



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

<b>SUBJECT:</b> Building Evacuation	<b>Effective Date:</b> 8/7/2018	<b>Policy Number:</b> 3-100.2
	<b>Supersedes:</b> 3-100.1	<b>Page Of</b> 1 4
	<b>Responsible Authority:</b> Director, 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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Florida Fire Prevention Code, and various occupational safety guidelines require that public entities have a written evacuation policy and plan.

### **POLICY STATEMENT**

Occupants of university buildings must exit when alarms are sounded, or when emergency authorities or the building liaison 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, hazardous material leak, gas leak, bomb threat, or human violence, including active shooter.

**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

### Fire Drills

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

### Active Shooter

In the event of an active shooter, building occupants should always be vigilant and practice situational awareness, either deciding to shelter in place or exit the building cautiously.

### Fire, Smoke, Explosion, Chemical Spill, Hazardous Materials Leak, Gas Leak, or Bomb Threat

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. Exit the building cautiously, and announce the evacuation to others along the

- way to ensure that everyone has been notified.
3. Help those who require some assistance to evacuate safely. Those who cannot be safely assisted out of the building should remain in a safe area, such as a stairwell. 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. Gather personal items within reach, make sure that the room has been evacuated, and close doors upon leaving.
  6. Do not use the elevators.
  7. If the alarm system is not activated, use a pull station to sound the alarm.
  8. Notify occupants of modular facilities or other adjacent spaces affected by the emergency, if it is safe to do so.
  9. From a safe location, call 911. Stay on the line and provide the emergency dispatcher information known about the emergency.
  10. Proceed to the department's designated meeting place at least 400 feet away and upwind from the building, where possible.
  11. Account for co-workers, and report to the emergency responders any missing persons who may still be in the building.
  12. Do not re-enter the building until emergency responders or university officials authorize re-entry.

## CONTACTS

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

## RELATED INFORMATION

- Active Shooter Preparedness Guidance: <https://secure.emergency.ucf.edu/ShotsFired/>
- The Handbook for Campus Safety and Security Reporting 2016 Edition, Emergency Response and Evacuation Procedures: <https://ifap.ed.gov/eannouncements/attachments/HandbookforCampusSafetyandSecurityReporting.pdf>
- UCF Bomb Threat Plan: <http://emergency.ucf.edu/Plans/Bomb%20Threat%20Plan.pdf>
- UCF Emergency Management Plan: <http://emergency.ucf.edu/plans.html>
- List of building liaisons: <http://www.fo.ucf.edu/resources>

- Florida Fire Prevention Code:  
<https://www.myfloridacfo.com/Division/SFM/BFP/FloridaFirePreventionCodePage.htm>

**INITIATING AUTHORITY** Vice President for Administration and Finance and Chief Financial Officer

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 3-100.2	
Initiating Authority: <u>Wally F. Mearns</u>	Date: <u>7-27-18</u>
University Policies and Procedures Committee Chair: <u>[Signature]</u>	Date: <u>7/26/18</u>
President or Designee: <u>Dale Whitaker</u>	Date: <u>8/7/18</u>

History 3-100 1/25/2005; 3-100.1 10/20/2010