

EMERGENCY EVACUATION TRAINING for BUILDING EVACUATION WARDENS

Preparation for Evacuation Drills



OVERVIEW



- Objective of the Emergency Drill
- Emergency Evacuation Personnel & Responsibilities
- Emergency Evacuation Procedures
- Emergency Notification System
- Building Evacuation Plans
- Post-drill Evaluation Criteria
- Questions & Answers



DRILL OBJECTIVE

Practice emergency preparedness by quickly evacuating target buildings in an orderly and safe manner:

Drills scheduled to begin on July 6, 2010!!

The date and time of the drill will be included in an email to all campus employees

Target Buildings:

All Campus Buildings



EMERGENCY EVACUATION DRILL PERSONNEL

- Building Evacuation Wardens
- Environmental Health & Safety
- Public Safety
 - Public Safety @ Command Post
 - Public Safety Officers or designees @ Assembly Points



EVACUATION WARDEN

EMERGENCY EVACUATION DUTIES

1. Assist with evacuation of personnel from your area.
2. Close doors along corridors as you evacuate
3. Direct evacuees to the nearest unobstructed fire exit
4. Warden and enlisted volunteer conduct floor search.
 1. Proceed from one fire exit to the next until:
 1. Entire floor/area is searched or;
 2. Encountering another search team and determining entire floor is searched or;
 3. Encountering an unsafe condition requiring warden to evacuate.



EVACUATION WARDEN EMERGENCY EVACUATION DUTIES



5. Report to the Evacuation Assembly Point
6. Direct evacuees to stand clear of buildings while at the assembly point
7. Direct evacuees not to block fire access lanes
8. Report to Public Safety Officer or other official at the assembly point
9. Convey the following information:
 - Location of fire, if known
 - Condition of floor's fire exits and stairwells
 - Persons who refused to evacuate
 - **Locations of disabled persons in Areas of Rescue Assistance**

Be familiar with the UMES Emergency Preparedness website

<http://www.umes.edu/EHS/Default.aspx?id=20930>



Environmental Health & Safety Responsibilities

- Supervise building evacuation and functioning of fire and life safety systems
- Provide support and assistance to Evacuation Wardens
- Assist with keys, communications, fire alarm and suppression equipment locations, and location of alarm activation within building
- Determine cause of the fire alarm
- Ensure fire and life safety systems are returned to full operating condition
- Mitigate false alarms
- Investigate fires to determine cause




PUBLIC SAFETY DUTIES

- Control the evacuation of building occupants outside the building to the Evacuation Assembly Point(s)
- Provide building occupants with updated information as the emergency situation progresses
- Direct and control vehicular traffic to protect emergency officials and evacuation personnel
- Assist Evacuation Wardens or the Fire Marshall as needed to ensure evacuation of all building occupants
 - Provide liaison with fire department
- Provide communications between the fire dept and other University departments
- Assist the fire department
- Prevent unauthorized entry into a building during a fire alarm
 - Determine with fire department when it is all clear for occupants to return to building
- Notify occupants when it is safe to re-enter if given the all clear by the Fire department or the Fire Marshall.



EMERGENCY EVACUATION PROCEDURES

- The activation of the fire alarm and campus mass notification system signals the evacuation
 - Everyone is required to evacuate the building immediately
 - Evacuation wardens wear yellow vests and have yellow flags for easy identification by employees reporting to them
 - Evacuation wardens direct occupants to the nearest unobstructed fire exit.
 - Assist disabled persons out of the building or into the nearest stairwell
 - Have contingency plans for persons with special needs
 - Consider and address security issues during a drill
 - Do not use the elevators
 - Assemble in a pre-specified area of the assembly point
 - Stay clear of buildings
 - Do not block fire lanes
 - Report to the Safety Coordinator
 - Do not re-enter the building until advised by the Safety Coordinator or Public Safety Officer
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UMES Mass Notification System

UMES has a Mass Notification System that is capable of alerting the campus community in the event of a campus emergency or health and safety concern.

The Mass Notification System has been installed on the south side of the football stadium or track.



UMES Mass Notification System



When activated by University Police, the system is capable of alerting the campus community using a combination of tones, sirens and voice. The Mass Notification System will only be used by UMES for emergency notification purposes and periodic testing of the system.

Caution: Please keep in mind UMES's Mass Notification System is one of the many forms of communication which may be utilized in an emergency. While we believe this system is effective and efficient, you should not wait for, or rely exclusively on, a mass notification system to contact you for appropriate action in response to an emergency. Be aware of your surroundings, and take appropriate action.



UMES Mass Notification System

Campus Mass Notification System

Exterior public address system

Allows for public announcements for people outside of buildings

Messages generated through Public Safety

Pre recorded or specific messages

Can work in connection with interior PA systems in applicable campus buildings



SHELTER IN PLACE INFORMATION

- During certain emergency situations, directions may be given to “Shelter in Place.” Depending on the type of emergency situation, directions to shelter in place may be sent using a variety of communication tools, including: campus telephones, campus televisions, loud speakers, or department Safety Coordinators.
- If directed to shelter in place:
 1. Stay inside the building or find a safe place.
 2. If you are in a room with a door, make sure the door is closed.
 3. Due to the varying age of campus buildings, locks may lock manually, remotely or not at all. If applicable and time permits, lock doors.
 4. If you are in a room with a window, make sure the window is closed.
 5. Remain where you are until further direction from emergency personnel or department Safety Coordinators.
- For chemical, biological or radioactive material releases, additional directions will be given.



BASICS BEFORE AN EMERGENCY

- **Please note that all emergency situations are unique and although general guidelines apply, specific details and directives will be given based on the situation.**
- **Become familiar with the Emergency Resources Guide.**
- **Know your building's floor plan and become familiar with building exits and doors.**
- **Be aware of the building's Evacuation Assembly Point(s).**
- **Faculty can share this information with students at the beginning of each semester.**
- **Know your building's Emergency Coordinator.**
- **Gather individual preparedness supplies.**
- **Participate in and cooperate during drills.**



BASICS DURING AN EMERGENCY

- Try to remain calm.
- Alert emergency responders.
- When evacuating go to assembly point using a safe route.
- Assist individuals with disabilities.
- Walk, do not run.
- Use stairs, do not use elevators.
- Wait for and follow instructions from Public Safety or designee.
- When Sheltering in Place stay inside or find a safe place.



BASICS AFTER AN EMERGENCY

- **Wait for and follow instructions from Public Safety or a designee.**
- **Updated emergency information and information concerning the status of the campus will be communicated through a variety of sources, as available.**
- **Plans are in place for essential university functions to continue on a temporary basis.**
- **Personnel and facilities are designated to carry on operations on a limited basis if it is safe to do so.**
- **Alternate facilities will be established if necessary.**
- **Normal campus operations will resume as soon as possible following an emergency.**



BUILDING EVACUATION PLANS

- Plans list Evacuation Assembly Point(s)
- Plans list Evacuation Wardens & Alternates
- Plans list CPR/First-certified employees
- Building Evacuation plans posted on-line:
(<http://www.umes.edu/EHS/Default.aspx?id=20930>):

[Alumni House](#) (921)

[Banneker Hall](#) (913)

[Bird Hall](#) (930)

[Central Steam Plant](#) (961)

[Court Plaza Residence Hall](#) (957) [Crop Research and Aquaculture](#) (978 Agriculture Facilities)

[Early Childhood Research](#) (903)

[Ella Fitzgerald Performing Arts Center](#) (920)

[Food Science and Technology](#) (910)

[Frederick Douglass Library](#) (933)

[George Washington Carver Science Building](#) (922)

[Harford Residence Hall](#) (939) [Hawk's Landing Apartments](#) (999 Towers A, B, C, D) [Hazel Hall](#) (960)

[Hydroponic Greenhouse](#) (994)

[John T. Williams Hall](#) (929)

[Kiah Hall](#) (905)

[Learning Resource Center](#) (953)

[Lida Brown Building](#) (916)

[Murphy Residence Hall / Murphy Hall Annex](#) (935) [Nuttle Residence Hall](#) (954) Paul Sarbanes Center (Coastal Ecology)

[Physical Plant](#) (974)

[Plant and Soil Science Center](#) (Agriculture Facilities)



Building Evacuation Plans Continued...

[Plaza Residence Hall \(956\)](#)

[Poultry Research Center \(926 Agriculture Facilities\)](#)

[Public Safety \(975\)](#)

[Richard A. Henson Center \(906\)](#)

Somerset Hall (938) - *Currently Under Renovation*

[Spaulding Hall \(914\)](#)

[Student Apartment #1 \(944\)](#) [Student Apartment #2 \(945\)](#) [Student Apartment #3 \(946\)](#) [Student Apartment #4 \(947\)](#) [Student Apartment #5 \(948\)](#) [Student Apartment #6 \(949\)](#) [Student Apartments Office \(951\)](#)

[Student Development Center \(900\)](#)

[Student Radio Station \(942\)](#)

[Student Residential Complex \(Clusters\) Office of Residence Life Community Center \(984-990\)](#)

[Student Services Center \(997\)](#)

[Swine Research Building \(980\)](#)

[Swine Reproduction Building \(981\)](#)

[Tanner Airway Science Hall \(915\)](#)

[Tawes Gymnasium \(909\)](#)

[Thomas/Briggs Arts and Technology Center \(904\)](#)

[Trigg Hall \(902\)](#)

[University Terrace \(958\)](#) [Waters Hall \(937\)](#)

[WESM Radio Station \(962\)](#)

[Wicomico Residence Hall \(940\)](#) [William P. Hytche Center \(996\)](#)

[Wilson Hall \(901\)](#)

Map and List

<http://www.umes.edu/CampusMap/index.cfm?id=Map>

<http://www.umes.edu/EHS/Default.aspx?id=20930>



POST DRILL EVALUATION CRITERIA

- Did the fire alarm devices, including sirens, strobes, public address system, and mass notification system where applicable operate properly?
- Was the drill exercise conducted in a safe and orderly manner?
- Approximately how much time before group was evacuated?
- Did anyone refuse to leave?
 - Where?
- Were there disabled/injured persons and were they assisted appropriately during evacuation?
- Were security or special procedures needed in your area?
 - How were they implemented?
- Were emergency evacuation personnel available at the assembly point?
- Did evacuees report to the designated assembly point?
 - If not, where did they report?
- Did occupants leave buildings and keep fire lanes clear?
- Recommendations/Comments

