

## **I. Introduction**

The Emergency Egress response plan has been developed to provide for a rapid and complete evacuation of the building in an extreme emergency situation where danger may be imminent. This plan refers to emergencies such as fire, explosions, gas leaks, and other life threatening situations.

## **II. Purpose**

The purpose of this document is to provide a plan to ensure that *all* occupants of the Science Facility are evacuated safely and as rapidly as possible.

## **III. Fire Alarm**

When emergency egress is indicated, the person initially contacted should sound the fire alarm. The Environmental Health & Safety Department has recommended that the fire alarm be used any time there is a need for immediate evacuation of the building.

## **IV. Building Evacuation Procedure**

All occupants of the building **MUST** evacuate when the fire alarm sounds.

**Note: Do not use the elevator for emergency evacuation.**

In order to evacuate as quickly as possible, faculty and staff should use the following procedure:

- A. In labs -- the students should be instructed to shut off gas, burners, and electricity and close all containers of volatile liquids. Do *not* attempt to clean glassware or put away items. Students should evacuate immediately through the nearest exit. The instructor should pull fume hoods down, shut off lights, press the gas shut off control, close the lab door and evacuate immediately.
- B. In classrooms -- students should evacuate immediately. Instructor should shut off lights, close doors and evacuate with students.
- C. In department offices -- the secretary should assume responsibility for shutting off lights and closing the door to the department office prior to evacuating.
- D. In offices -- shut off lights, close doors and evacuate immediately.

## **V. Assistance for Handicapped Persons**

A Rescue Assistance area is located in the stairwell on each floor. This area is equipped with an intercom system that can be used to alert rescue personnel to the need for evacuation assistance. Simply push the red button and a message indicating your location will be sent to the first floor to alert rescue personnel. The system will allow voice communication between the rescue personnel and persons at the Rescue Assistance area. In the event of a need for evacuation assistance, handicapped persons should be taken to the Rescue Assistance area.

## **VI. Assembly Area**

All department members should assemble at the West side of the Hertz Hall for a head count and to disseminate information as the emergency is resolved. A designated contact person (DCP) from Biology, Chemistry and Science Ed should be prepared to meet the Fire Department command personnel at the northwest corner of the building to provide building information.

## **VII. Relay of Information**

The department chair will stay in contact with Facilities Management and the Campus Police and the Fire Department using the Kittcom non-emergency number. The following are contact phone numbers:

Kittcom non-emergency:	925 8534
Facilities Management	963 3000
Campus Health Center	963 1881
Biology (cell phone)	899 2773
Campus Operator	963 1111
COTS (office phone)	963 1866
Science Education (office phone)	963 2929

## **VIII. Re-entering the Building**

Facilities Management will notify the DCPs from Biology, Chemistry and Science Ed when the building is safe to re-enter. The DCPs will convey this information to the building occupants. Silencing of the Fire Alarm alone DOES NOT indicate that the building is safe to re-enter.