

## Emergency Evacuation Safety Guide

The safe, orderly and prompt evacuation of a building depends on the preparation and coordination of all occupants. Every person on campus has an individual responsibility to know how to evacuate in an emergency, when an alarm sounds or directed by an official authority. Participating in drills and exercises will enhance your ability to react in an emergency. This guide will help you prepare for emergency situations on the UHD campus.

### QUICK TIPS:



#### Know the location of:

- ▶ A minimum of two exits/stairways
- ▶ Fire extinguishers on your floor
- ▶ Alarm Pull Stations
- ▶ Call boxes
- ▶ Assembly/Muster Points

#### Also:

- ▶ Sign up for emergency text
- ▶ Discuss evacuation plans with others
- ▶ Never ignore an alarm
- ▶ Do not use elevators
- ▶ Take critical belongings

### Evacuation—All buildings

- ◆ The standard protocol is to **prepare to** evacuate. If there is obvious, clear and present danger, follow evacuation procedures.
- ◆ All occupants of a building are required to respond to alarms and instructions issued by authorities.
- ◆ When you hear an alarm, grab your critical belongings (purse, brief case, keys), alert others in the vicinity, close doors as you leave and proceed to the nearest exit or stairwell and wait for further announcements.
- ◆ After the alarm tone ends, a voice will come over the intercom to provide information and direction.
- ◆ UHD may issue more information via email, SMS text, or other electronic means.
- ◆ If directed to evacuate, calmly descend the stairs, allowing room for responders to ascend, until you can exit the building.
- ◆ Public Safety Liaisons will assist authorities by guiding occupants during the evacuation process.
- ◆ Try to assist others if you can do so safely.
- ◆ People with functional needs or disabilities should move to and remain in Areas of Rescue Assistance if unable to exit and request emergency responders be informed of their location.
- ◆ Move away from the building to designated Assembly/Muster points. Using a “buddy system,” inform at least three other people from your department, class, or group that you have safely exited.
- ◆ Do not attempt to re-enter the building to search for someone missing. Alert emergency responders of the person’s last known location.
- ◆ Stay away from the building until authorities have given the “All Clear” announcement.

**One Main Building:** If you are on the floor where an alarm was activated or on adjacent floors (one above, one below), go to the nearest exit and/or stairway and wait for further instructions **OR** evacuate if there is visible fire, smoke, or any indication of danger. Strobe lights will be flashing on the floors involved.