

SUBJECT: Building Evacuation	Effective Date: 1-25-05	Policy Number: 3-100
	Supersedes:	Page Of 1 3
	Responsible Authority: Director of Environmental Health and Safety	

APPLICABILITY/ACCOUNTABILITY:

This policy applies to anyone on 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 an evacuation policy or plan.

POLICY STATEMENT:

Occupants of university buildings must evacuate when alarms are sounded or when emergency authorities or the building manager initiate 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:

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.

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

PROCEDURES:

Each university building has a designated building manager who manages space and resources in buildings. Additionally, safety authorities notify each building manager when evacuation drills are planned. Drills are scheduled at times when emergencies are likely to occur, and 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:

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. Close doors behind you as you leave, making sure the room has been evacuated.
5. Do not use the elevators.
6. If the alarm system is not activated, use a pull station to sound the alarm.

7. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
8. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
9. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
10. Proceed to your designated meeting place at least **200 feet** away from the building.
11. Count your co-workers and report to the emergency responders any missing person or persons remaining in the building.
12. 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:

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. **Leave office doors open.**
5. Do not use the elevators.
6. **Do not use pull stations to sound the fire alarm system.**
7. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
8. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
9. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
10. Proceed to your designated meeting place at least **400 feet** away from the building.

11. Count your co-workers and report to the emergency responders any missing person or persons remaining in the building.
12. 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:

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, 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 **200 feet away** from the building.
12. Count your co-workers and report to the emergency responders any missing person or persons remaining in the building.
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 Emergency Management Plan: <http://www.ehs.ucf.edu/emergency/main.html>

List of building managers: <http://www.pp.ucf.edu/buildingmanagers/bldg.html>

Florida Fire Prevention Code: FAC 69A-60.003, and 69A-60.004,
<http://fac.dos.state.fl.us/faonline/chapter69.pdf>

National Fire Protection Association: *Life Safety Code NFPA 101*

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-100	
Initiating Authority: <u>W. E. Tomer</u>	Date: <u>1/26/05</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>January 21, 2005</u>
President or Designee: <u>John C. Hill</u>	Date: <u>1/28/05</u>