

## New Science Building Evacuation Procedures

These procedures represent best practices and are included here for reference. These procedures may be in effect during regular business hours if there are sufficient faculty and staff members present and available to implement them. **Individuals should determine their best course of action based upon the information presented in this Emergency Action Plan.**

(Note) The Fire Alarm System might be used to call for an evacuation for reasons other than fire.

When the Fire Alarm System Activates - Evacuate.

### Prior to Evacuation:

Communication should be accomplished in person, through telecommunications, or through the use of runners.

- A high visibility vest and/or other appropriate equipment/materials may be located in the Department Offices.
- The Building Supervisor, their Alternate, or their designee (i.e. Admin Asst.) should bring out this equipment.
- The Building Safety Team should gather to await assignments in the EAA (Plaza South West of New Science).
- The Building Supervisor, their Alternate, or their designee should make assignments as needed.

### During the Evacuation:

- When the alarm sounds everyone must evacuate. Staff members that have been issued emergency equipment should take that equipment with them prior to exiting the building. If staff members are known to be out of the area, their equipment should be gathered up and taken outside during the evacuation. The Building Supervisor, their Alternate, or their designee should bring out the high visibility vest and/or other equipment/materials.
- On the way out, check on others who might have disabilities or other special needs.
- Help them as much as is reasonable and safe.
- Once outside of the building, staff should report to the Primary EAA (Plaza South West of New Science Building).
- A Primary Event Manager should be established, and they should put on the vest.
- The remaining staff should be assigned a building entrance/exit to monitor.
- There are Six Emergency Exit Areas:
  - ( ) The South Side Doors from the Second Floor (EAA), ( ) The South Side Doors from the Third Floor,
  - ( ) The East End Doors from the Third Floor, ( ) The North Side Doors from the Third Floor (Stair 2),
  - ( ) The North Side Doors from the Second Floor, and ( ) The West End Doors from the First Floor (Stair 1).
- Entrances/exits should be covered as well as possible given the staff present at the time.
- Staff assigned to a building entrance should attempt to:
  - Keep people at a safe distance from the building.
  - Keep others from entering the building prior to the all clear.
  - Monitor the status of the event.

### Fire:

When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building.

- Close your door as you leave.
- Know at least two escape routes from wherever you are.
- If smoke or flame is detected, and the alarm is not sounding, activate the fire alarm as you exit.
- During the evacuation, go to the nearest exit.
- Do not use the elevator.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building.

### ● When Evacuation is Not Possible: ●

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.

### Post Incident:

- At the completion of the incident, the Richmond Fire/Rescue Department [or other appropriate Emergency Response Official(s)] should release the building to the ECU Police. ECU Police should then communicate to the person wearing the vest (Primary Event Manager) whether the facility is all clear, or clear with conditions for re-occupancy. The Primary Event Manager should then communicate the all clear or the clear with conditions to the building entrance monitors in person, via communications equipment, or by the use of a runner.
- On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

### Sheltering In Place:

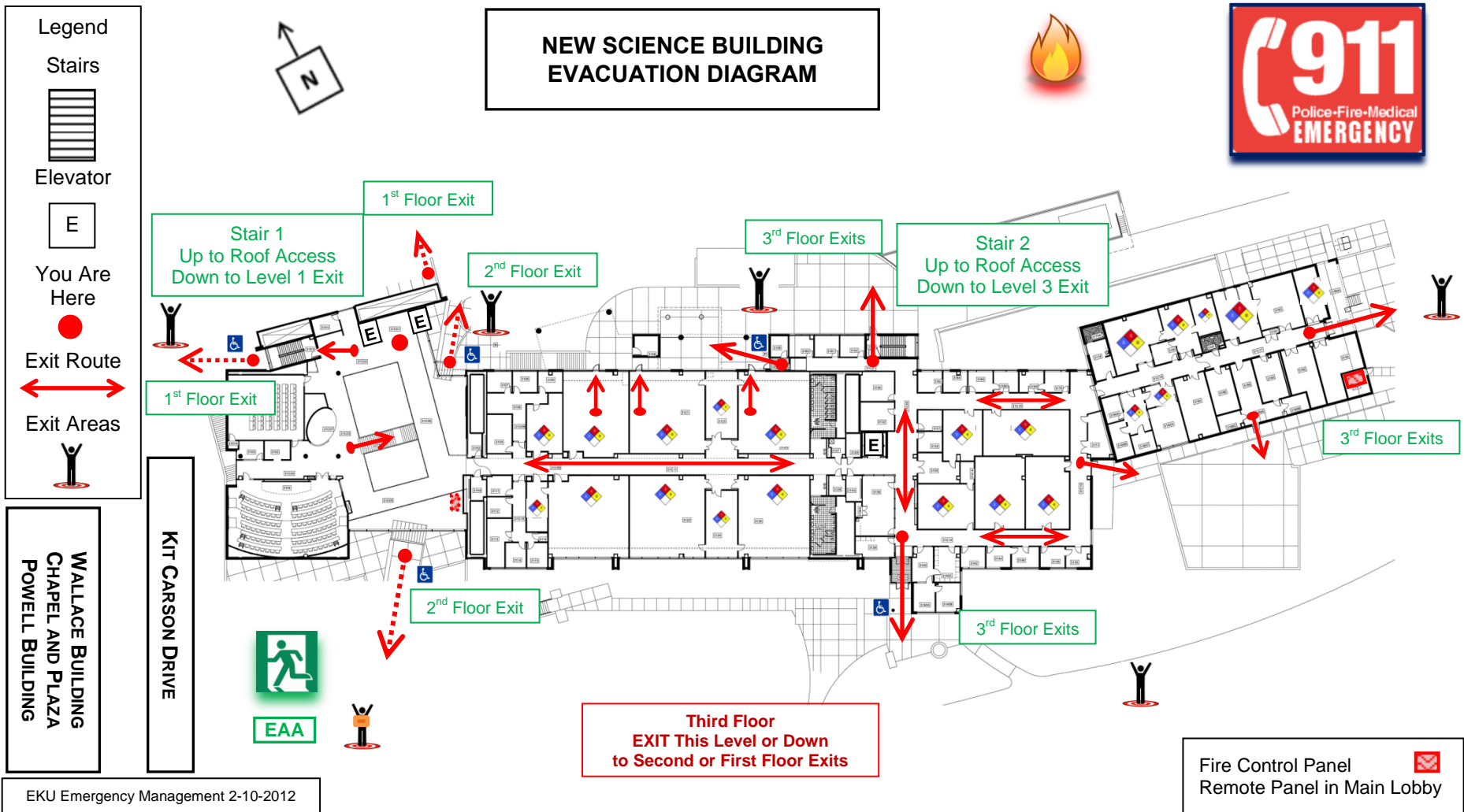
Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

### Incidents Involving Hazardous Materials - Contact:

The ECU Police Department at (859) 622-1111,  
Bryan Makinen, ECU Director EH&S at (859) 893-6503,  
Dr. Diane Vance, ECU Chemical Hygiene Officer at NSCB 4126 (859) 622-2908,  
and Lawrence Miller, ECU Chemical Storage Manager at NSCB 3183 (859) 622-6355.



**Evacuation Rules**

- Note the evacuation routes to follow to the nearest exits.
- To report a fire, pull the nearest fire alarm and exit the building.
- After exiting the building, notify authorities of the location of fire (Dial 911).
- If the alarm sounds, proceed immediately to the nearest exit. Do not use the elevator.
- If you need assistance or rescue, go to a safe location and call 911.
- Report your location to emergency responders. Ask someone who is evacuating to relay your location and your need for assistance to emergency responders.

Please assist those with disabilities in evacuating the building.

**When Evacuation is Not Possible**

When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room. In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.