



Evacuation Plan: Exit Routes, Emergency Action Plans and Fire Prevention Plans

University Facilities

Internal Procedure: July 1, 2013

Effective date: July 1, 2013

Last Modified: April 2013

Approved by: Bob Wells

1.0 Program Objective

UF has developed this evacuation plan to ensure that each employee is prepared to properly respond in the event of an emergency situation. Every employee has a responsibility and a vested interest in making a concerted effort to correct and improve their work conditions and practices.

2.0 Purpose and Scope

2.1 Fire Hazards

Fire hazards include, but are not limited to:

- 2.1.1 **SMOKING:** This activity is permitted in specifically designated areas.
- 2.1.2 **STAIRWAYS:** never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fore doors should always remain closed.
- 2.1.3 **CORRIDORS:** Corridors, hallways, and aisles must be kept clear of all obstructions (i.e. office furniture, bicycles, compressed gas cylinders, etc.), which might present a fire hazard and impede escape routes.
- 2.1.4 **STORAGE AREAS:** Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.
- 2.1.5 **EQUIPMENT:**
 - 2.1.5.1 Electrical cords should be placed away from aisles or other pedestrian walkways.
 - 2.1.5.2 Never use electrical cords that are frayed or have exposed wiring.
 - 2.1.5.3 Do not overload electrical outlets by using multiple extension cords, etc.
 - 2.1.5.4 Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.

2.1.5.5 Understand and use all pertinent safety precautions when using electrical appliances and equipment.

2.1.6 **LOADING DOCKS:** In many facilities, exits are located near loading dock areas. These areas must be kept clear of all obstructions (i.e. pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

2.2 Alarms

To ensure that safety of all employees, Environmental Safety (ES) encourages the complete evacuation of a facility during an alarm situation. Failure to see fire or smell smoke does not mean a threat to your safety is not present.

Alarm situations could be the result of:

- 2.2.1 Fire
- 2.2.2 Natural disasters
- 2.2.3 Threats of Violence
- 2.2.4 Gas Leaks
- 2.2.5 Hazardous Materials Incidents

In the event of an alarm/fire, employees should practice the procedure associated with the acronym “RACE.”

- R-** Remain calm, do not panic. Rescue persons in immediate danger.
- A-** Alarm...activate the nearest manual pull station, notify the fire department by dialing 9-911, and notify other occupants.
- C-** Contain fire at point of origin by closing all doors and windows.
- E-** Evacuate the facility using established procedures. Extinguish fire using a portable fire extinguisher (unless you have been properly trained, never attempt to use a fire extinguisher). Report fire/pull alarm first, extinguish after. Never attempt to extinguish a fire unless you can do so safely.

3.0 Evacuation Guidelines

3.1 Employees

- 3.1.1 Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators.
- 3.1.2 Close but do not lock all doors as you leave.
- 3.1.3 Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
- 3.1.4 In the event you are unable to exit the building:
 - 3.1.4.1 Remain calm; do not panic.
 - 3.1.4.2 Remain low; crawl if necessary.
 - 3.1.4.3 Place a cloth, wet if possible, over your mouth to serve as a filter.
 - 3.1.4.4 Signal for help from a window. Use a towel, clothing, sign, etc.

- 3.1.5 Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Fire Monitor/Evacuation Plan.
- 3.1.6 The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until your appointed fire monitor has advised you to re-enter the building/area.
- 3.1.7 Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

3.2 Fire Monitor

- 3.2.1 Collects information or verbal reports for occupants as to the cause of the emergency. Proceeds to the predetermined assembly area to meet the fire department.
- 3.2.2 Meets the Fire Department personnel. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.
- 3.2.3 Informs Assistant Fire Monitor if further measures are needed and/or other pertinent facts.

3.3 Assistant Fire Monitor

- 3.3.1 Notifies others of evacuation.
- 3.3.2 Ensures the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
- 3.3.3 Knocks on any closed doors in your area after checking for warmth or smoke; and then open the door to ensure proper evacuation of all personnel. Check bathrooms, lunch, mail, and copy rooms last, and advise occupant in these areas to leave immediately
- 3.3.4 Notes any individuals who do not evacuate and report them to the Fire Monitor. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out until a representative from the Fire Department/ES has given the all clear to reenter the building. (NOTE: Individuals, in teaching facilities faculty members, should be assigned to exit areas to ensure individuals do not reenter the facility until the appropriate officials have given the all clear to reenter the facility. Individuals assigned to monitor the exit areas should remain at a safe distance from the facility.

4.0 Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Fire monitors and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or emergency is identified:

- 4.1 Pull the nearest fire alarm immediately.
- 4.2 Move to a phone away from any fire, smoke or emergency.
- 4.3 Call 9-911 or 4-2012 (University Operator) - advise the operator that there is a fire/emergency (of approximate) size and location; building, floor, room #, etc.
- 4.4 Exercise the appropriate evacuation plan.

If the fire is trash can size or smaller, contained (not spreading) and you have been properly trained in the use of a fire extinguisher:

- 4.5 Call to the nearest office neighbor to retrieve the nearest charged fire extinguisher. Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.
- 4.6 Upon receiving the fire extinguisher, use the procedures associated with the acronym "PASS."
 - P- Pull pin from extinguisher and hold extinguisher 6 to 8 feet from the fire.
 - A- Aim the nozzle at the base of the fire.
 - S- Squeeze the trigger.
 - S- Sweep the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (extinguisher lasts approximately 8 seconds)

If the fire fails to extinguish:

- 4.7 Exercise the appropriate evacuation plan.
- 4.8 If the fire is extinguished notify Floor Monitor to request Fire Department and the Office of Environmental Safety to investigate the cause/extent of the situation. Remember you must report all fires!

5.0 Fire Monitor- Additional Responsibilities

- 5.1 Makes decision to call for an evacuation of the building by activating a manual pull station alarm when an emergency occurs and no other alarm is sounded. Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation. Reports all incidents to the Office of Environmental Safety. (ES)
- 5.2 Coordinates appropriate education and training programs for all employees.
- 5.3 Orients temporary staff to evacuation procedures.
- 5.4 Ensures employees have a fire and emergency evacuation plan accessible to them and/or a plan are posted in an established and readily accessible area.
- 5.5 Establishes and notifies all employees of assembly areas to be used during evacuations.

- 5.6 Maintains a current listing of the names and contact numbers for all Fire Monitors, Assistant Fire Monitors, etc.
- 5.7 Maintains updated copies of the evacuation plan. Contacts ES if there are any needed changes to the evacuation plan: building modifications, staff, etc.
- 5.8 Assists ES with yearly review of evacuation plan and safety inspections.
- 5.9 Ensures the evacuation plan is easily accessible to all employees, reviewed annually with all employees, reviewed annually and amended as needed, and the plan provides for evacuation of handicapped occupants.
- 5.10 Informs and ensures each instructor, for both day and evening classes, will review the exit plan at the first meeting of every class each quarter, semester or session.

NOTE: The State Fire Marshall recommends that each facility appoint a safety director or establish a safety committee.

6.0 Summary

In the event of an emergency situation:

- 6.1 Remain calm. Rescue persons in danger.
- 6.2 Alarm: activate manual pull station and call 9-911.
- 6.3 Contain the fire at point of origin. Close all doors and windows.
- 6.4 Evacuate the building using the established guidelines. Report to your designated assembly area.

7.0 Pertinent Information

Building Security Coordinator

<u>Name(s)</u>	<u>Ph. #</u>	<u>Fax #</u>	<u>Email</u>
Lynn Borter	656-0135		sljones@clemsn.edu
Boyce Woolbright	986-1533		boycew@clemsn.edu

Exits (Evacuation Routes)

It is the responsibility of employees to know the location of each exit. Identify your primary exit along with secondary exits in the event your primary exit is unavailable.

Assembly Area(s) in the Event of an evacuation:

E-5 Parking lot adjacent to Motor Pool and Fike Recreation Center

Manual (Pull) Alarm Stations:

Employees should be familiar with all of the “Pull Station” locations. These are normally located near exits.

Fire Extinguisher Locations

Employees are encouraged to know all fire extinguisher locations.

Approximate # of Employees/Students:

300

Special Need (Handicapped) Individual(s):

<u>Name</u>	<u>Location</u>	<u>Evacuation Plan</u>

HS Contact Information

Employees are encouraged to address any fire safety concerns/requests with members of the Fire Safety Team.

Using will ensure each member of this group receives messages sent via E-mail.

Learn more about the services provided by the Office of Environmental Safety by visiting our Website at:

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Annual Review Date

7-1-14

Date Revised

7-1-13

Date revised edition reviewed/posted for employees

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