

## Evacuation

Evacuation is a protective action involving the physical movement of faculty, staff and students to temporary locations usually outside and away from any building or structure that poses an actual or perceived safety threat because of the consequences of an emergency. Note, some evacuations may be to a safer location inside the same building (i.e., horizontal or vertical evacuation). For the protection of all faculty, staff and students it is important that everyone understands what to do in the event of an emergency that requires the evacuation of a campus building to:

- All exits should be labeled, operable and allow free flowing egress. Proper illumination of pathways and exit signs should also be in place.
- Emergency Management has a standard that covers emergency signage. They can also assist in
  determining proper location for the signage within the building. Evacuation procedures,
  including maps of evacuation routes and outdoor evacuation assembly areas, should be posted
  prominently in every building.
- Designate at least area outside the building where people should assemble after leaving the building. Parking lots or other areas away from traffic and response vehicles are desirable.
   Building staff will communicate with people assembled regarding the status of the emergency and when an "All Clear" has been issued by UMPD.
- All building occupants must be familiar with what they should do during an evacuation. The
  most effective method is to conduct a fire drill at least annually. Contact OSEH Fire Safety
  Services at (734) 615-6764 to arrange and provide assistance during the drill.

### **Updated**

October 29, 2013

#### Source

Federal Emergency Management Agency

Michigan State Police - Emergency Management & Homeland Security Division

#### **More Information**

http://www.fema.gov/

http://www.ready.gov/

http://www.michigan.gov/msp/0,1607,7-123-1593 3507---,00.html

http://hr.umich.edu/oie/ada/Emergency%20Evacuation%20For%20Persons%20with%20Disabilities%20web%20.pdf



## Evacuation Procedure Applicable To a Fire / Fire Alarm

Upon notification to evacuate, all building occupants shall immediately make their way towards the nearest exit and adhere to the following procedures:

- Call 911
- Remain calm
- Do not attempt to fight the fire unless properly trained to use a fire extinguisher and it can easily be extinguished using one. Never jeopardize your safety.
- Evacuate immediately moving quickly and calmly to the nearest emergency exit
- Close doors and leave unlocked if possible
- Do not use elevators.
- Do not run, push or shove when descending the Emergency Exit stairwell. Use a minimum of conversation to allow authorities and others to easily communicate. Descend stairs two abreast with arms linked with the person on the inside (away from wall), grasping the handrail.
- Use established evacuation route and meet at designated assembly areas. Do not congregate at the building entrance.
- Each assembly point should be assigned a staff member whose responsibility will be to account for all persons in their designated area.

## **Evacuation Procedures Applicable To a Bomb Threat**

- Unlock desks, cabinets, storage units to facilitate searches.
- Turn off machinery.
- Leave lights on.
- Remove all purses, attaché cases, personal packages, and lunch containers which may cause unnecessary searching for law enforcement.
- If unable to leave:
  - Use telephone and call 911 for help.
  - Seal door(s) and vents with wet clothing, towels, etc.
  - Leave your door unlocked.
  - o Do not break windows.
  - Stay low to the floor.



## **Evacuation for Persons with Disabilities**

The guidelines set forth are in compliance with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and American National Standard A117.1. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during fire alarm activation. Every effort should be made by faculty, staff and students in identifying themselves as in need of assistance during a fire evacuation. New building occupants should be informed during new employee orientation that individuals with disabilities must self-identify as needing assistance in evacuation.

Make use of a "Buddy System." During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or identified assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Evacuation Options for Persons with Disabilities:

- Use of the "Buddy System," along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.
- Horizontal Evacuation: Move away from the area of imminent danger to another area on the same floor, if it is safe to do so.
- Vertical (Stairway) Evacuation: Stairways can be used by those who are able to evacuate with or
  without assistance. Persons with sight disability may require the assistance of a sighted person.
   Persons who must use crutches or other devices as walking aids will need to use their own
  discretion, especially where several flights of stairs are concerned.
- Area of Refuge: Unless danger is imminent, people needing assistance to leave the building should wait in the designated stairwell within the building. Call 911 and provide your name, location and reason you are calling. Your location may be determined by reading the sign located next to the phone. The stairwell's location is also written in Braille. The operator will relay the information to DPSS and the fire department.
- Stay in Place: If danger is imminent (detectable smoke, fire or unusual odor), remain in a room
  with an exterior window and a telephone, closing the door if possible. Call 911 and provide your
  name, location and reason you are calling. The operator will relay the information to DPS and
  the fire department.

DISABILITY GUIDELINES: Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.



Hearing Impaired: Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

Visually Impaired: Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The "buddy" or BIRT member should offer assistance to the individual with visual impairment and guide his or her through the evacuation route.



# This room is a designated Location for Rescue Assistance.

In case of an emergency where individuals are unable to evacuate do the following:

<b>6</b>
Refer to the posted emergency evacuation plan to determine if there are other safe routes to exit. If so, evacuate immediately.
If you are able to exit, do so unless you are assisting others who are not able to evacuate.
Immediately call 911 using the phone in this location and notify  UMPD that you are in Roomof theBuilding.
If the room phone is inoperable and you have a cell phone, call 911 and give them the above information.

<sup>\*</sup> The standard for signs to designate Locations for Rescue Assistance are available through the UM Sign Shop at 647-2059.



## **Locations for Rescue Assistance**

Building:	Date:
Number of Floors in Building without exit at grade:	
Floor: Location(s) for Rescue Assistance:	
Locations for Rescue Assistance must be identified on the facility's e be posted outside the location*.  Checklist:	evacuation plans using this symbol $lacksquare$ , and a sign must
Does the room have sprinklers? <b>OR</b>	☐ Yes ☐ No
Does the room have a smoke barrier rating of at least one hour?	☐ Yes ☐ No
Is the room adjacent to, or near, a stairwell that is at least 48" wide?	☐ Yes ☐ No
Does the room have a phone?	☐ Yes ☐ No
Are instructions posted to indicate:	
<ul> <li>a. Directions to find other means of egress</li> <li>b. Persons able to exit must do so unless assisting others</li> <li>c. How to notify emergency rescue personnel of this location</li> </ul>	☐ Yes ☐ No
Will the room accommodate at least two (2) people in wheelchairs, and others? (at least 6' x 5' open floor space)	☐ Yes ☐ No
Does the room have a window?	Yes No
Comments:	
Reviewer name(s):	
Facility Ren name:	