

SUBJECT: Building Evacuation	Effective Date: 10-20-10	Policy Number: 3-100.1	
	Supersedes: 3-100	Page 1	Of 4
	Responsible Authority: Director of Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all individuals in all buildings on all University of Central Florida campuses.

BACKGROUND INFORMATION:

University buildings occasionally need to be evacuated because of emergency conditions. The Florida Fire Prevention Code and various occupational safety guidelines require that public entities have a written evacuation policy or plan.

POLICY STATEMENT:

Occupants of university buildings must exit when alarms are sounded, or when emergency authorities or the building coordinator initiates evacuation. While employees should not endanger themselves during evacuations, they should assist with the evacuation of others who require assistance and should be aware of building exits.

DEFINITIONS:

Designated Meeting Places. Predetermined locations that are a safe distance away from the evacuated building where building occupants convene during an evacuation to account for personnel.

Emergency. An urgent situation consisting of one or more of the following types of occurrences: fire, smoke, explosion, chemical spill, gas leak, bomb threat, or human violence.

Exit. An exterior door that provides a safe means of egress from one building to outdoor space or to another separate building.

Fire Alarm Signals. The audible sound or visual flash of fire alarm devices or speakers in a building. These signals may include voice messages.

Fire Drill. A test of the evacuation process for a building. Fire drills usually involve testing the building's fire alarm system as part of the drill.

Indoor Notification System. Indoor speakers that enable emergency personnel to make emergency voice announcements for specific evacuation procedures that are different from the normal building fire alarm evacuation message.

Pull Station. The handle that, when pulled, manually initiates a building fire alarm system. These handles are usually located near the main building exits and are usually colored red. Note: modular facilities and trailers do not have fire alarms or pull stations.

PROCEDURES:

Safety authorities will notify each building coordinator when evacuation drills are planned. Authorities make reasonable accommodations so that the drills do not disrupt testing and other special instructional activities.

Fire or Explosion

In the event of a fire, an evacuation order, or the activation of the fire alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure.
4. **Shut off lab electrical equipment and hazardous processes, but leave fume hoods on.**
5. Close doors behind you as you leave, making sure the room has been evacuated.
6. Do not use the elevators.
7. If the alarm system is not activated, use a pull station to sound the alarm.
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet** away and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

Bomb Threats

In the event of a bomb threat, evacuation order, or the activation of alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure. Stair enclosures are safer than other parts of the building, and can be accessed by emergency responders who will be searching the building.
4. **Shut off lab electrical equipment and hazardous processes, but leave fume hoods on.**
5. **Leave office doors open.**
6. Do not use the elevators.
7. **Do not use pull stations during bomb threats to sound the fire alarm system unless specifically directed to do so by emergency personnel.**
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet** away, and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

Chemical Spill or Hazardous Materials Leak:

In the event of a chemical spill, evacuation order, or the activation of alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure. Stair enclosures are safer than other parts of the building, and can be accessed by emergency responders who will be searching the building.
4. **Shut off lab electrical equipment and hazardous processes but leave fume hoods on.**
5. Close doors behind you as you leave, making sure the room has been evacuated.
6. Do not use the elevators.
7. **If the alarm system is not activated, use a pull station to sound the alarm.**
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.

9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet away** and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

CONTACTS:

Director of Environmental Health and Safety: 407-823-6300

RELATED INFORMATION:

UCF Bomb Threat Plan:

<http://emergency.ucf.edu/Plans/Bomb%20Threat%20Plan%20FINAL.pdf>

UCF Emergency Management Plan: <http://emergency.ucf.edu/plans.html>

List of building coordinators: <http://www.fo.ucf.edu/BuildingManagers/bldg.html>

Florida Fire Prevention Code: http://www.myfloridacfo.com/sfm/bfpr/bfpr_index.htm

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 3-100.1	
Initiating Authority: <u>Will A. Menhert</u>	Date: <u>5-19-11</u>
Policies and Procedures Review Committee Chair: <u>John A. [Signature]</u>	Date: <u>5-20-11</u>
President or Designee: <u>Will A. Menhert</u>	Date: <u>5-19-11</u>