SUBJECT: Building Evacuation

Effective Date: Policy Number:

Supersedes: 3-100.1; 10-20-10 
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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 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 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, 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 coordinator when evacuation drills are planned. Authorities will make reasonable accommodations so that the drills do not disrupt testing and other special instructional activities.

Emergencies

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

Fire, Smoke, Explosion, Chemical Spill, or 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. Leave the building cautiously, and announce the evacuation to others along the way to ensure that everyone has been notified.
3. As you leave, help those persons who require some assistance to evacuate safely. Evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stairwell.
4. 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 your personal items within reach. Close doors behind you as you leave, making sure the room has been evacuated. 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. 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, if it is safe to do so.

9. From a safe location, call 911. Stay on the line and tell-provide the emergency dispatcher known information known about the emergency.

10. Proceed to your department’s designated meeting place at least 400 feet away and upwind from the building, where possible.

11. Count your workers, and report to the emergency responders any missing persons that may still be remaining in the building to the emergency responders.

12. Do not re-enter the building until emergency responders or university officials say it is safe to do so authorize re-entry.

Bomb Threats

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

Notify other occupants in the immediate vicinity.
Leave the building.
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.
Shut off lab electrical equipment and hazardous processes, but leave fume hoods on.

Leave office doors open.
Do not use the elevators.
Do not use pull stations during bomb threats to sound the fire alarm system unless specifically directed to do so by emergency personnel.
As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.

Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
Proceed to your designated meeting place at least 400 feet away, and upwind from the building, where possible.
Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.

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.

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Notify other occupants in the immediate vicinity.
Leave the building.
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. Shut off lab electrical equipment and hazardous processes but leave fume hoods on. Close doors behind you as you leave, making sure the room has been evacuated. Do not use the elevators.
If the alarm system is not activated, use a pull station to sound the alarm. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
Proceed to your designated meeting place at least 400 feet away and upwind from the building, where possible. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
Do not re-enter the building until emergency responders or university officials say it is safe to do so.

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

RELATED INFORMATION:
- Active Shooter Preparedness Guidance: https://secure.emergency.ucf.edu/ShotsFired/
- http://emergency.ucf.edu/Plans/Bomb%20Threat%20Plan%20FINAL.pdf
List of building coordinators liaisons:
http://www.fo.ucf.edu/BuildingManagers/bldg.html
http://www.fo.ucf.edu/resources

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

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

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