

5.4 EMERGENCY EVACUATIONS

All employees should know of at least two (2) routes to exit the building in the event of an emergency evacuation. In addition, some departments may have specialized evacuation procedures for employees working in specialized areas, such as patient care clinics or laboratories. These specialized procedures, called “critical operation evacuation procedures”, provide unique guidance for employees during evacuations; these procedures are listed as an attachment to this plan.

Actions

- If a condition is identified which requires evacuation, remain calm, immediately alert others in the area, sound an alarm (if not already present), and begin to exit; begin evacuation any time you:
 - ✓ Hear or see an alarm
 - ✓ See flames or smoke
 - ✓ Smell smoke or natural gas
 - ✓ Witness a sprinkler activation
 - ✓ Witness (see or hear) an explosion
- Proceed to the nearest safe emergency exit. Call **9-1-1** from a safe location.

NOTE: NEVER USE THE ELEVATOR!

- Provide help to those who need assistance; non-ambulatory people may require special attention.
- Secure un-caged animals
- Floor/Area Wardens will check areas to ensure that all personnel have been notified and have evacuated, and will report any persons remaining in the building to response personnel.
- Exit the building and go to the identified Assembly Area listed in your building Emergency Evacuation Plan (Attachment B), and STAY with your group – DO NOT leave the area unless instructed to do so by your Warden, supervisor or emergency response personnel.
- Check in with your Floor/Area Warden.
- Wait for instructions at the Assembly Area from your Floor/Area Warden – DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR WARDEN OR EMERGENCY RESPONSE PERSONNEL.

Precautions and Guidance

- Evacuations should always be performed in a calm manner; running, pushing, shouting, and other aggressive behavior should be avoided.
- Personnel are responsible for the safe evacuation of students and visitors under their charge; common sense should dictate the level of effort required to accommodate an orderly evacuation of students and visitors.

- Personnel are responsible for the safe restraint and welfare of animals; common sense should dictate the level of effort required to accommodate humane management and care of animals during an evacuation of students and visitors.
 - Evacuation should be accomplished without stopping to retrieve emergency supply kits unless safe to do so; take only the necessary steps to:
 - ✓ Secure critical operations and hazardous materials.
 - ✓ De-energize or move equipment left in an unsafe position - this also applies to any conditions within the building such as cooking, stacking of materials, etc.
 - The Warden is responsible to account for personnel in their charge at the Assembly Area.
 - On stairs, ascend/descend in a single file line on the right-hand side of the stairwell, grasping the handrail. Remove high-heeled shoes, if possible.
 - If injuries occur in the stairwell during evacuation and must be treated immediately, treat any injured on the nearest stairwell landing, not on the stairs, if possible; otherwise, assist the injured to the Assembly Area for treatment.
 - If a full campus evacuation is announced, follow instructions precisely to avoid gridlock.
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Assisting People with Access and Functional Needs during an Evacuation

- To alert **visually impaired** persons:
 - Announce the type of emergency. Offer your arm for guidance to lead them. Do not push or pull them. Tell the person where you are going. Alert them to obstacles you encounter. When you reach the Assembly Area, ask if further help is needed.
- To alert people with **hearing limitations**:
 - Turn lights on/off to gain person's attention. Indicate directions with gestures and/or write a note with evacuation directions.
- To evacuate persons using **crutches, canes or walkers**:
 - Evacuate these individuals as injured persons. Assist and accompany them to the Assembly Area, if possible. If necessary and safe to do so, use a sturdy chair (or one with wheels) to move the person or help carry the individual to safety.
- To evacuate **wheelchair** users:
 - Non-ambulatory persons' needs and preferences vary; consult with the person to determine the best carry options. Individuals at ground floor locations may exit without help, while others have minimal ability to evacuate. Lifting may be dangerous. If necessary and safe to do so, use a sturdy chair (or one with wheels) to move the person or help carry the individual to safety.
 - Non-ambulatory wheelchair users may be put in rescue assistance areas or stairwells. Alert emergency responders of their location. The Fire Department will evacuate them.
 - Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
 - Wheelchair users with electrical respirators get priority assistance.
 - Wheelchairs too heavy to take down stairs may be left behind. Reunite person with the chair as soon as it is safe to do so.