

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

May 25, 2010

Mission Statement

The mission statement of the Office of Environmental Health and Safety (EHS) is to work with the UMES departments and organizational units, so that they:

1. Provide an environment that protects and promotes health and safety.
2. Are in compliance with environmental health and safety laws, regulations, codes, and recognized standards developed for the protection of the health and safety of individuals associated with the University including, but not limited to, student's faculty, staff, visitors, and those in the surrounding community.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

Health and Safety Plans

This Emergency Evacuation and Operations Plan (EEOP) is intended to guide you through the process of thinking about the health and safety risks and issues unique to your work setting. Ultimately you will have a comprehensive document that includes or references all of the necessary employee safety and health policies/procedures to provide a safe work place and meet regulatory requirements.

Developing an Emergency Evacuation and Operation Plan

The EEOP is designed to assist University departments in preparing for building emergencies (fire, chemical spill, bomb threat, earthquake, hurricane, and tornado). This plan does not cover bomb threats and active shooters. Reference the UMES Public Safety website for guidance on these events.

Guide to Departmental Health and Safety Plans

This file is a template to help departments develop workplace specific health and safety plans or to revise their existing plans.

Sample Safety Checklists

To be effective, these generic lists must be tailored to the needs of the specific worksite or job.

- New Employee Safety Orientation Checklist
- Doing Safety Inspections
- Office Safety Inspection Checklist
- Workplace Inspection Form
- Laboratory Safety Checklist

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

DRAFT

Emergency Evacuation and Operations Plan (EEOP)

April 2010

Prevention and Assessment
Environmental Health and Safety
University of Maryland Eastern Shore

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

Introduction

Environmental Health and Safety developed this Emergency Evacuation and Operations Plan (EEOP) to assist departments that occupy Low-Rise buildings in preparing for building emergencies as expected and required by University policy, and the State Fire Code. This plan is intended for use by multiple departments that occupy non high-rise facilities and may be completed as a departmental evacuation plan.

It is expected that departments will customize and complete this plan to meet their specific needs, operations, and locations. Staff from Environmental Health & Safety (EHS) is available to assist, however review and dialog among departments within a fire zone must be part of the process.

The EEOP was written to correlate with and is incorporated into the UMES Emergency Response Plan for large scale or campus-wide emergencies.

Considerable effort has been made to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please call the Health and Safety Manager at (410-651-6652).

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

TABLE OF CONTENTS

A. PURPOSE	1
B. SCOPE B	1
C. COORDINATION WITH OTHER EMERGENCY PLANS	1
1. UMES EMERGENCY OPERATIONS PLAN	1
2. OTHER DEPARTMENTAL EMERGENCY OPERATIONS PLANS	1
D. COORDINATION WITH DEPARTMENT HEALTH AND SAFETY PLANS	2
E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS	2
1. UMES POLICE DEPARTMENT	2
2. ENVIRONMENTAL HEALTH AND SAFETY	2
3. FACILITIES SERVICES	2
4. EMERGENCY OPERATION CENTER (ON CALL)	2
5. OFFICIAL EMERGENCY BROADCAST STATION	3
F. EMERGENCY COMMUNICATIONS	3
1. TELEPHONE	3
G. EXPECTATIONS FOR DEPARTMENTS AND STAFF	3
1. EMPLOYEES, FACULTY, & STAFF ARE RESPONSIBLE FOR	4
2. SPECIAL POSITIONS	4
3. EMERGENCY COORDINATOR RESPONSIBILITY AND CONTROL	4
4. EMERGENCY COORDINATOR AND ALTERNATIVES DUTIES	4
5. DUTIES OF THE EVACUATION WARDEN	5
6. INSTRUCTOR’S RESPONSIBILITY	6
H. EMERGENCY PROCEDURES	6
1. FOR FIRE – PROCEDURES FOR OCCUPANTS	
2. FOR BOMB THREATS	9
3. FOR CHEMICAL SPILLS OR RELEASE	10
4. FOR EARTHQUAKES	11
I. EMPLOYEE ORIENTATION	12
J. FIRE EXIT DRILLS	12

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

APPENDICES

APPENDIX A. RESPONSIBLE INDIVIDUALS	13
APPENDIX B. UNUSUALLY HAZARDOUS LOCATIONS AND KEY LABORATORY PERSONNEL (OPTIONAL)	14
APPENDIX C. BUILDING EVACUATION PLANS	15
APPENDIX D. EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES	16
APPENDIX E. PROCEDURES FOR PLANNING AND SCHEDULING FIRE DRILLS	19
APPENDIX F. BUILDING PROCEDURES FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS	21
APPENDIX G. ASSEMBLY OCCUPANCIES PROCEDURES FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS	23
APPENDIX H. FIRE DRILL REPORT FORM	26
APPENDIX I. ABOUT THE UW EMERGENCY OPERATIONS PLAN (EOP)	27
APPENDIX J. CLASSROOMS AND TEACHING LABORATORIES EMERGENCY PROCEDURES FOR FACULTY, LECTURERS, AND TEACHING ASSISTANT	28

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for staff for fire and other emergency evacuations as required by state and local agencies.

B. SCOPE

This plan applies to all occupants within the campus facilities.

C. COORDINATION WITH OTHER EMERGENCY PLANS

An evacuation and operations plan is a key component in departmental safety plans and University disaster planning and must be coordinated with these other emergency/safety plans.

1. UMES Emergency Operations Plan

This plan outlines procedures and duties for obtaining information, communicating with the UMES Police (See Section E.4), responding to non-fire building emergencies, and other contingencies for large scale or campus-wide emergencies.

2. Other Departmental Emergency Operations Plans

This departmental plan is coordinated as necessary with other departmental plans.

D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This plan reflects the University's emergency response procedures and programs and satisfies an element of the Department Health and Safety Plan required by the Department of Labor and Industries.

E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. UMES Police Department

The UMES Police Department maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

not limited to fire, medical emergency, or hazardous material spills or release, dial 3300 from any telephone with a campus prefix. If the phone is a private line as in residential rooms, or a pay phone, the number is 410-651-3300 for an emergency. For non-emergencies, dial Ext. 6590 or 410-651-6590.

2. Environmental Health and Safety

Environmental Health and Safety (EH&S) is available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the local Fire Department and UMES departments during normal business hours, 8:00 am to 5:00 p.m Monday through Friday. After normal business hours, EH&S may be reached through UMES using the EH&S Duty Officer system,

EH&S is not an emergency response unit. Report all emergencies to UMES Police at EXT 3300!

3. Facilities Services

The Physical Plant maintains a 24 hour a day, 7 days a week response unit called the Facility Operations Maintenance Specialists, better known as On Call. The On Call responds automatically to all fire alarms when notified by Public Safety, and other emergencies to provide support for the UMES. This support includes, but is not limited to, the operating/resetting of the fire alarm system, operating and heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. On call support may be requested through the Police Department.

4. Emergency Operations Center

For a major local or regional emergency, the UMES President may request activation of the University's Emergency Operation Center (EOC). The location of the EOC is in the Public Safety Building. The Physical Plant building will serve as an alternate EOC. EOC staff will decide on the use of available resources and communicate with outside agencies. First aid and other needs must be provided to the EOC through the UMES Police by using campus telephone systems (See F. Emergency Communications) or by runner if the telephone systems fail.

5. WESM- Official Emergency Broadcast Station

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

WESM is the official area broadcast station in case of a major disaster or University closing. Tune into this station at 91.3 FM for information.

F. EMERGENCY COMMUNICATIONS

1. Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single-line phones, which could function in a power outage. Personnel will serve as messengers if phone communication is not an option.

The building fire alarm system is continuously monitored for alarm by the Campus Police Department's Communication Center. All alarms result in an automatic response by local Fire Department, UMES Police, and Facility Services' On Call Unit.

G. EXPECTATIONS FOR DEPARTMENTS AND STAFF

1. Employees, Faculty, & Staff are Responsible for:

- a. Being familiar with and following EEOP procedures when required.
- b. Participating in drills and training as required.
- c. Orientating and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required, when the alarm system is activated and that they know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

When the fire alarm sounds, begin immediate evacuation according to the plan.

2. Special Positions

The building Emergency Coordinator, Evacuation Wardens, and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

In buildings, the building manager is a good choice for the assignment of emergency coordinator if the plan serves the entire building. Alternately, the departmental administrator or chair may be a good choice, particularly if the plan serves a single department.

3. Emergency Coordinator Responsibility and Control

- a. The Emergency Coordinator acts as the liaison with the responding emergency service, EH&S and other officials if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendixes A and B). Any possible problem areas should be reported to responding emergency personnel. Public Safety will then assume Incident Command.
- b. For a community-wide event (Level III), the Emergency Coordinator or an alternate will establish contact with the UMES Emergency Operations Center (EOC). The primary location for the EOC is in the Public Safety Building. The alternate location is in the Physical Plant Room 1114 (Conference Room). Contact will be established by normal phone system (ext. 3300) single line phones or runners.

4. Emergency Coordinator and Alternates Duties

- a. Prepare and maintain their building's Emergency Evacuation Plan in all department reference stations. EH&S can help with technical questions.
- b. Coordinate with building/department administrators responsible for employees, student, and visitor health and safety.
- c. Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they are informed of personnel changes. A current list of Evacuation Wardens and alternates is to be maintained in the buildings' Evacuation Plan (See Appendix A).

Formal assignment of Evacuation Wardens may not be necessary in all cases depending upon the nature and occupancy of your building. If your building is

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

relatively non-public, evacuation assurance using Evacuation Wardens may be unnecessary. The role could alternatively be assigned to managers and supervisors where appropriate.

- d. Ensure that public event staff for events with occupancy of 300 or greater is assigned duties and receive required training as outlined in Appendix G.
- e. Ensure classroom instructors inform students about emergency procedures, exits routes, and assembly points on the first day of class.
- f. Schedule “Evacuation Warden Training” for assigned personnel. Contact EH&S for assistance.
- g. Schedule, conduct, and record fire drills as required by state fire code.
- h. Review the emergency plan at least annually and confirm that it is current. Reflect the review date within the plan.
- i. Ensure emergency services, Campus Police, On Call Unit, and EH&S are notified for all building emergencies as appropriate.
- j. During a fire alarm, report to the evacuation assembly point and act as liaison when emergency responders arrive.
- k. Assign Evacuation Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When an “ALL CLEAR” determination is made by the fire or police department, the Emergency Coordinator notifies the Evacuation Wardens that the occupants may reenter the building.

Silencing of the alarm is not considered an all-clear signal!

5. Duties of Evacuation Warden

- a. Be familiar with the EEOP. It contains the function and activities of building staff during many emergencies, how these activities are to mesh

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

with responding emergency personnel, information on the building and its emergency protection system, emergency equipment testing procedures and a list of all the evacuation wardens for your building.

- b. Distribute copies of the complete plan, or appropriate sections of it, to all people in your area of responsibility.
- c. Know where persons with disabilities are located in your area and what their evacuation response will be (See Appendices D and J). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. IF you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at **410-651-6652**.
- d. Coordinate with the other Evacuation Wardens to work together and avoid duplication of tasks.
- e. Walk over primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- f. Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and Campus Police offer Evacuation Warden training sessions regularly.
- g. Know where hazardous conditions or situations are that exist. Know the location of flammable, radioactive and other hazardous materials.
- h. Know where the phones and pull stations are and HOW to activate an alarm.
- i. Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate.

6. Instructor's Responsibility

- a. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

first week of class or at the start of a seminar. Please note the posted information for “Classroom Emergency Procedures” (See Appendix J).

- b. Know how to report an emergency from the classroom being used.
- c. Assure the persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- d. Be the responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

H. EMERGENCY PROCEDURES

1. For Fire – Procedures for Occupants

- a. When an alarm sounds on your floor or area, begin immediate evacuation following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.
- b. If you discover a fire, activate the nearest pull station and call ext. 3300. Then you may attempt to put the fire out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. If your fire alarm does not work, call ext 3300 and notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified. Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.
- d. Evacuate via the nearest stairwell or ground level exit. Do not block/wedge exit door in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix D).

DO NOT USE THE ELEVATORS!!

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

When an alarm is sounded many of the elevators will be automatically recalled to a predetermined floor and shut-off.

- e. Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix C. You may have two or more EAPs depending on the size of the building.
- f. At the EAP account for personnel and report to the Evacuation Wardens if any occupants are unaccounted for and may be trapped. Evacuation Wardens will report to the Emergency Coordinator and/or emergency responder.
- g. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in the cracks around the door, phone ext, 3300 if possible.
- h. Special Instruction for Evacuation Wardens
 - Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
 - Direct occupants to the exits and tell them where to reassemble (see Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out. There are too many obstructions for a helicopter rescue. If the stair is full of smoke, go to another stairwell.
 - Do not allow the stairway doors and other exit doors to be blocked/wedged open (See H.1.d.). Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- Special attention needs to be given to any persons with disabilities, in particular, those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. (See Appendix D for further details).

2. For Bomb Threats

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been placed, or is going to be placed. Also attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The following checklist below shows the information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the Public Safety Department at (410) 651 – 3300 or ext 3300. Bomb threats received through the mail or by other means are also to be reported immediately to the University Police Department.

Collect the following information:

Exact date and time for call:

Exact words of caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

9. What is your address?

10. What is your name?

11. What is your telephone number?

CALLER'S VOICE: (circle all that apply)

Calm	Disguised	Nasal	Angry	Broken
Stutters	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, who did it sound like?

Person receiving call:

Date: _____ Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: CAMPUS POLICE (410) 651 – 3300

3. For Chemical Spills or Release

a. Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped by the PI or lab supervisor and should take into consideration the following:

- (1) The hazards of the chemical(s) involved.
- (2) The amount of the chemical(s) spilled.
- (3) The possible spill locations.
- (4) Availability of spill cleanup materials or kits.*

*(See Section III.B.7 of the Laboratory Safety Manual for help in assembling a spill cleanup kit.)

b. If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

(1) Evacuate all personnel from the area.

(2) Report the incident to:

UMES Public Safety	-Dial 3300
Health and Safety	-Dial 6652
Medical Center	-Dial 6599

(3) When placing an emergency call:

- Give your name.
- Give your location (room and building)
- Give the phone number you are using.
- Describe the emergency/injuries.
- If possible, remain in the vicinity, away from danger, to assist emergency responders.

c. The campus Police will notify the local Fire Department who will respond to stabilize and contain the chemical spill. If the hazardous waste is not properly cleaned up and packaged by the local Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (410)-651-6652 for assistance.

Please note that packaged waste must be handled according to policies and guidelines established in the UMES Hazardous Waste Management Manual. Please contact EH&S at (410)-651-6652 for assistance.

4. For Earthquakes

a. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside.

b. Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.

c. Do not use the elevators.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- d. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- e. Check for fires or fire hazards- spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Turn off ignition and heat sources if it is safe to do so.
- g. Shut off ignition for all gas sources.
- h. Exit the building, if possible and go to the assembly point to report on injuries, damages, and potentially hazardous condition. Call or send a runner to the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not re-enter until the building has been declared safe by trained emergency personnel.
- i. Use the telephone system only for urgent matters.

I. EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students and visitors. To assure the safety of all building occupants, the Emergency Coordinator and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section G.5.

J. FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted and recorded by the Emergency Coordinator after coordination with the EHS Manager. A copy of the Fire Drill Report is provided to the EHS Officer within 15 days of the drill.

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

APPENDIX A

RESPONSIBLE INDIVIDUALS

A. EMERGENCY COORDINATOR AND ALTERNATES

1. Emergency Coordinator [*Building Name*]

Name

Title

Physical Location (room number)

Phone Number

Email Address

2. Alternates for the Emergency Coordinator

For each alternate including the following information:

Name

Title

Physical Location (room number)

Phone Number

Email Address

B. EVACUATION WARDENS

For each Evacuation Warden, list the following:

Floor or Area

Name

Phone Number

C. FIRST AID CONTACTS

For each assigned or volunteer contact for First Aid and CPR, list the following

Name

Room Number/Phone Number

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

APPENDIX B (Optional)

UNUSUALLY HAZARDOUS LOCATIONS AND KEY LABORATORY PERSONNEL

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building.

List unusually hazardous locations and who the Principal Investigator and lab contacts are each location and how to contact them.

List Effective this Date: _____

ROOM	PRINCIPAL INVESTIGATOR	LAB CONTACT	HAZARD(S)

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

APPENDIX C

BUILDING EVACUATION PLANS

Evacuation routes should be posted at various locations and available for review by employees and students. Contact EH&S's Section, at (410)-651-6652, for building evacuation floor plans or assistance in identifying assembly points.

Fire exit drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

Floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. ASSEMBLY POINTS

Establish inside and/or outside assembly points for your building. Indicate each floor's designated assembly point(s) on or below the floor plan.

1. Inside Assembly Point

- a. If occupants work on floors above grade
- b. If the building is designed for partial evacuation (i.e., only fire floor and floor above alarm), then
- c. Occupants should have an inside assembly point below their floor of origin.

2. Outside Assembly Point

The assembly point should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

APPENDIX D

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

GENERAL

This Appendix provides a general guideline for evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. 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. These plans must be communicated to and approved by the building Emergency Coordinator, then verified with the EHS Manager.

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

Most UMES buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings like Carver Hall or Kiah Hall, people can move into the unaffected wings of the building rather than exiting. However, in most buildings people will need to use stairways to reach buildings exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings automatically recalled to the ground floor.

EVACUATION OPTIONS

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

- **Horizontal Evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway Evacuation:** Using steps to reach ground level exits from the building
- **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 ext. 3300 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

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.

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 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of Refuge:** With an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistants will then go to the building evacuation assembly point 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, Fire Safety at (410)-651-6652.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the local Fire Department (LFD). The LFD will tell the individual their decision or relay the information via the UMES Police Department.

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 LFD or campus Police the location of the person with disability. If the person with a disability is alone,

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

he/she should phone emergency services at ext 3300 with their present location and the area of refuge they are headed.

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 (LFD). 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 buildings on 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 hearing 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 evacuation. The assistant should offer their elbow to the individual with a visual impairment and guide him/her through the evacuation route. During the evacuation the assistant should communicate to assure safe evacuation.

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

APPENDIX E

PROCEDURES FOR PLANNING AND SCHEDULING FIRE DRILLS

A. PREPARATION

- **The Environmental Health and Safety Officer will meet with the Emergency Coordinator and Evacuation Wardens to:**
 - a. Review procedures, duties, evacuation routes as outlined in the plan.
 - b. Determine who will participate in the drill.
 - c. Confirm participants are familiar with the plan.
 - d. Establish a date and time for drill that is convenient but assure appropriate participation.
- **Notification and Technical Assistance**
 - a. Call Physical Plant's Worker Controller at (410)-651-7725 to arrange for a technician to activate the alarm system and reset it after the drill.
 - b. Notify UMES Public Safety of the time and date of the drill.
 - c. For assistance in conducting and critiquing the drill, notify EH&S at least one week in advance at (410)-651-6652.
- **Notification of Drill Event to Building Occupants**

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

- **Prepare any Special Props for the Drill (*optional*)**
 - a. Cardboard flames for location of fire.
 - b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.
- **Confirm Responsibility Roles with Players**
 - a. Building staff (Emergency Coordinator and Evacuation Wardens).

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- b.** Physical Plant Operations (to activate the alarm system).
- c.** EH&S Fire Safety or other third party observer (*mandatory*)

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

APPENDIX F

BUILDING PROCEDURES FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS

A. CONDUCTING THE FIRE DRILLS

1. Participation

The state, local and campus codes require that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculties, staff, students and visitors, University buildings must conduct a fire drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during the fall and spring semesters to orient new faculty, staff and students as soon as possible. Unannounced drills are also desired.

2. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Physical Plant Operations personnel upon request of the Emergency Coordinator. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask you colleague or other building occupant about them.”

- c. Evacuation of all occupants should follow in accordance with established procedures (see Appendices C and E).
- d. Evacuation Wardens must report to their area of responsibility.

B. CRITIQUING THE DRILL

The following should be verified by the Evacuation Wardens and Emergency Coordinator:

- Evacuation Wardens responded to assigned floor or area and performed assigned duties.
- Staff can hear clearly and respond to the alarm and any additional instructions.
- Evacuation Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Emergency Coordinator.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- Persons with disabilities were accounted for and helped, or their staging location (Area of Rescue) is communicated to emergency first responders.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

- The Emergency Coordinator will summarize critique comments and initiate appropriate follow up items that need improvement.
- The Emergency Coordinator will complete and distribute the Fire Drill Report Form (*Attached*).
- A copy of the completed Fire Drill Report Form will be provided to the EHS Officer within 15 days of the drill.

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

APPENDIX G

ASSEMBLY OCCUPANCIES PROCEDURES

FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS

A. CONDUCTING THE FIRE DRILL

1. Participation

Local fire codes require employee (event staff) of public assemblies, to participate in fire drills or related activity at least every semester (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement:

- a. Every semester or prior to the event for athletic and other seasonal events, the building Emergency Coordinator, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.
- b. A drill, exercise or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

2. Set up and Alarm Activation

- a. Special props, if used, should be installed just prior to performing the drill.
- b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Physical Plant Operations personnel must bypass the fire alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case, the audible alarm may be simulated.
- c. Staff, ushers, stagehands, and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

3. Evacuation Procedures

The following procedures should be simulated as practical for fire drills:

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- a. As the alarm sounds, or upon instruction, begin evacuation. Staff, ushers and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.
- b. Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.
- c. Use all exits. Prop exterior doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
- d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
- e. Instruct people to move away from the building to a predetermined evacuation assembly point.
- f. Prevent people from re-entering the building. Patrons may re-enter the building only after the building has been declared safe by the Fire Department, alarms are reset, and UMES Public Safety authorizes re-entry. **Silencing the alarm should not be considered an all-clear signal.**
- g. Meet the Fire Department. The building manager or event designee should meet the arriving emergency responders, or UMES Public Safety, to inform them of the situation and assist them as needed.
- h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

B. CRITIQUING THE DRILL

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

C. RECORDING THE DRILL

The Emergency Coordinator will complete and distribute the Fire Drill Report Form, record performance using critique questions above and on the form, and initiate appropriate follow-up for items that need improvement. A copy of the Fire Drill Report Form must be provided to EHS within 15 days following the drill.

**University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan**

**APPENDIX H
FIRE DRILL REPORT**

Type of drill:

Date of drill:

Time drill started:

Time drill concluded:

If drill was to simulate an evacuation, how long did the evacuation take?

Time when alarm sounded:

Time when all employees cleared the building and were accounted for:

Total evacuation time:

If the drill was for a non-evacuation emergency, describe the purpose of the drill:

Give a narrative to assess the drill including what went well and what needs improvement:

Completed by:

Date:

APPENDIX I

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

ABOUT THE UMES EMERGENCY OPERATIONS PLAN (EOP)

UMES continually updates its campus EOP for operation during large scale or campus-wide emergencies. Copies of the campus EOP are available on-line or upon request to the UMES Department of Public Safety. The following is a summary of the EOP.

First, it is important to point out that this EOP does not cover specific department operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UMES EOP. Part Three of the UMES Emergency Plan contains a guide for each department to customize the plan.

The UMES EOP has been developed to provide for a coordinated and integrated campus-wide response to emergencies.

This plan is designed to function in coordination with other existing emergency response plans, such as the plan for the Princess Anne Township and Somerset County.

The UMES Crisis Planning Committee is responsible for the annual review and update of the EOP.

APPENDIX J

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

**CLASSROOMS AND TEACHING LABORATORIES EMERGENCY PROCEDURES FOR FACULTY,
LECTURES, AND TEACHING ASSISTANTS**

INSTRUCTOR'S RESPONSIBILITY

“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”

Consistent with this order, instructors must:

- Provide his/her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of the seminar. Please note the posted information for “Classroom Emergency Procedures.”
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

SUPPLEMENTAL INFORMATION

As an instructor, what I need to know about Emergency Preparedness?

Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae, he or she must be prepared for emergencies.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

- 1. EVACUATION ROUTES-** The University posts floor plans on building walls showing evacuation routes. Check your classrooms(s) to see if the plans are posted. If you have trouble finding copies of the floor plan, call EH&S Fire Safety at 410-651-6652.
- 2. EMERGENCY ASSEMBLY POINTS-** After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most University buildings lead the occupants out of the building. However, in some buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These buildings may have Emergency Assembly Points for both inside and outside the building.

Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (See Below).

- 3. EVACUATION FOR PERSONS WITH DISABILITIES** – If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:
 - a. **Horizontal Evacuation** to outside or another building, if available.
 - b. **Stairway Evacuation.**
 - c. **Stay in Place** unless danger is imminent.
 - d. **Area of Refuge** if available.

Elevators cannot be used during an emergency evacuation!

See the Campus Health and Safety Emergency Evacuation for persons with Disabilities for additional information.

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

4. **REPORTING TO EMERGENCY COORDINATOR** – After exiting and accounting for students, the building Emergency Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge. Note: Campus Police will relay information to emergency crews on evacuation status.
5. **FIRE ALARMS** – Fire alarms will sound a slow ‘WHOOOP’ and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!

- Procedures that may be hazardous if left unattended should be shut down.
 - Verify that everyone leaves and that all doors are closed. Closed doors significantly reduce fire and smoke damage, and increase evacuee safety.
6. **EARTHQUAKES** – Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and **hold that position**. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.
 7. **HOW TO REPORT AN EMERGENCY** – Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.
 - a. Fire- Activate Fire Alarm Pull Station, and, if possible, call ext 3300
 - b. Health/Police- Call ext 3300
 - c. Hazardous Material Spill- Call ext 3300
 - d. Facility or Utility Failure- Call ext 6652 (After normal work hours call Ext. 3300).

What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers):

University of Maryland Eastern Shore
Environmental Health and Safety
Emergency Evacuation and Operations Plan

Department Chair's Number _____

Classroom Services Number _____

Student Affairs _____

Other, as appropriate _____

CLASSROOM EMERGENCY PROCEDURES

1. When you hear the **fire alarm**...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Leave the room/lab and go to the nearest building exit. Know the location of alternate exits.

*** Elevators cannot be used during a fire alarm!**

- Go to the Emergency Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. (Fire wardens must report to the locations in the building of persons with disabilities.

2. When there is a **power outage**...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

3. If there is an **earthquake**...

- **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.
- After the shaking stops, calmly evacuate the building.
- **Note:** Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls.