

## Annex D: Emergency Evacuation Response Guide

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### A. INTRODUCTION

This Emergency Evacuation Response Guide is designed to help familiarize college employees and students with building emergency evacuation procedures. This guide should be used in conjunction with other guides such as the *Policy 4-35 - Personal and Environmental Safety*, Power Outage, and Utility Failure Response Guide, and Suspicious Package Response Guide.

### B. SCOPE

A building may need to be evacuated due to a fire or other emergency such as utility failure, chemical spill, structural damage, or violence. Whenever a fire alarm is activated, all occupants must begin exiting the building. Failing to obey an officer's order to evacuate may be subject to arrest for obstruction and or trespassing. It can also subject the offender to college disciplinary actions.

#### Fire Emergency/Explosion

1. Sound the local alarm (i.e., activates the fire alarm via the pull station, contact Campus Police, notify supervisor and Safety Manager). In addition, direct people away from the hazard.
2. Staff may shut down equipment as necessary (gas, i.e.) depending on the situation.
3. Safely leave the building via evacuation routes.
4. Observe structures for signs of damage and hazards and avoid them.
5. If you encounter smoke, the best quality breathing air will be nearest the floor.
6. Assemble at a meeting point at least 300 feet from the building.
7. Account for people in building.
8. Remain outside building and wait for an "all-clear" signal is given before reentry.

In these situations, the fire alarm system will serve as the primary notification system used to initiate a building evacuation. For additional information about fire safety, please refer to the Reynolds Fire Safety Plan on the Department of Police web site ([http://dev.reynolds.edu/campus\\_life/police/forms/FirePreventionPolicy4-35.pdf](http://dev.reynolds.edu/campus_life/police/forms/FirePreventionPolicy4-35.pdf)).

### C. EMERGENCY EXIT ROUTES

Emergency exit route signs are posted at conspicuous locations throughout the college's buildings. Each sign identifies primary exit routes, alternate exit routes, fire safety equipment, and AEDs. Students, faculty, and staff should familiarize themselves with primary and alternate exit routes for the building(s) in which they work.

## **D. AREAS OF ASSISTANCE**

An Area of Assistance is a location in a building that, due to its construction, offers protection from fire or damage and can provide temporary shelter for individuals unable to exit a building until emergency response personnel arrive. Accepted Areas of Assistance include enclosed stairwell landings, exterior rooms with windows and fire-rated doors, elevator lobbies, and “fire rated” corridors.

### **GENERAL EVACUATION PROCEDURES**

To prepare individuals for possible building evacuations, supervisors, faculty, and staff should ensure that employees and students are familiar with the following:

- Building fire alarm features and other evacuation signals
- Assigned duties, if any, in the event of an alarm or emergency
- Primary and alternate evacuation routes
- Areas of Assistance
- Procedures for personnel accountability using faculty class roster, etc.
- Procedures for reporting missing employees to first responders
- Other work area specific procedures related to emergency evacuation
- Police Officers, Fire Fighters and other emergency responders have the authority to control and direct evacuations and all persons must follow their instructions on campus.
- Supervisors, faculty, staff, contractors and other employees must evacuate the building when the fire alarm sounds, or they are instructed to do so by a college official acting in his official capacity. Failing to do so may endanger your life or safety, subject you to college administrative sanctions or you may be arrested and charged with a criminal violation of the law.

The following procedures should be followed when a building must be evacuated

- If you become aware, of a dangerous situation that warrants an evacuation notify the Department of Police by dialing 5911 from a college phone or (804) 523-5911 from a college or cell phone and report the situation and associated details if known.
- Use the stairs during an evacuation.
- Do not use elevators during a fire or evacuation.
- If you are unable to exit the building go to the closest Area of Assistance and wait for help (see section D of this Guide).
- Exit the building by way of the nearest exist.
- Assemble at a predetermined designated assembly area and await further instruction from emergency response personnel.
- Report missing persons to emergency response personnel.
- Do not re-enter the building until authorized to do so by the Department of Police or emergency response personnel.

## **E. PERSONS WITH SPECIAL NEEDS**

Persons with special needs, disabilities, or with mobility restrictions may have difficulty evacuating a building without assistance. Individuals who have mobility restrictions and are

unable to exit the building should proceed to the Areas of Assistance to await assistance from emergency response personnel. Section E of this Guide provides general evacuation procedures.

Faculty should make sure that anyone with special needs has the assistance they need to evacuate or reach an Area of Assistance. This may involve assigning one or more of the people present to help the special needs person.

The following procedures are acceptable alternatives for employees, students, and visitors with special needs:

*Mobility Restrictions:* Assistance may be needed for individuals who have mobility restrictions should relocate to an Area of Assistance. This includes individuals who rely on aids such as wheelchairs, walkers, canes, etc.

*Hearing Impaired:* Assistance may be needed to alert a person with a hearing impairment of any alarm or order to evacuate.

*Visually Impaired:* Assistance may be needed for individuals with visual impairment should be familiar with their immediate surroundings, frequently traveled routes, and emergency evacuation routes. However, since an evacuation route may be different from a commonly traveled route, a visually impaired person may need assistance.

Many people with special needs are trained in alternate evacuation techniques. The special needs person should be allowed to decide how they are evacuated unless it is clearly unsafe to do so.

## **F. ACCOUNTABILITY**

Immediately following an evacuation, faculty must give an account of their students and report-missing persons and relay the names and suspected location to first responders. Department heads must account for personnel from their department and report-missing persons and relay the names and suspected location to first responders. Priority should be given to notification of anyone left in an Area of Assistance.

## **G. EMERGENCY EVACUATION AND FIRE DRILLS**

Emergency evacuation and fire drills are required for most college buildings, depending upon occupancy and use, and must be conducted in accordance with the Virginia State wide Fire Prevention Code and International Fire Code. All emergency evacuation drills are scheduled and conducted by The Department of Police, Safety Manager.

Failing or refusing to evacuate during a fire drill carries the same potential administrative sanctions and/or arrest possibilities as failing to evacuate during a real incident.

### **A. College Policy:**

*Policy 4-37 - Fire Prevention*

*Fire Prevention Plan*