

(Insert Name of Department) Evacuation Plan

Building Evacuation Procedures

Evacuation Alarm System (Fire Alarm System)

This alarm system is to be used to evacuate the building when certain hazards present themselves as detailed below.

Evacuation Emergencies

Though fire is the most common reason to initiate a building evacuation, it is not the only reason. Some of the more prevalent reasons are:

- Bio hazards (release of biologically hazardous materials)
- Chemical hazards (dangerous chemical spill, dangerous gas releases)
- Radiation hazards (spill of radioactive material, release of a radioactive gas)
- Fire hazards (smell or sight of smoke or flames)
- Terrorist threat
- Natural disaster

If you come upon a situation that calls for an evacuation of the building, proceed as follows:

1. Exit the building via nearest exit.
2. Pull the first pull station alarm handle you see on your way out.
3. Report to an Evacuation Team Member at the **(insert location)**. Provide the location and description of the incident that prompted the alarm.

When the alarm sounds

If the Evacuation (Fire) Alarm sounds for more than 10 seconds, proceed as follows:

1. Exit the building via the nearest exit.
2. Follow the direction of Evacuation Team Leaders if present.
3. Do not use elevators.
4. Instructors are to ensure the evacuation of their classes.
5. Do not re-enter the building until USU Police or Logan City Fire Department members give an all-clear.

6. The silencing of the alarm bells is not an all-clear to re-enter the building.
7. If you suspect someone was not evacuated or you have any information on the incident that prompted the alarm, report to Building Captain at the _____ entrance of the building.

Alarm System Tests

Yearly tests are done in each building early in the mornings

Evacuation drills can be done upon request. Contact USU Fire Marshal to schedule.

What To Do When An Alarms Sounds

When a fire alarm device is activated, audible fire alarm horns will sound and visible fire alarm strobe lights will flash. This signals the report of an emergency in the building. **BUILDING EVACUATION MUST BEGIN IMMEDIATELY.**

The Utah State Fire Marshal's Office requires that residence halls be fully evacuated in the event of a fire or other emergency.

Additionally, the fire alarm system automatically sends a signal to the USU Police Department Communication Center, indicating that there is a fire alarm in the building.

Evacuation Procedures

Individuals should not use the elevators.

Walk, don't run, when exiting and keep to the right in the hallways and stairs.

Move any obstructions found in passageways or exits out of the exit path.

The stairwells are equipped with fire-rated doors. Individuals must close the stairwell doors behind them after entering the stairwell. Individuals should

also stay to the right when exiting down a stairwell to allow passage by fire department personnel that may be using the stairwell to go up to a fire area. If the stairwell is involved with fire or smoke, or otherwise obstructed, select another approved escape route.

Residence Hall Occupants:

When an alarm sounds:

- Do not stop for valuables or to get dressed.
- Shut off electrical appliances.
- Leave your room light ON.
- Close your doors and windows.
- If you lock your door, take your keys with you.
- Alert others around you.
- Assist any special needs/disabled persons evacuating.

If the alarm sounds when you are sleeping:

- A. Roll out of bed – Do not sit or stand up – Crawl on floor to the door.
- B. Alert others who are in your room or suite.
- C. Feel the door and the doorknob with the back of your hand. If they are hot, seek an alternate exit.
- D. Otherwise, when opening the door, brace yourself against it, and slowly open the door only a crack to check for smoke, heat or flames. If there are none, proceed as when alarm sounds (above). However, if there is too much smoke, heat, or flames, close the door and seek an alternate exit. If there is no alternate exit, proceed as follows:
 1. Crawl or stay low to the floor where there is cleaner and cooler air. Avoid inhaling the smoke if you can.
 2. Go back to your room and close the door.
 3. Dial the emergency telephone number 9-1-1 or 797-1939
 4. Put wet towels or tape around the cracks in your door, vents, louvers, etc.
 5. Breathe through a wet towel or handkerchief placed over the nose and mouth.
 6. If windows can be opened, open **one** window *if and only if the fire is not below the window*.
 7. Make your presence know by periodically appearing at the window. (Wave something light colored such as a towel, shirt, etc.)
 8. If you have a bathtub or sink fill it with water. Keep a pan or pail next to the tub. Use the water and pail to fight the fire should it begin to enter into the room.

9. Do not jump out of windows or climb on ledges. If you are on the ground or 1st floor safe evacuation through a window may be possible. To avoid being cut, try opening the window first, rather than breaking it.
10. If your clothing catches fire, do not run. Call out for help, then drop and roll immediately covering your face with your hands. Try to keep fire away from the face and breathing passages.

Fire Drills – Vandalism – False Alarms:

- **Fire drills are conducted to familiarize everyone with the sound of the alarms. Use the emergency exit locations to evacuate the building safely. These drills are conducted once each semester. Remember: Failure to evacuate when the alarm sounds is punishable by fines and University disciplinary action.**
- **Automatic and manual fire alarm systems are provided in all buildings. Damaging these systems is a serious offense and will result in prosecution and/or University disciplinary action, either of which may result in fine, incarceration, or University sanctions.**
- **Creating a false alarm is punishable by sanctions from the University up to and including suspension and/or dismissal and/or fines (\$300) and/or jail term (6 months).**
- **Fire extinguishers are located in all campus buildings. These are to be used for their intended purpose, and should not be removed at any other time. People who misuse fire extinguishers are subject to a fine, plus sanctions from the University.**

Leave the building, even if the alarms stops while you are on your way out.

No occupant, student or staff member is permitted to re-enter the building until Logan Fire Department and/or USU Police Department give the all clear.

Occupants With Special Needs and/or Disabilities

Individuals who need assistance during an evacuation are encouraged to identify and discuss with someone in advance who might assist them in leaving the building an/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

The reported emergency in the building may be such that evacuation may not always be necessary for persons with special needs and/or disabilities. The individual with special needs and/or disabilities should contact the Public Safety dispatcher at 797-1939 for information and instructions.

If USU Police or Logan City Fire Department personnel determine evacuation is necessary

- Tell the dispatcher your location.
- Go to the nearest stairwell away from danger.
- If you are not in immediate danger, allow the majority of traffic to pass before entering the stairwell. Then enter the stairwell and wait on the stairwell landing for emergency personnel.
- If the stairwell cannot be used, enter the safest area away from danger and call 9-1-1 or 797-1939. Tell the dispatcher your exact location and wait for assistance. Telephones will often work in a burning building. If the telephone does not work. Try signaling at a window by waving a cloth or other visible object.

Floor Captains and evacuation leaders should notify emergency response personnel of any other non-ambulatory individuals or persons with special needs and/or disability they know about who are unable to exit the building unassisted. Transporting of individuals with special needs and/or disability up or down stairwells should be avoided without the assistance of emergency response personnel. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to an area of refuge on the same floor separated by a set of closed fire doors preferably in close proximity to an evacuation stairwell.

Reminders for persons with special needs and/or disabilities

- Take control without depending on others to take the first step.
- Do not be afraid to let others know when you need assistance.
- Do not hesitate to communicate what your special needs are in order to make the evacuation easier and safer.
- Plan ahead. Be prepared.
- When entering the building look and locate the most available telephones. Note exit signs, stairwells and locations of the fire alarm pull stations.

AFTER EXITING THE BUILDING

Move Away From The Building to avoid danger from falling debris and to allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside of exit doors.

- Individuals exiting from ????? go to ?????
- Individuals exiting from ??? go to ????

DESIGNATED MEETING SITES

Designated Meeting Sites are locations where occupants of an evacuated building will gather after leaving the building. Their purpose is to group evacuees into specific, safe locations where head counts can be taken to ensure that all occupants have evacuated or to identify persons who may still be inside and in need of rescue. Occupants should learn the location of their sites and after evacuating go to these sites, look for Floor Captain(s) from your floor and gather with other occupants from your floor, department or area.

The Designated Meeting Sites for evacuees from _____ building are located at _____.