**University of New Orleans**

**GUIDELINES FOR BUILDING EVACUATIONS**

Building Name/Office Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Building Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Or his/her designee please print

**Building Coordinator Duties**:

1. When alarm sounds or evacuation order is received, contact floor monitors to initiate the evacuation process.
2. Go to the pre-determined meeting place and wait for the floor monitors to arrive.
3. Fill out Building Evacuation Report.
4. Contact Campus police and turn in report. Advise them of any problems there may be in the building. (i.e. Disabled person on third floor north east stairway. Fire spotted on second floor hallway outside of room 203)
5. Remain available, as the investigating officers may need further information.

Names of Floor Monitors Area which they are assigned

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**Floor Monitor Duties**:

1. Once the evacuation order has been communicated to you, you must go through your assigned area and make sure everyone evacuates.

If people are reluctant to leave tell them they must leave because it is mandatory to do so. If they still refuse to leave, evacuate the area, but make sure that you report their refusal to evacuate to the building coordinator at the meeting area.

If disabled occupants are evacuated to Areas of Safe Refuge, make sure to report it to the Building Coordinator at the meeting area.

1. Proceed to the pre-determined meeting area and report to the building coordinator, any observations of your assigned area.
2. Remain available, as the investigating officers may need further information.

Indicate the pre-determined meeting place and an alternate location (2 locations, on opposite sides of the building):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Indicate the Area of Safe Refuge (on floors 2 and 3 inside the building), where occupants with disabilities can be evacuated too. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A copy of this form must be kept in the Building Coordinators office for training and inspection purposes. *Once a year, the Building Coordinator must review this form and update it (if necessary)*. A completed and updated copy must be sent to the Environmental Health and Safety office.

**Yearly training of the Building Coordinators and Floor Monitors is required**. The procedures listed above must become second nature to the persons involved in order to have a better performance of the duties. In the event of an actual emergency the Building Coordinators and Floor Monitors are expected to react and perform their assigned duties. This is not the time to go and read what their duties are.

**A documented building evacuation must be practiced at least once a year**. This can be done in a variety of ways.

1. A evacuation drill can be set up with the assistance of the Environmental Health and

Safety Office, Central Plant and Campus Police. Please contact the Environmental Health and Safety office at x6670 and inform them of the date and time that you would like for the drill to take place.

1. If there is a false alarm, i.e. Pulled fire alarm, bomb threat, etc. in your building, you can clear the building and document it. This can be used as the yearly evacuation drill for your building.
2. Evacuations can be done as an exercise in an individual office, without having to set off a building alarm system. The office could be cleared and everybody should go to his or her designated assembly area. If there is documentation showing that all of the offices in a building have done a evacuation drill, this will comply with the required yearly documented evacuation drill for that building.

**Emergency Evacuation for Persons with Disabilities**

**General**

This addition provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities’ evacuation plans and identify their primary and secondary evacuation routes from each building they use.

1. Be familiar with evacuation options.
2. Seek evacuation assistants who are willing to assist in case of an emergency.
3. Ask supervisors, instructors, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

All UNO buildings have accessible exits at the ground level floor that can be used during an emergency. People will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Building Coordinator needs to *pre-identify* staff, faculty, and students with disabilities and where they are located. Determine their Areas of Refuge and how they will evacuate from the building.

**Evacuation Options**

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

1. ***Horizontal*** evacuation: using building exits to the outside ground level.
2. ***Stairway*** evacuation: using steps to reach ground level exits from the building.
3. ***Stay in Place:*** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
4. The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
5. ***Area of Refuge***: with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation meeting area and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EH&S, (504) 280-6670.

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

**Mobility Impaired - Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell NOFD or UNOPD the location of the person with a disability. If the person with a disability is alone, he/she should phone UNOPD at 280-6666 (or 911 if he/she cannot contact UNOPD) with their present location and the area of refuge they are headed too.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (NOFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

**Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

**Hearing Impaired**

Some buildingson campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

**Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.