EVACUATION PROCEDURES

The following procedures are presented as general guidelines. Each building and work area should establish procedures specific to the facility to ensure safe evacuation of employees, students, and visitors.

**WHEN TO EVACUATE**

- In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY.
- For other emergencies that may require partial or total evacuation, Police or other responsible authority will notify you.
- The method of NOTIFICATION of an evacuation will be identified and included in the evacuation plan.

**EVACUATION ROUTES**

- Primary evacuation routes for each floor of each building will be the nearest safe stairwell.
- Elevators should not be used for evacuation. They may become inoperative or a smoke hazard may develop.
- All occupants should be familiar with the evacuation routes, which are posted on each floor.
- Evacuees should meet at designated areas for accounting reasons.
- “Assembly points” to be used during an evacuation will be identified and included in the facility evacuation plan.
• TOTAL EVACUATION
  o If a condition exists that requires total evacuation of the building, the fire alarm should be used for notification.
  o In buildings without a standard fire alarm system, a voice alert will be used to alert occupants.

• METHOD OF EVACUATION
  o Evacuation should begin with those persons not requiring assistance. This avoids the possibility of the disabled being injured.
  o Position persons with disabilities near a safe stairwell farthest from danger.
  o If possible, designate one person to stay with disabled and another to notify emergency responders of their location.
  o Elevators will not be used during an emergency evacuation.
  o Flashlights or emergency lights will be useful in case of electrical power failure.
  o Occupants will proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor.
  o Close office doors and windows as you leave.
  o Occupants should be informed to take personal items only if there is time.
  o Occupants should remain quiet in the evacuation process in order to hear directions.

• BOMB THREAT EVACUATION
  o If the evacuation is due to a bomb threat, be alert to make note of any unusual packages that may be in or near your office area.
  o Do not touch the package but report it to authorities immediately.
### CONDUCT FOLLOWING EVACUATION

- **DO NOT PANIC.**
- Once in the safe area, stay visible.
- Occupants not accounted for will be submitted to the fire fighters as missing.
- Occupants will proceed to the area outside identified as the assembly area. This will allow for an accounting of personnel that have been evacuated from the building.
- All personnel should follow instructions given by those in charge.
- Do not return to an evacuated building unless authorities give the “ALL CLEAR” designation.
- Instructors and supervisors should make an accounting of occupants from their respective area.

### EVACUATION PLANS FOR PERSONS WITH DISABILITIES

- See UTA Campus Safety Plan.
- Develop an evacuation plan for each building to meet specific conditions and existing needs, and place it on page 22 of this guide. “Areas of Refuge” should also be identified.
- Instructors and staff are responsible for aiding disabled persons.

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Special instructions for this location should be listed on page 21 of this guide.