

Policy Number: 1.011
Name: Evacuation and Fire Emergency Plan
Approved: April 1, 2009

A hasty evacuation can endanger more lives through fear and panic than the actual emergency. In evacuating any building, you are routing individuals through the most public areas of the facility, i.e. corridors, stairwells, etc... By evacuating prematurely and hastily you may be exposing individuals to a greater danger than had they remained where they were. The movement of any large mass of people under chaotic conditions is a hazardous undertaking unless some control is maintained. The procedures outlined in this policy should be followed to ensure a safe and efficient evacuation.

Essential Evacuation Plan

A. For the purpose of this plan the following University Buildings have been identified:

1. Building I
2. Building II
3. Building III

B. This evacuation plan is simple, easily understood, and contains sections that include, but are not limited to:

1. Alarm activations;
2. Notifying Montgomery County Emergency Services;
3. Evacuation requirements;
4. Assembly areas;
5. Advisement not to fight fires or attempt rescues;
6. Sheltering in Place procedures;
7. Evacuation of physically challenged persons;
8. Reentry instructions.

C. Alarm Activations

Alarms must be sounded during any fire, smoke, smell of gas, or any other situation that creates a hazardous environment inside a building. Anyone who believes there may be a hazardous situation inside a building should pull an alarm station. These pull stations are located near each stairwell exit and strategically located throughout each building. Residents of the building should familiarize themselves with the locations of the pull stations within the building. The building must be evacuated when fire alarms sound. The alarm DOES NOT notify the fire department but only the occupants of the building.

D. Reporting of fires and hazardous situations

1. Call 911 from any campus phone or cell phone from a safe location OUTSIDE of the building.
2. Call security personnel at 6065 from a campus phone or 301-738-6065 from a cell phone.
3. Give as much specific information as possible when emergency operators answer. Operators need to be told you are calling from the Universities at Shady Grove, the nature of the emergency, what is on fire or creating the hazardous situation, name of the building, floor, room, or any other specific information that will be helpful to responding emergency personnel. Do not hang up unless you are in an unsafe situation or released by emergency operators.
4. Report all fires, even if extinguished or found subsequent to being extinguished.
5. Report all alarms, even if they are suspected to be false or accidental.

E. Critical Areas

Certain areas of the campus present a greater fire and hazard danger. If any smell of smoke or sign of fire, however small, is found in one of these areas the alarm system should be activated immediately and 911 should be called. These areas are;

1. The Café kitchen area in Building III.
2. 4th floor labs of Building II.
3. Pharmacy lab in Building I.

F. Evacuation Requirements

1. All occupants must leave buildings when fire alarms are sounding. Failure to evacuate buildings when alarms sound violate University policies, local, and state regulations.
2. Occupants should be familiar with locations and uses of nearest exits in emergencies
3. Elevators are **NEVER** to be used during evacuations.
4. Keep noise to a minimum. This allows for instructions to be given and heard and helps maintain a sense of order.
5. Use handrails in stairwells and stay to the right.
6. Dress for the weather.
7. Use nearest exits, unless blocked by smoke or flame. If all exits are blocked, find a room furthest from the hazard and call 911.
8. Before opening any door during a fire feel the door with the back of your hand first. If the door is hot, do not open.
9. If smoke is in the room or corridor, keep low to the floor where the air is fresher. If cloth is available, hold it to your mouth and nose to filter out the smoke.
10. If possible, close doors behind you as you leave.
11. Ensure disabled occupants are aware of alarms and assist with their evacuation if those actions do not place you in personal danger.
12. Once outside the building go to the exterior assembly area.
13. Follow instructions of emergency personnel.
14. If you cannot leave the room, open windows from top to bottom, if possible, to let the heat out and fresh air in. Hang a piece of clothing out the window to attract the attention of emergency personnel. Call 911 to report your location.

G. Assembly Provisions and Designated Assembly Areas:

1. Each building will have a designated outside assembly area to provide safety zones between occupants and incidents, avoid hindering fire personnel, and assist staff in determining if anyone is missing. Exterior assembly areas will be easily identifiable to all occupants, and as least 300 feet away from evacuated buildings.
2. Inside assembly areas, if applicable, will be at nearby buildings that may provide shelter during inclement weather or when evacuations may last longer than 30 minutes. Security personnel will direct occupants to inside assembly points as deemed necessary.

<u>Building</u>	<u>Exterior Assembly Area</u>	<u>Interior Assembly Area</u>
I	Primary=South Lot 2 Secondary=Lot 1	Multipurpose Room Bldg. II
II	Primary=Lot 3 Secondary=South Lot 2	Auditorium Bldg. I
III	Primary=South Lot 2 Secondary=Lot 1 or 3	Auditorium Bldg. I

H. Staff Responsibilities

Various staff members at USG can provide valuable assistance to emergency workers during a fire or other emergency. However staff should never attempt rescues or fight large fires, these situations should be left to responding emergency personnel. The Facilities Manager, Maintenance Chief, Director of Auxiliary Services, Physical Plant Superintendent, Director of Administrative and Financial Services, and on-duty Security Personnel should ensure the following;

1. Fire alarm is activated and 911 called. DO NOT assume someone else has called 911, call centers expect multiple calls for incidents.
2. Assist with evacuation of building by directing individuals to nearest exits.
3. If possible **and** safe check upper floors of building for occupants who have not evacuated.
4. Direct individuals exiting the building to appropriate staging area.
5. Be available to assist emergency workers with information, floor plans, keys, etc...
6. Provide perimeter security of building.
7. Make appropriate notifications under notification policy 1.010.
8. Turn off fire alarm once directed to by emergency personnel.

I. Fighting fires/rescue attempts

University members should never fight large fires or re-enter buildings to rescue trapped or injured persons. Firefighting and rescue efforts should normally be performed by the Montgomery County Fire Department. However the campus does have fire extinguishers located in each building housed in cabinets or hung on walls. Personnel can use these extinguishers to douse small fires if they feel comfortable doing so, if not they should immediately evacuate. Personnel should refer to the P.A.S.S. acronym when using any fire extinguisher:

Pull the safety pin, allowing the handle to be depressed.

Aim at the base and front edge of the fire.

Squeeze the handle to discharge the extinguisher.

Sweep horizontally across the base of the fire.

Please note the campus may have different agents in the fire extinguishers, if personnel are unaware of whether the given agent will effectively extinguish the fire they should not attempt to do so.

J. Follow-up Police and Fire Investigations

1. Fire scenes, regardless of fire origin, are fully under police and fire department control and direction until the scenes are released by investigating authorities.
2. People must move out of immediate incident scene areas but should remain nearby and available to speak with investigating personnel.
3. Other than responding police, fire, or Emergency Medical Services personnel, persons are not to touch or move anything, conduct searches, move or disturb anything in the incident areas.
4. The police routinely and lawfully deny incident scene access to all individuals not directly involved in police or fire investigations.

K. Sheltering in Place (see policy 1.017)

Certain types of incidents may require a practice known as “sheltering in place.” A radiological or chemical attack, a sudden violent storm are two examples of such incidents. In those types of incidents an evacuation to an exterior location would place university members in greater harm. Therefore, if an order to “shelter in place” is given, the following procedures should be followed.

1. Stay inside to protect yourself from exterior elements. The safest location within the buildings are corridors, stairwells, or bathrooms.
2. The area should have no or few windows
3. Turn off any fan or appliance that moves air.
4. Turn off air handlers, HVAC systems, and any system that brings in the air.
5. University members shall remain in place until notified to leave their location by emergency personnel.

L. Evacuation of Ambulatory/Visually and/or Hearing Impaired Persons

If it becomes necessary to evacuate your area, please do not forget to assist those individuals who may be ambulatory and/or have visual or hearing impairments. Remember that without your offer of assistance they may be unaware of the urgency of the situation or unable to react. Students with disabilities have the option of registering with the University and filing an information form that is kept at the security desks of each University building. This form can aid rescue workers in locating these students.

1. In the event of an emergency most visually impaired persons will be familiar with their area. Tell them the nature of the emergency and offer to help guide them to safety. Do not leave them alone.
2. Persons with hearing impairments may not be cognizant of emergency alarms. You may need to notify them using a written note or using gestures.

M. Evacuation of Non-Ambulatory Personnel

There are several alternatives to evacuating non-ambulatory person (persons who cannot walk). The first priority is to prevent injury or death to the physically challenged person as well as other occupants who will be evacuating the building. Since no two incidents are alike and we can usually expect the “unexpected,” the incident itself will dictate the manner in which a disabled person is evacuated.

1. For those mobility impaired persons above the fire floor, *if exiting is not practical and the person is not in direct and immediate danger*, they should be placed in a room preferably with an outside window and/or telephone or taken to a safe area such as an open stairwell. They should not be immediately evacuated. The reasons for this are:
 - To eliminate the potential for subjecting the individual to injury or death and obstructing stairs to others exiting the building.
 - The normal lay person does not have the training in how to move a disabled person up and down stairs.
 - The absolute *first* priority of emergency personnel is the evacuation of disabled persons.
 - Persons who are aware of where a disabled person is located must evacuate the building and provide this information to emergency workers.
2. Disabled persons are individually responsible for their decisions to whether or not they can safely evacuate. They should never be forced to evacuate.
3. The Office of Student Services is responsible for maintaining a list of all physically challenged persons.

N. Re-entry instructions

1. Incident scenes are fully under fire and police department control and direction until scenes are released by the on-scene commander. Security personnel will help provide perimeter security.
2. The police routinely and lawfully deny incident scene access to all individuals having no immediate, bona fide need to access incident scenes. University Administrators should request access through the Incident Commander (person from police or fire in charge of the incident) located at the Command Post/Bus.
3. Occupants will not re-enter buildings until investigating authorities grant permission to do so.