

## Emergency/Fire Evacuation Procedures CO-CS-PR6

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Emergency Procedures

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#### I. **General**

##### A. **General Guidelines**

Faculty and staff personnel shall become familiar with the primary and alternate (when appropriate) means of escape from their work areas. Orientations, familiarization and training will include the location of fire alarm pull stations (if applicable), characteristics of the evacuation signal, and fire extinguisher locations. Fire extinguisher training will be given as necessary.

##### B. **Supervisors**

Supervisors shall ensure that persons under their supervision know at least two ways of exit from their work positions. New employees must be aware of the alternate exit during their initial orientation.

##### C. **Classrooms**

Faculty members, graduate teaching assistants, and teaching assistants in charge of a class will brief their class, no later than the second class meeting of each new semester, on exit(s) from their class location, and primary and alternate exits from the building. Classes held above or below the ground floor will also be reminded to not use elevators, but to use stairs only for emergency evacuation. Faculty members are expected to assist students in selecting the safest route for evacuating a building during an actual emergency. Arrangements for help for handicapped students should be made as necessary during the first week of class.

##### D. **Residence Halls**

Sleeping facilities require specific training in emergency evacuations. Residents must be instructed in use of alternate emergency exits, and they should be familiar with the sound of the evacuation signal. Periodically, during the

required fire drills, primary exits should be simulated as blocked by fire so that use of an alternate exit is vividly impressed on the residents. Detailed fire drill and emergency evacuation plans will be developed and administered by the [Housing office](#).

**E. Fire Extinguishers**

A part of emergency evacuation training should include familiarization with fire extinguisher locations. They are normally found on the route to the exit.

**F. Blocked Exits**

Any primary or alternate exits that are found even partially blocked should be reported to the [Environmental Health & Safety](#) (Ext. 2185) immediately. Hallways and/or exit corridors will not be used for any storage of any type. Designed widths of hallways will be maintained clear.

**II. In Case of Fire**

- A. Alert people in the immediate vicinity to evacuate.
- B. Activate building fire alarm.
- C. Call UTA Police Department at ext. 3003. Give the nature of emergency and the location. If possible, stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police notifications will provide rescue, traffic, communications and crowd control. (Emergency telephone number decals are available in the Environmental Health & Safety Office, ext. 2185.)

**III. Emergency Procedures for Disabled Personnel**

- A. If the disabled person cannot safely evacuate the building, one person should stay with the disabled individual while another person reports his/her location to the University Police.
- B. Hearing impaired and visually impaired persons need only one person each to notify them of a fire alarm or guide them to safe escape routes during an evacuation.
- C. After evacuating employees and students have cleared all stairways, disabled persons should be assisted to the stairwell landings to await emergency personnel. All doors to the stairwells must be kept closed during this time.
- D. NOTE: Environmental Health & Safety would like to offer the following reminders to those who are disabled or have special needs:
  - 1. Take control without depending on others to take the first step.

2. Don't be afraid to let others know you need assistance.
3. Don't hesitate to communicate what your special needs are in order to make the evacuation easier and safer for you and for your assistants.
4. Communicate with those who can help as soon as you are able by dialing 3003 to campus Police.
5. Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
6. When you enter an unfamiliar building, look it over and locate the most available telephones, note horizontal exits and ramps, note exit signs and enclosed stairwells (determine if landings are large enough), note rooms that would make good areas of refuge, and note the location of fire alarm pull stations.
7. Never take an elevator in a building on fire.
8. Don't delay your evacuation or communication to evacuate. Speaking with someone over the telephone will help to keep you calm.

#### IV. **All Other Emergencies**

Follow procedures outlined or follow the directions of the person in charge.