Building Evacuation

These guidelines are to assist occupants who may have to evacuate a building in an emergency situation. Circumstances that may require building evacuation include power failure, criminal activity, discovery of a suspicious object, fire, or an unexpected release of a hazardous material. Always remain calm and follow the directions given by emergency responders (police or fire department personnel), building managers or other persons of authority.

Evacuation Notice

In most cases, use of the building fire alarm system is the most efficient and universally understood means to notify building occupants to begin an evacuation. When the fire alarm activates, a loud horn or siren sound is made, accompanied by flashing strobe lights. In some buildings there may also be a recorded voice notification.

At other times, it may be necessary to notify building occupants to evacuate in a more discreet manner. These orders may be given by police or fire personnel, building managers, supervisors, or other University officials.

Evacuation

In all cases, when notice is made to evacuate, leave the building right away in an orderly manner using established evacuation routes and stairs.

**Do NOT use the elevators**

Take immediately available personal items with you (i.e. purses, backpacks, etc.) as these items may not be available to you for some time.

**Do NOT go back into a building to retrieve personal items**

Go to your pre-determined gathering point or remain at a distance of at least 200 feet from the building. Follow all orders from authorized persons. If you are a supervisor, try to account for your employees and report any missing persons to the emergency personnel at the scene.

Look for the Emergency Building Coordinator wearing a florescent green “EMERGENCY COORDINATOR” vest.
Evacuation of Disabled Persons

These guidelines for the evacuation of disabled persons from University buildings have been endorsed by Risk Management Services, the University of Arizona Police Department, the Tucson Fire Department, the Disability Resource Center, Residence Life and the ADA/504 Officer. They are general guidelines to address most evacuation scenarios.

Emergency Situations

If a person with a disability is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

- The disabled person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or "area of safe refuge" and remain there.
  - In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating.
  - The disabled person should notify an individual (i.e. a co-worker, supervisor, instructor, or building manager) of their specific location. If possible, the disabled person can notify 9-1-1 of their location.
  - In Residence Halls, if the disabled occupant cannot leave his or her room immediately without the assistance of another person, they should remain in the room. Notification can be made by calling 9-1-1.
- Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.
- Once outside, anyone with information should inform a Firefighter or Police Officer that there is a disabled person in a safe refuge area, which floor the person is on, and location of the stairwell or refuge area.
  - When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD.

**UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS**

Non-Emergency Situations

Persons with a disability who need assistance leaving a building in a non-emergency situation (elevator outage, etc.) should follow the procedures outlined below:
• Contact UAPD (621-8273). UAPD will send personnel to the location to assess the situation and will contact TFD for all evacuations. Improper evacuation techniques could harm the evacuee; therefore, UAPD will not evacuate any disabled person because they are not trained to do so.
• Elevator outages will be reported to Facilities Management (Residence Life Maintenance for residence halls) by UAPD for immediate response. However, in the event of elevator cars stuck between floors, no removal of passengers will be performed until the car is properly leveled.
• TFD will address non-emergency evacuations on a priority basis. This may mean a delayed response until TFD can respond.
• UAPD personnel will remain with the person until egress is restored (i.e. elevator has been repaired) or TFD responds. They will maintain contact with TFD and Facilities Management to determine response time.

Planning

Building Managers and Department administrators are required to plan evacuation gathering locations for their personnel. A tool to assist in this planning (Word). Please fill in the highlighted sections and use this to notify your building/departmental personnel of the University's fire alarm and evacuation policy.