



UNIVERSITY OF  
**NORTHERN COLORADO**

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**Environmental Health and Safety**

## **Emergency Evacuation Guidelines**

**April 2023**



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## **Emergency Evacuation Guidelines**

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## **Environmental Health and Safety**

### **Emergency Evacuation Guidelines**

#### **I. Purpose**

The purpose of this procedure is to educate building occupants and provide a guide to be followed during the event of an emergency evacuation.

#### **II. During Evacuation**

In the event of a fire, all building occupants are instructed to always evacuate the building promptly via the nearest clear exit and to remain in the designated area outside the building until they are given the word to re-enter the building.

1. Immediately evacuate the building via the shortest and safest route. Do not use elevators.
2. If you notice smoke, use the alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low if you have to go through smoke.
5. Go to a safe area or a pre-assigned exterior area for your building.
6. If you suspect that someone is missing or trapped, contact emergency personnel outside the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call 911 and tell them your exact location.
8. Stop, Drop, and Roll if your clothing catches fire.

#### **III. Responsibilities**

##### Building Coordinator

The role of the Building Coordinator, faculty, and staff members important to occupants of University facilities. During an emergency evacuation, these individuals shall:

- Exit the building and direct individuals to the designated evacuation staging area.
- Take a headcount and ensure all individuals (students or fellow staff) are present. If anyone is missing inform emergency personnel.

Laboratory Instructors/Faculty and Teaching Assistants shall:

- Turn off all apparatus within reach that can be safely turned off.
- Ensure any open flames are put out and gas is shut off.
- If it is safe to do so, close all chemical containers.
- Close fume hood sash.
- Proceed to exit the building.

**IV. Persons Needing Assistance**

If anyone needing assistance is present during the evacuation, they shall first move to the nearest Area of Refuge. Once in the Area of Refuge, utilize the phone and inform UNC Police Communication of your specific location. UNC Police Communication will inform first responders of the individual's location and status. For additional planning and preparation, refer to the Emergency Evacuation Guidelines for Individuals with Disabilities.

**V. Once You Have Evacuated**

1. From the nearest phone in the safe area, call 911 to report a fire/emergency.
2. If you suspect that someone is missing or trapped, contact firefighters on the scene or at the fire engine, police officers, or ambulance personnel.
3. Await emergency response personnel at a safe location and direct them to the scene. Do not reenter the building until instructed to do so by the fire department.
4. Follow directions of fire and police personnel.
5. Report to the building coordinator.
6. Never reenter the building to save your personal belongings.
7. Stay calm.