



# Environmental Health & Safety NEWS

MAY 2005

University policy requires that all buildings on campus must be evacuated in the event of alarm activation.



## Planning for Emergencies



**SBS IS NOW  
READY TO RESPOND...**



**With  
SAFETY WARDENS**

Safety Wardens are volunteers who are trained on their Building Emergency Plan and assist with communications, evacuation and coordination of people, within the building. Safety wardens assist in the orderly evacuation of occupants by directing them to the nearest exit and asking them to remain at the assembly area until it is safe to return to the building.

**W**hen is the last time you had to evacuate from a building? Had you planned where you need to go and what you need to do to get out of the building safely?

Whether or not you are familiar with the building you just entered, you should always identify the necessary features for your safe evacuation. Here are some tips to help you **plan** for an emergency evacuation:

- Know where telephones, call boxes, and fire alarm pull stations are located nearest to your area.
- Do not plan to use the elevator during an evacuation.
- Identify at least two paths out of the area you are in to an exit or a fire rated stairwell which leads to an exit.
- Know where to assemble outside of the building.
- Offer to provide assistance to anyone who needs it.



**Do you know where your nearest exit is?**

**NOW IS THE TIME TO PLAN!**



### Additional Planning for Persons with Physical Disabilities

If you have a temporary or permanent disability that might prevent your safe, orderly, and prompt evacuation during an emergency, you need to do some additional planning. You should

- Identify primary and secondary routes out of an area to the exits or a safe area of refuge.
- Stairwells are designed to provide protection from smoke and fire; however, doors to these areas must be kept closed in order to afford you this protection.
- Locate communication devices (phones, call boxes).
- Establish a Buddy System with individuals who are familiar with your disability to obtain assistance during an evacuation.
- Be prepared to call University Police (ext. 911, 632-3333) and describe where you are located within the building.
- When the alarm sounds proceed to the nearest exit and evacuate the building with assistance from your buddy.
- If no one is able to assist you down the stairs, proceed to the stairwell or designated area of refuge and inform other evacuees that you need immediate rescue. Ask individuals to inform rescuers of your whereabouts.