

UNIVERSITY OF NEBRASKA AT KEARNEY

BUILDING EVACUATION PLAN

(04/25/19)

Overview

This Plan has been prepared to ensure orderly and complete evacuation of campus buildings whenever an emergency occurs or the alarm sounds.

The primary objectives of this evacuation plan are to ensure that:

- A. Everyone leaves the building safely.
- B. A procedure is in place to safely evacuate individuals who cannot negotiate stairs.
- C. Building occupants are accounted for after an emergency evacuation.
- D. Personnel are selected among building occupants, with functions to ensure plan objectives are met.

For the purpose of this Plan, a total or partial evacuation of a building may be necessary to include but not limited to the following emergencies.

- A. Fire.
- B. Explosion.
- C. Bomb threats.
- D. Release of hazardous chemical substances, which threaten human health.
- E. Building air contamination.

The plan will be updated and exercised by conducting evacuation drills on at least an annual basis.

General Building Evacuation Procedure

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building.

Faculty are responsible for directing students in their class to leave the building by the nearest exit and to report to the designated assembly area upon hearing the alarm or being notified of an emergency.

Essential personnel designated to continue or shut down critical operations while an evacuation is underway are responsible for determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedure outlined herein and are expected to leave the building when the alarm sounds.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency:

- A. Do not panic or ignore the alarm.
- B. Leave the building immediately, in an orderly fashion.
- C. Do not go back to your office, classroom or residence for personal belongings
- D. Do not use the elevators.
- E. Follow the quickest evacuation route from where you are. If the quickest route is blocked go to an alternative exit.
 - a. If all exits are blocked, go to a room with an outside window as far away from the danger as possible
 - i. Close the door and seal cracks around it
 - ii. Open the window and hang an object out of it to draw attention and shout of help

- F. Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- G. Report to your Work Area Rep or Instructor at the assembly point to be accounted for; also report any knowledge you may have of missing persons.
- H. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the alarm does not mean the emergency is over.

Evacuation Instructions for Persons Needing Assistance

Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual they need to, at a minimum, get them to a stairwell and then notify rescue personnel.

Any person unable or who needs assistance to evacuate should:

- A. Proceed to the nearest stairwell (area of refuge). Emergency evacuation personnel will inform emergency response and rescue personnel if someone has taken refuge there.
- B. If the stairwell is not a safe area of refuge, go to a room with an outside window as far away from the danger as possible
 - a. Close the door and seal cracks around it
 - b. Open the window and hang an object out of it to draw attention and shout of help
- C. Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- D. Call 911 and provide the operator with your exact location, building name, floor and room number to ensure rescue personnel are notified of your location and your need for assistance to evacuate.

Emergency Evacuation Personnel

For the purpose of this Plan, Emergency Evacuation Personnel and their alternates are regular employees who have been selected 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 attended to.

Building emergency evacuation personnel and their alternates shall be selected by the Building Supervisor among building occupants and on a voluntary basis.

Following is a list of building emergency evacuation personnel and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.

Work Area Representatives

- A. Maintain a current list of all employees, including part time and student employees and their work schedule.
- B. Instruct area occupants to leave the building when notified of an emergency.
- C. Inform occupants of their duty to report to your assembly point.
- D. Assist the Floor Monitor in directing occupants with limited mobility either to safe areas, or down stairs if able to negotiate the stairway.
- E. Report to assigned exit door to encourage the continual flow of the evacuees to their assembly point.
- F. Once the majority of the building occupants have left the building and the evacuation flow has slowed report to your assembly area.
- G. Check off co-workers who safely reported to assembly point from occupant list.
- H. Collect information on missing personnel known, or suspected to still be in the building, and report to the Emergency Coordinator.

Floor Monitors

- A. Monitor corridors on assigned floor and ensure personnel are moving toward exits.

- B. Check open rooms, corridors and restrooms on assigned floor to ensure building occupants have been evacuated.
- C. Make sure fire doors on enclosed stairways and exits are closed and not blocked open.
- D. Assist and/or direct occupants with limited mobility either to safe rooms or down stairs if able to negotiate the stairway.
- E. Leave the building as soon as possible and go to the assembly area
- F. Report the presence of anyone still on your floor to the Emergency Coordinator.

Emergency Coordinators- It is recommended Emergency Coordinators work as a team where one Emergency coordinator stays at the assembly point continuing to gathering and relaying information while the other relays the gathered information to first responders.

- A. Collect information on building occupants known or suspected to still be in the building from Floor Monitors and/or Work Area Reps.
- B. Meet emergency responders at building entrance.
- C. Report information on occupants needing assistance to evacuate and other personnel suspected to still be in the building to emergency responders or On Scene Commander.
- D. Report information on building specific concerns such as hazardous materials etc.
- E. Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel once received from emergency personnel.
- F. Supply the Incident commander and/or Emergency Operation Center with necessary information and assist them with any necessary debriefings.

On Scene Police Officer

- A. Assist emergency responders from outside agencies in gaining access to the building as needed.
- B. Help secure buildings, set perimeters and prevent re-entry by unauthorized individuals.
- C. Maintain communication between emergency responders and University officials.

Building Emergency Evacuation and Exit Plan

UNIVERSITY OF NEBRASKA AT KEARNEY

Building Specific Information:

Building Name:

Emergency Coordinators:

The Primary Emergency Evacuation Coordinator and alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

Primary:

1st Alternate:

2nd Alternate:

Floor Monitors

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor #	Primary Floor Monitor	1st Alternate Floor Monitor	2nd Alternate Floor Monitor

Work Area Reps:

The following individuals have been selected as _____ Building Work Area Reps, and will carry out their duties as listed in this plan under “Work Area Reps duties”. Each Work Area personnel are responsible for designating a backup person in the event their primary Work Area Rep is unavailable at the time of an emergency.

Department	Exit Door	Work Area Rep	1st Alternate	2nd Alternate

Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the _____ building are designated by floor or area as listed below:

Floor or Area	Evacuation Assembly Point	Alternate Assembly Point (Bad Weather Assembly Point)

Emergency Coordinators Rally Point:

Assembly Point:

Alternative Assembly Point:

Evacuation Route:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Below is the recommended route to get to your assembly point.

Floor or Area	Evacuation Route	Alternative Route