CAUSES FOR AN EMERGENCY EVACUATION

- FIRE
- HAZARD MATERIALS
- VERIFIED BOMB THREAT
- POWER OUTAGE
- SEVERE WEATHER
WHAT TO DO IF YOU DISCOVER OR SUSPECT A FIRE

Pull the nearest firm alarm station.

Fire alarm stations are located throughout the building, usually near exits and entrances. Call or go to the front desk and give the attendant the location and nature of the fire, and ask him/her to call the University Police. If the fire is small enough to be extinguished easily by a portable fire extinguisher and you have been trained in how to use it, do so, but **pull the fire alarm first.** If the fire has gained headway or if it appears that it cannot be extinguished easily, leave the area.
Evacuation Procedures

ZONE ALARM SYSTEM

Fire panel will display alarms by wing / zone

Alarm system and fire doors separate building into zones

If one zone is sounding an audible alarm, only that zone needs to be evacuated

General alarm means all wings must evacuate
Evacuation Procedures

Is it appropriate to tell a guest that we are evacuating because of a false alarm?

No. The alarm should be treated seriously until the Police or Fire department releases the alarm status.

Should we call rooms or check rooms for stragglers?

No. The professionals will do that. We facilitate the evacuation, man our marshal points and tally the evacuated guests in the event of a FULL EVACUATION
Evacuation Procedures

Are all alarms audible alarms?
No. The alarm panel will indicate the type. Some alarms are just “trouble alarms” indicating low batteries. Some are “in room smoke detectors” which only sound in the bedroom. All alarms should be reported to University Police/Buildings and Grounds.

What happens with a bedroom smoke alarm?
These alarms will sound only in the bedroom and can be silenced at the alarm panel with the proper key. The room should be checked immediately before silencing (if false) or sounding the general alarm (if true).
Evacuation Procedures

GENERAL ALARM

There are pull stations situated on walls throughout the building.

IF YOU SEE SMOKE OR SIGNS OF FIRE, DO NOT HESITATE TO PULL THE ALARM.

A general alarm calls for a FULL BUILDING EVACUATION. There is no zone protocol in a full evacuation, and in this case ALL SECTIONS AND ASSEMBLY AREAS ARE IN EFFECT.
BEING A SAFETY MARSHAL

SAFETY MARSHAL PERSONEL

Jonathan Wise
Derek Drake
Narciso Lara
Mark Payne
Alison Wilder
Kailey Lyons
Ben Park
David Collins
Gabriela Baiza
Lillian Murphy
Colette Feldges
Elmer Almacher
Jason Hilgers
Breanne Parker
Everett Gilmer
Carolyn McHugh
Paul Christensen
Daniela Deleon

Francisco Pineda
Felipe Galvan
Iftikhar Siddiqui
Robert Lilly
Fuchsia Forrester
Ferron Cawelle
Robert Robbins
Noor Latfolla
Maximo Roque
Junior Martinez
Steve Peavler
Kendall Hatchett
Carlos Carrera
Jon Carlos Rodriguez
Lilly Chang
Stephanie Young
Jane Wuellner

SAFETY MARSHAL TOOLS
Evacuation routes will be clearly designated by SAFETY MARSHALS. Marshals will be visible using flashlights or colored vests

MARSHAL STATIONS:
3rd, 4th floors:  **SG rooms** (Housekeeping, Maintenance)

2nd:
- **Exec Prog stairwell** (Exec Ed Team)
- **Barr/223 stairwell** (Exec Ed Team)
- **223/EMBA Stairwell** (EMBA Team)
- **Study Group Hall 243-250** (Exec Ed Team/Lillian Murphy)
- **Helenhouse lounge, SG hallway** (Exec Ed Team/Jane Wuellner)

1st:
- **Buffet Area** (Dining Managers)
- **Garden Exit doors** (Dining Managers)
- **Campus Drive Lobby, North Vestibule** (Front Desk/Sched staff)

In the event of a D wing evacuation:
- **Hallway between 140-153** (Front Desk staff)
- **North McCormick Auditorium Lounge area** (KIS/Scheduling staff)
- **Hallway between 240 and 249** (SGR’s) (EMBA Staff)
SAFETY MARSHAL STATIONS

Evacuation routes will be clearly designated by SAFETY MARSHALS/Teams. Marshals will be visible using flashlights or colored vests.

- **Exec Prog stairwell** (Exec Ed Team)
- **Barr/223 stairwell** (Exec Ed Team)
- **223/EMBA** (EMBA Team)
- **Buffet Area** (Dining managers)
- **Front Desk Exit** (Front Desk staff)
- **Garden Exit doors** (Dining managers)
- **North Tribune Lounge area** (KIS/Scheduling staff)
EMERGENCY EXIT PLANS FOR CLASSROOMS

Rm140 – Brownfield
North Door—Out to hallway, turn left and follow FIRE EXIT sign.
South Door—Out to hallway, turn right and exit through main lobby door.

Rm153 – Duncan
North Door—Turn right, proceed to lounge area, exit at FIRE EXIT
South Door—Turn left, and left again and follow FIRE EXIT sign.

Rm164 – McCormick Auditorium
Balcony N & S—East exits to stairs, down to FIRE EXIT and out to Global Hub Assembly Area
Main Floor—East exits to FIRE EXIT and out to Global Hub Assembly Area
Front Left—Up 5 stairs, down hall to FIRE EXIT and out to Global Hub Assembly Area

Rm 212 – Barr Forum
North Front—Turn right, go down stairs and exit through Johnson Wax D.R.
South Front—Descend stairs straight ahead and exit through Johnson Wax D.R.
South Rear—Descend stairs to ground level and through FIRE EXIT to Silverman Assembly Area

Rm 221
North Door—Out to main hallway, turn right and down stairs to Johnson Wax DR South Door—Descend stairs to ground level and through FIRE EXIT to Silverman Assembly Area

Rm 222
Turn left to main hallway, turn right and down stairs to Johnson Wax D.R.

Rm 223 – Rand McNally
North Door—Turn left, go down main stairs to lobby exit.
South Door—Turn right, proceed to stairs, down to Johnson Wax D.R.

Rm240 – Baldrige
North Door—Exit right, go down main stairs to lobby exit.
South Door—Same as North Door -OR- Exit left, turn right down hallway to FIRE STAIRWAY, down to FIRE EXIT and out to Silverman Assembly Area
ASSEMBLY AREAS

Meeting points should be clearly designated by SAFETY MARSHALS. Area in front of entrance must be clear. Drive must be kept clear for Police and Fire engines.
NO EVAC REQUIRED

IF ALARM is in A,B,W zone:

• Dining, Front Desk areas evacuate
• Silverman is the Assembly Area
• Basement, 140 does not evacuate

Global Hub Assembly Area

Silverman Assembly Area

= Assembly Area

= Safe Zone
IF ALARM is in C zone:

- Fire doors on second floor mean that Barr, 221, 222 do not evacuate
- 223, 240 and most of first floor evacuate
- Silverman is the Assembly Area
IF ALARM is in D zone:

• Tribune 164, 153, Academic Director offices evacuate

• Marshall points in first floor north

• Global Hub Entrance is the Assembly Area
Evacuation Procedures

MARSHAL and LIGHT CRITICAL AREAS
Stairwells, Hallway Corners – These areas should have lanterns in the event of a power outage – They are also critical marshal stations. Make sure a guest coming out of any room or stairwell has a marshal within view directing them where to turn

REPORT ACCOUNTED PERSONS FROM ALL ASSEMBLY AREAS
At Assembly Areas Marshals should also check roster. Marshals should communicate via radio and hand off guest list by meeting around building exterior
Final roster and unaccounted guest names should be given to the fire chief or ranking officer as soon as possible.

CHECK ALL EXITS
Security staff should check outside all emergency exits after an alarm, once “all clear” is given, to let any participants who may be locked out back into the building
### Evacuation Procedures

#### Roster procedure:

**IF GENERAL ALARM is sounded (if an actual fire or emergency is determined and full building evacuation is in effect) front desk will:**

#### Check names

Use guest list and participant lists to check off names of those at assembly areas.

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Other Security Procedures

TORNOADO SHELTER
The Safety manual has instructions on 1<sup>st</sup> floor building areas that would be appropriate for shelter during a tornado. These rooms are on the first floor:
Classroom 140, 164, & SGRs 150A,B,C or Bally’s Fitness Room
Other Security Procedures

DISASTER RECOVERY

In the event that we must leave the building indefinitely, we need to:

1. VERIFY THE ROSTER

   Use the ROSTER PROCEDURE along with the help of UP and EFD to determine if anyone is missing

2. RELOCATE OUR STAFF AND GUESTS:
   - PANCOE or ANNENBERG – closest options
   - KELLOGG GLOBAL HUB– after hours, we have a building key at the front desk
   - HILTON ORRINGTON and HYATT HOUSE
     Call to verify available space
     Use shuttle van or taxi vouchers to transport