

Cal Poly Environmental Health & Safety Fire Drill & Building Evacuation Procedure

1.0 Purpose

This procedure has been prepared to ensure the orderly and complete evacuation of campus buildings in the event of an emergency and/or the activation of alarm system.

The primary objectives of this evacuation plan are to ensure:

1. everyone leaves the building safely;
2. a procedure is in place to safely evacuate individuals who cannot negotiate stairs;
3. building occupants are accounted for after an emergency evacuation, and
4. personnel (Building Coordinators) are selected from among building occupants, with functions to ensure plan objectives are met.

2.0 Policy

The following are emergencies for which a total or partial evacuation of a building may become necessary:

- a. Fire
- b. Explosion
- c. Bomb threats
- d. Release of hazardous chemical substance, in quantities or toxicity, which threatens human life
- e. Building air contamination
- f. Weather related emergencies (flood, severe storm, severe wind)
- g. Earthquake. An earthquake alone is not necessarily a reason to evacuate. Evacuation is indicated if the earthquake causes apparent structural damage or creates a secondary hazard such as flooding, hazardous materials release, exposed electrical conductors, etc.

The Plan will be updated and exercised by conducting evacuation drills of selected administrative and academic buildings on an annual basis. Evacuation drills of all residence buildings will be conducted twice a year; once in fall quarter and once in spring quarter.

3.0 General Building Evacuation Procedures

1. At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the predetermined assembly points, away from the building.
2. Building occupants are also responsible for ensuring that their visitors follow the evacuation procedures described herein, and leave the building along with all other occupants.
3. Faculty members are responsible for dismissing their classes and directing students to leave the building by the nearest building exit upon hearing the building alarm or upon being notified of an emergency.
4. Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and determining when to abandon the operation and evacuate themselves safely.
5. Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

4.0 Evacuation Instructions

Whenever you hear the Emergency Alarm (Fire Alarm) or are informed of a general building emergency:

1. Remain calm at all times
2. Do not ignore alarm
3. Leave the building immediately, in an orderly fashion
4. Exit the building utilizing stairways, not elevators
5. Dismiss classes in session and instruct students to exit the building immediately
6. Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map near exit doors)
7. Do not go back to your office or classroom for any reason
8. Proceed to an emergency assembly point.
9. Report to a Building Coordinator if you have any knowledge of missing persons or specific building conditions which might be helpful to responders.
10. Return to the building only after emergency personnel have given the all-clear signal. Silencing the alarm does not mean the emergency is over.

5.0 Emergency Evacuation Personnel

1. For the purpose of this Plan, Building Coordinators and their alternates are regular employees, who have been selected and trained to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points where they will be accounted for, and persons needing assistance to evacuate are accommodated.
2. Building Coordinators and their alternates shall be selected among building occupants, and on a voluntary basis.
3. The following is a list of Building Emergency Evacuation personnel and their corresponding duties:

- **Building Coordinators**
 - Maintain a current list of all occupants, including part time and student employees in their immediate work area.
 - Ensure that all employees in your immediate work area are familiar with the emergency evacuation plan for their work area and for their building
 - Assist and encourage your work area occupants to leave the building in cases where there may be an alternative form emergency notification, other than the sound of building fire alarms
 - Inform occupants of their duty to immediately report to their designated assembly point.
 - Assist occupants with limited mobility, down stairs if able to negotiate stairways
 - Never put yourself in danger. Leave the building as soon as possible and go directly to your assigned assembly area.
 - Check off co-workers who safely reported to assembly area from occupant list.
 - Collect information on missing personnel known, or suspected to still be in the building, and report to responding University Police representatives.
 - Complete Building Assessment Form, if applicable.

- **University Police / SLO City Fire:**
 - Collect information on building occupants known or suspected to still be in the building from Building Coordinators
 - Meet off-campus emergency responders (fire, medical, etc.) and assist with directions to the building/area as needed.
 - Report information on occupants needing assistance to evacuate and other personnel suspected to still be in the building to fire and rescue response personnel..
 - Assist with securing the building/area and preventing re-entry.