



Safety Gram

December
2019

Building Evacuation

Let's face it, we work in one of the most hazardous building on campus, and occasionally we have accidents or incidents that result in evacuating the building. We have practiced fire drills many times, but there are still things that we can improve. Below are some things that we should remember in the event that we need to evacuate the building.

- 1- **Identify a class/lab/office emergency assembly area outside, and at least 75 ft. away from the building**
- 2- **Determine primary and alternate routes to get to your assembly area**
- 3- **Evacuate students first and then shut the door as you leave-** Note you only evacuate students if you are already in the area, do not go back to your office area or lab to do so. You should meet your students/employees at the predetermined assembly area outside of the building if you are not in the same location as your students/employees
- 4- **Motivate others** to get out of the building quickly as you are leaving as well
- 5- **Once you are at your meeting point-** get the status of your lab/office space and send one person to update the Incident Commander on the status of your space. (During drills this person is generally wearing a green helmet, but during a real emergency they may not have had time to get the helmet)

Why We Report

We send someone to report to the Incident Commander so that we can relay this information to the fire crew that arrives one scene.

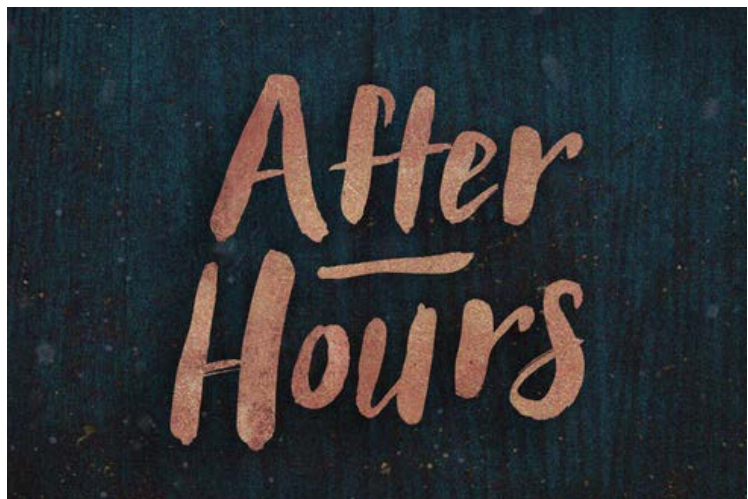
The more that we can declare specific areas are clear of people, means less areas that the firefighters will need to go check.



If You Have Time

- 1- Turn off electrical equipment and lights
- 2- Turn off open flames, oxygen and flammable gases
- 3- Lock doors





What do I do after hours?

If the fire alarm is activated after hours, your responsibility is to still get out of the building as quickly and safely as you can. Do not go back to your lab or office to see if everyone else has gotten out, or to collect things.

Go to the meeting point you have preselected to meet and find out if your lab/office has been evacuated. If there are multiple people at your meeting point, send one individual to update the first responders on the status of your lab/office.

What if I physically can't get out of the building?

In case of a fire, you should not use the elevator. If you, or someone else cannot get out of the building, because they need to use the elevator, get to the nearest stairwell. The stairwells are made up mainly of concrete, and are the ideal place to be.

Then send someone quickly out to alert the responders that someone is in the specific stairwell that you are or someone else is in.



Put a **FREEZE** on Winter Holiday Fires

Did you know? A heat source too close to the Christmas tree causes **1 in every 4** winter fires.

As you deck the halls this season, be fire smart. Read manufacturer's instructions for the number of light strands to connect.

Make sure your tree is **at least 3 feet away** from heat sources like fireplaces, radiators and space heaters.

U.S. Fire Administration NFPA