were they away from the building or campus? Report the areas secured and report any missing resident to the Command Staff.

If students are to be relocated, direct students to the relocation site and ask all of them to report to the relocation area even if they have alternate plans. Stress the importance of registering at the relocation site to ensure all students are accounted for and emergency personnel are not put in harm's way trying to locate students who are already safe and secure. At the relocation area, conduct a by-name count of students from your area. Update this list as students arrive at the relocation site. Give this list to the Command Post when requested.

Respond to requests from the Command Post to help assist with access control or keeping residents at a safe distance until the "All Clear" has been declared. Assist the Command Post as directed to notify residents when the building is reopened and they can return.

Do not attempt to use a fire extinguisher to put out the fire unless...

- The building fire alarm has been activated to alert others.
- Security has been notified.
- You have received specific training in the use of a fire extinguisher.
- You know what is burning and what type of fire extinguisher to use.
- It is a small fire – perhaps no larger than a wastebasket and the fire is not spreading rapidly.
- There is no toxic smoke present.
- You know the fire extinguisher is fully charged.
- There is an escape exit or route behind you.

## Those with Disabilities

Public Safety/Security personnel are available to work with individual departments to identify any employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Area of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The Public Safety/Security coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Faculty and instructors should identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a *Safe Point of Rescue*. The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor should inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

### If relocating outside a building...

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.

## Evacuation of Disabled Persons

### Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons.



### Non-ambulatory Persons

Evacuation may not be advisable or necessary. Many stairwells are designed to provide temporary protection from fire or other danger. A volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.

- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons with respiratory complications should be removed from smoke/fumes.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with the wheelchair as soon as it is safe to retrieve it.
- Always consult with the person in the chair regarding how best to assist him/her.
  - Ways of being removed from the wheelchair.
  - Whether to extend or move extremities when lifting because of pain, braces, etc.
  - Whether to carry forward or backward on a flight of stairs.
  - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
  - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
  - Is paramedic assistance necessary?

### **Visually Impaired Persons**

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

### **Hearing Impaired Persons**

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

## **Identifying Those with Disabilities**

### **Purpose**

This program establishes procedures for emergency evacuation of persons with disability from residence halls and other occupied buildings on campus. The guidelines set forth in this program are in compliance with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and ANSI A117.1.

### **Introduction**

Policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during fire alarm activation.

All persons with mobility related disabilities or other disabilities that might cause them to need assistance in an evacuation are urged to report their need for possible assistance to their immediate supervisor who will notify Security of their need for assistance and their location in the event of an emergency.

Campus officials will communicate the information in a secure and confidential manner to the appropriate personnel such as Residence Directors, staff or faculty members to arrange for assistance in the event of an emergency.

**"Buddy System"**

Make use of a "Buddy System". During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

**Assembly Points (List Assembly Points here for Residence Halls)**

<b>Designated Campus Evacuation Assembly Points</b>	
<b>Residence Hall</b>	<b>Assembly Point (On-Campus)</b>
Doane Hall	Lower Doane Lot/Recreation Gym
Kea-Guffin Hall	Olson Field/Recreation Gym
Gough Hall	Baseball Field/Recreation Gym
Hainer Hall	Baseball Field/Recreation Gym
Gallup Hall	Baseball Field/Recreation Gym
Sparrowk Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
Eagle Hall	Sparrowk-Eagle Parking Lot/Recreation Gym
The Village Apartments	VFMA Football Field

