

## Emergency Preparedness ■ Evacuation Plan

■ Upon activation of the building fire alarm system or verbal command to evacuate a building:

• All personnel shall evacuate the building immediately.

1. Staff in labs or in locations with power machinery should ensure equipment is placed in a safe condition prior to leaving.

Many locations are equipped with emergency gas shutoffs located next to the door as you exit the lab. However, do not place yourself in danger trying to do this.

2. Some staff may need to secure safes or other items, but this should be done as expeditiously as possible and only if it can be accomplished safely.

• Personnel shall evacuate by means of the nearest available marked exit. The buildings at the university are all public access buildings and comply with the Connecticut State Fire Code for location, number and marking for “means of exit.” Other exit signs will have chevrons (arrows) directing you to exits which are not visible from your current location.

• All personnel should take the step of advance planning to learn where the exits are located in the building in which they normally work. University personnel are in many different buildings during the day and may not be familiar with them. As stated before, if you follow the installed exit signs, it will lead you to an exit.

- Instructors/lab assistants should become familiar with the location of exits from the classroom or labs where they teach. They should inform their class of the nearest exits if an evacuation is ordered.

- People visiting the university should be assisted in evacuation by those who they are visiting or by any other employee who sees someone having difficulty or not evacuating.

Personnel who cannot evacuate a building without assistance should follow the procedure below:

- They should seek areas of refuge. In all buildings, the stair landings are a safe area. In some buildings, there are actually designated areas of refuge with which you should become familiar.

- In buildings that have a full sprinkler system, areas of refuge are not required. Go to any room and close the door to block smoke and ensure that someone is notified of your location.

- The fire department will not evacuate all people with disabilities. It has a protocol of which areas around the fire will be searched and evacuated. People outside this area will not be evacuated by the fire department.

### Accounting for Personnel During an Evacuation

A university poses unique problems in accounting for all personnel in the event of an evacuation. The number of people in a building can change by over 1,000 in a period of 10 minutes. To account for this, a two-pronged approach will

be used to ensure the safety of staff, students, and visitors.

The first portion of the procedure is for each department head, or chairman, to have a copy of a current list of all employees in his/her department, to be updated annually.

- This list will be updated whenever the list of employees changes.
  
- Several copies of this document shall be conspicuously posted and readily accessible as someone is evacuating the department, such as near the main door.
  
- It shall list:
  1. Department of unit
  2. Building and area
  3. Department supervisor or chairperson
  4. Staging area where staff should report to upon evacuation
  5. Primary and alternate personnel who will account for staff in each department.

The second portion of the procedure applies to all university employees.

- It is the responsibility of all university employees to assist with the execution of all the requirements of the Emergency Management Plan.

- During evacuation of a building, it is the duty and responsibility of all university employees as they evacuate to look for any person who cannot evacuate the building for any reason and to notify emergency personnel outside the building. Dialing 888 on any university phone, the emergency phones in the buildings or the outdoor blue emergency phones directly contacts the police dispatcher who can pass this information to the appropriate responding personnel. The outside line is (203) 392-5375. Outside emergency phones all have blue lights on top of them.

- People who work in offices should look throughout their office areas, especially back offices, to ensure that everyone has left or is in the process of leaving. Any problems noted should be brought immediately to the attention of responding personnel or called in to the university police at 888.

- In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left. Instructors should also be familiar with the exits from the classrooms where they teach. They should be able to direct their classes to the most expedient way of exiting the building and remind them to move at least 300 feet from the building and not to smoke after exiting.

- As they exit, all employees should be looking for people who cannot or are not evacuating the building and inform them to leave. If these individuals do not leave, employees should notify emergency personnel.

- Once they are outside, it is the responsibility of all university employees to assist in moving people at least 300 feet from the building, as well as to ensure that nobody remains around the exit. This is to ensure that other people are not blocked from exiting the building and to allow access for emergency personnel to enter.
- All employees shall assist emergency personnel and ensure nobody attempts to smoke. The evacuation may be the result of a gas leak inside or outside the building, a chemical spill, or other situation in which smoking poses a serious danger to all.
- All employees should assist in ensuring that nobody enters the building until emergency personnel have given the clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.
- Emergency personnel will notify employees when the building may be re-entered.