



Building Evacuation

Policy Number	3-100.3
Responsible Authority	Director, Environmental Health and Safety
Initiating Authority	Vice President for Compliance, Ethics, and Risk
Effective Date	5/9/2019
Date of Origin	1/28/2005

APPLICABILITY/ACCOUNTABILITY

This policy applies to all individuals in all buildings on all University of Central Florida campuses.

BACKGROUND INFORMATION

University buildings occasionally need to be evacuated because of emergency conditions. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Florida Fire Prevention Code, and various occupational safety guidelines require that public entities have a written evacuation policy and plan.

POLICY STATEMENT

Occupants of university buildings must exit when alarms are sounded, or when emergency authorities or the building liaison initiate evacuation. While employees should not endanger themselves during evacuations, they should assist with the evacuation of others who require assistance and should be aware of building exits.

DEFINITIONS

Designated Meeting Places. Predetermined locations that are a safe distance away from the evacuated building where building occupants convene during an evacuation to account for personnel.

Emergency. An urgent situation consisting of one or more of the following types of occurrences: fire, smoke, explosion, chemical spill, hazardous material leak, gas leak, bomb threat, or human violence, including active shooter.

Exit. An exterior door that provides a safe means of egress from one building to outdoor space or to another separate building.

Fire Alarm Signals. The audible sound or visual flash of fire alarm devices or speakers in a building. These signals may include voice messages.

Fire Drill. A test of the evacuation process for a building. Fire drills usually involve testing the building's fire alarm system as part of the drill.

Indoor Notification System. Indoor speakers that enable emergency personnel to make emergency voice announcements for specific evacuation procedures that are different from the normal building fire alarm evacuation message.

Pull Station. The handle that, when pulled, manually initiates a building fire alarm system. These handles are usually located near the main building exits and are usually colored red. Note: modular facilities and trailers do not have fire alarms or pull stations.

PROCEDURES

Fire Drills

Safety authorities will notify each building liaison when evacuation drills are planned. Authorities will make reasonable accommodations so that the drills do not disrupt testing and other special instructional activities.

Active Shooter

In the event of an active shooter, building occupants should always be vigilant and practice situational awareness, either deciding to shelter in place or exit the building cautiously.

Fire, Smoke, Explosion, Chemical Spill, Hazardous Materials Leak, Gas Leak, or Bomb Threat

In the event of a fire, an evacuation order, or the activation of the fire alarm signals, respond as follows:

1. Notify other occupants in the immediate vicinity.
2. Exit the building cautiously and announce the evacuation to others along the way to ensure that everyone has been notified.
3. Help those who require assistance to evacuate safely. Those who cannot be safely assisted out of the building should remain in a safe area, such as a stairwell. Stair enclosures are safer than other parts of the building and can be accessed by emergency responders who will be searching the building.

4. Shut off laboratory electrical equipment and hazardous processes but leave fume hoods on.
5. Gather personal items within reach, make sure that the room has been evacuated, and close doors upon leaving.
6. Do not use the elevators.
7. In the event of a bomb threat, do not pull the fire alarm unless specifically directed to do so by emergency personnel, as this may trigger the device. For all other above situations, pull the fire alarm if the alarm system is not already activated.
8. Notify occupants of modular facilities or other adjacent spaces affected by the emergency, if it is safe to do so.
9. From a safe location, call 911. Stay on the line and provide the emergency dispatcher with information known about the emergency.
10. Proceed to the department's designated meeting place at least 400 feet away and upwind from the building, where possible.
11. Account for co-workers, and report to the emergency responders any missing persons who may still be in the building.

Do not re-enter the building until emergency responders or university officials authorize re-entry.

RELATED INFORMATION AND DOCUMENTS

[Active Shooter Preparedness Guidance:](#)

[UCF Bomb Threat Plan](#)

[UCF Fire Safety Plan](#)

[UCF Emergency Management Plan](#)

CONTACTS

Director, Environmental Health and Safety: 407-823-6300

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-100.3

Initiating Authority: _____

Date: 5/7/15

University Policies and
Procedures Committee Chair: _____

Date: 4/25/19

President or Designee: _____

Date: 5/9/19

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