Emergency Building Evacuation Procedures

GENERAL GUIDELINES

When to evacuate:

- When you detect fire, smoke or other unusual phenomena
- Alarm is sounded
- You are instructed to by emergency officials

How to evacuate:

- Remain calm
- Walk, do not run, to an exit
- Professors must clear their classrooms and direct students to the evacuation routes
- Office Monitors must check their work areas
- Floor Monitors must check their assigned areas to ensure everyone has left the building
- Use stairwells - DO NOT USE ELEVATORS
- Close (DO NOT LOCK) all room and office doors
- Proceed to street level or to a Designated Emergency Assistance Location (D.E.A.L.)
- Move clear of the building to appropriate predetermined meeting place

GUIDELINES FOR BUILDING EVACUATIONS

Office Monitor Duties:

- Help any persons needing assistance to the Designated Emergency Assistance Location (D.E.A.L.)
- Evacuate and proceed to the predetermined meeting place for your office
- Check for the presence of all those who were with you in your work office
- If someone is missing, report it to your Floor Monitor or Building Coordinator at the predetermined meeting place or alternate location for your building
- Do not return to the building until the "ALL CLEAR" announcement has been given through the Building Coordinator or his/her designee by University Police

Floor Monitor Duties:

- Once the evacuation order is received, you must go through your assigned area to ensure that everyone evacuates. If your area is unsafe, do your best to determine if anyone is still there, without endangering yourself
If people are reluctant to leave, tell them they must leave because it is mandatory to do so. If they still refuse to leave, evacuate the area, and report their refusal to evacuate to the Building Coordinator.

Proceed to predetermined meeting place for your building:
- to get an updated status report from Office Monitors; and
- to report to the Building Coordinator any observations from your assigned area.

Remain available, as the investigating officers may need further information.

Building Coordinator Duties:

- When alarm sounds or evacuation order is received, contact Floor Monitors to initiate the evacuation process.
- Go to the predetermined meeting place and wait for the Floor Monitors to arrive.
- Contact University Police to report. Advise them of any problems there may be in the building. Be specific! (e.g. "...disabled person on third floor in the designated emergency assistance location...", or "...fire spotted on second floor hallway outside of room 203...")
- Complete a Building Evacuation Report.
- Remain available, as the investigating officers may need further information.

TRAINING

Yearly training by University Police of the Building Coordinators is required. Likewise, Building Coordinators must conduct training twice each year for Floor and Office Monitors. The procedures listed above must become second nature to the persons involved in order to have a better performance of the duties. In the event of an actual emergency, the Building Coordinator, Floor Monitors and Office Monitors are expected to react and perform their assigned duties.

DRILLS

A documented building evacuation must be practiced at least once a year. This can be done in a variety of ways. An evacuation drill can be set up with the assistance of the University Police Department. Please contact the various departments and inform them of the date and time that you would like the drill to take place.

If there is a nuisance alarm, e.g. a pulled fire alarm, bomb threat, etc., in your building, you can clear the building and document it. This can be used as the yearly evacuation drill for your building.

Evacuations can be done as an exercise in an individual office, without having to set off a building alarm system. The office could be cleared and everybody should go to his or her predetermined meeting place. If there is documentation showing that all of the offices in a building have done an evacuation drill, this will comply with the required yearly documented evacuation drill for that building.
The following documents are necessary to organize the response team and to communicate appropriate information to authorities. Building Coordinators should assure these forms are completed and copied to University Police.

- Office Monitor Information Form
- Floor Monitor Information Form
- Building Coordinator Information Form
- Emergency Evacuation Report Form

Related links:

Building Coordinator Roster

Emergency Building Evacuation Policy

Emergency Building Evacuation Maps - Main Campus - Broadway Campus