



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan: Evacuation Procedures

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Evacuation Procedures

A building occupant is required by University policy and State law to evacuate the building when the fire alarm sounds.

There may be instances when the building may be evacuated without a fire alarm sounding.

Review emergency evacuation routes with all employees at least once a semester.

When evacuating the building or work area:

- Stay calm, do not rush or panic
- Safely stop your work
- If safe, gather your personal belongings; take prescription medications and keys with you
- If safe, close but **DO NOT LOCK** your office door and window(s)
- Use the nearest safe stairs and proceed to the nearest exit
- Help others identify safe passage out of the building
- Do not use the elevators
- Proceed to the designated EAL (Emergency Assembly Location)
- Check in with the Building Manager, Dean, Director or Department Head
- Await instruction from the Building Manager, Dean, Director or Department Head as to where you should go or do.

Building Managers:

Make yourself known to the first responders, or the Incident Commander, in the event that they have questions for you.

DO NOT go home or leave for other locations without first obtaining authorization from your Dean, Director or Department Head.



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U of A Risk Management Services has prepared the following information. For hard copies of these procedures contact U of A Risk Management Services at 621-1790.

Evacuation of Mobility-Impaired Persons

These guidelines for the evacuation of mobility-impaired persons from university buildings have been endorsed by the U of A Risk Management Services, University Police Department, Tucson Fire Department, 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 mobility impairment 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 mobility-impaired 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 mobility-impaired person should notify an individual (i.e. a co-worker, supervisor, instructor, or building monitor) of their specific location. If possible, the mobility-impaired person can notify 9-1-1 of their location.
- *In Residence Halls, if the mobility-impaired 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 the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, 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.**



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Non-Emergency Situations:

Persons with a mobility impairment 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 mobility-impaired person because they are not trained to do so.
- Elevator outages will be reported to Facilities Management (Residence Life Maintenance for Resident 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 may 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.

For help and information about preparing and planning for emergency situations, contact:

Chief Brian Seastone
Campus Emergency Planning Manager
The University of Arizona Police Department
520-621-7539
seastone@uapd.arizona.edu

or

U of A Risk Management Services
The University of Arizona
520-621-1790