

## General Evacuation Procedures: University Buildings

### BEFORE A FIRE

1. **Know the location of**
  - All fire alarm pull stations
  - The nearest exit and at least one alternate exit in your area
  - The evacuation re-assembly area for your building
2. **Know the location of fire extinguishers in your area.** Contact Public Safety at Ext. 2100 for fire extinguisher training. Fire extinguishers are used to extinguish small fires (trashcans, cloth, small appliances, etc.). Only if a fire is small and you have received fire safety training should you try to extinguish it.
3. Call 911 if you need special assistance during an evacuation.

### IF YOU DISCOVER A FIRE

1. Sound the Alarm. Pull the nearest fire alarm pull station. The fire alarm will sound throughout the building. It **will not** alert the Fire Department. The alarm will go to Public Safety and the Central Heating Plant. Generally, pull stations are located near egress points: entrances to stairwells and exit doors. Locate the ones in your building.
2. Evacuate. Follow the evacuation procedure described below under "When the Fire Alarm Sounds."
3. Call Public Safety at 906-635-2100 or dial 911 (9-911 from internal phones) once you are in a safe place. Give the dispatcher the location of the fire (if you know it) and any details about anyone needing special assistance. Do NOT hang up on dispatcher, let the dispatcher terminate the call.

### WHEN THE FIRE ALARM SOUNDS

1. **Automatically Assume There is a Fire.** When the fire alarm sounds, follow these evacuation procedures:
  - **Close doors.** If time permits, close doors as you exit. This helps confine the fire and protect possessions from smoke damage.
  - **Leave the building.** Evacuate the building quickly by using the nearest stairway and exit. Walk quickly but do not run. Take only essential personal items such as car keys and purse in case the building is closed for some time.

- **DO NOT USE ELEVATORS**- If you need assistance, dial 911 (from cell or 9-911 from internal phone) or Public Safety at 906-635-2100 and tell the dispatcher your location. Notification to the Fire Department will be made that you need assistance.
- **Go to your post-evacuation assembly area.** Go at least 300 ft. from building. As the instructor take note of any student that is not with the group but was in class. Let someone in uniform (Fire Department, Public Safety or Police) know that you are missing a student and what classroom you were in.
- Do not go back into the building until the Fire Department or Public Safety indicates it is safe to do so. Just because the alarm stops sounding does not mean it is safe to re-enter the building wait for instructions.

## 2. **Specific Responsibilities for Classroom or Laboratory Instructor:**

- Each instructor should select one or two students to lead the class safely out of the building and to the post evacuation assembly area. The instructor should bring up the rear of the class. Evacuate the building quickly by using the nearest stairway and exit.
- If it is safe to do so, check any adjoining areas such as restrooms on the way out of the building to be certain that everyone in the area is aware of the alarm.
- At the post evacuation assembly area, take attendance. Call Public Safety if it is safe to do.

## **EVACUATION OF PERSONS WITH DISABILITIES**

- In the event that evacuation from an upper floor or non-ground level floor of any University building is required, a person with a disability needs only to proceed or be taken to the nearest safe stairwell. Make every attempt to ensure the person has a cell phone, if not give them one to keep until rescue arrives.
- A person from the class should be appointed to notify a person in uniform or the dispatcher where the person is that needs assistance. Public Safety or Firefighters will then locate and evacuate the individual according to safe guidelines.
- Offer to guide the visually impaired and assist the hearing impaired to evacuate.
- If you have individuals with disabilities working or taking classes in your area, remind them of this procedure. Also, if an alarm sounds and it is possible, notify Public Safety and Fire fighters that an individual with a disability(s) will need assistance evacuating the building.

## **IF YOU ARE UNABLE TO LEAVE**

**Feel Doors Before Opening.** Before opening any door, feel the metal doorknob or the back of the door. If it is hot, do not open the door. If it is cool, open the door slightly; if heat or heavy smoke is present, close the door and stay in the room. Seal the cracks around the door with towels or other materials. If a telephone is available, dial 911 and let the dispatcher know your location and that you are unable to exit. Open a window and hang an object (like a jacket or shirt) out the window to attract the Fire Department's attention.

## **FIRE FIGHTING EQUIPMENT**

1. Keep Fire Doors Closed. Stairway and hallway fire doors confine smoke if they are closed and help protect you until you can get outside. Fire doors are never to be blocked or propped open.
2. Report Damaged or Missing Fire Equipment. To maintain all fire equipment in operating condition, immediately report any damaged or missing fire equipment to Public Safety at ext. 2100.