



# DEPARTMENTAL EMERGENCY EVACUATION PLAN

In preparation for building evacuations it is recommended that groups designate a location at which to meet. This will assist in determining if all the occupants exited the facility. The meeting place should be at a safe distance, at least 400 feet away from the facility but still within relative line of site to be available for emergency responders. Alternate locations should also be chosen to facilitate meeting upwind of the facility in the event of possible hazardous vapors and fumes.

### General Information:

Facility Name and Building Number:	
Department, Class, or Workgroup:	
Approximate Number of Group Members:	
Note Here if Any Known PWD and See the Emergency Plan for PWD:	

**In the event of an evacuation occupants should meet at one of the locations designed below in order of succession. Alternates are used when environmental conditions preclude assembly at the previous point.**

Primary Designated Meeting Place:	
Secondary Alternate:	
Tertiary Alternate:	

**In the event of an evacuation, the individuals below should be responsible for accounting of personnel. Evacuees should make every effort to check in with the designated individuals.**

Primary Person:	
Secondary Person:	
Tertiary Person:	

**In the event of an evacuation, the special departmental tasks below are *preferred* to be completed only if good judgment and safety allow as you exit your workspace. Also note here any consideration that needs to be given to crucial processes:**

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## RECOMMENDED BUILDING EVACUATION PROCEDURES

In preparation for building evacuations in case of fire or other emergency, it is recommended that workgroups designate a location at which to meet. The meeting place should be at a safe distance, at least 400 feet away from the facility. Employees are encouraged to familiarize themselves with their work environments including the locations of fire extinguishers, primary and alternate exit paths, and emergency notification devices such as fire alarms and pull stations.

1. Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant will proceed to the nearest exit or follow the direction of emergency responders. The fire alarm should be activated in route to the exit if not already. Total building evacuation is required when fire, smoke, or an alarm is detected. Not all buildings are required to have a fire alarm. If a fire alarm is not installed in the facility notify neighboring staff verbally. If there are closely adjoining facilities to the one being evacuated, such as the case with trailers and joint use rental spaces, calmly notify your neighbors of the emergency in close proximity.
2. Personal items within easy reach such as car keys and purses should be gathered on the way towards the exit. In addition to the standard evacuation protocols, some departments may have additional minor duties that are *preferred* to be executed in the course of evacuation where good judgment and safety allows. This may be locking file cabinets on the way out of an office, shutting down experimental equipment while exiting a lab, or turning off gas appliances. In no case should staff be advised to go to alternate floors or to reenter rooms where they are already near an exit.
3. **Leave the building.** Do not use the elevators. **Close doors** behind you as you leave making sure the room has been evacuated. As you exit, knock on the doors along the way and announce the evacuation to further ensure that everyone has been notified. In the case of **bomb threats, leave doors open** where possible to facilitate area searches.
4. From a safe location **call 9-1-1**. Notify the UCF PD of the situation and stay on the line to give the operator any requested details.
5. **Proceed to your designated meeting place** away from the building and remain there until you receive further direction from the emergency response personnel. If there are people missing from the assembly point be sure to tell the emergency responders. Staff and responders should be apprised of any experimental, automatic, or crucial processes which could be adversely affected if left unattended or subject to an abrupt loss of power. Special contingency plans will need to be developed by the department to address these concerns, including procedures for safely restarting equipment after the building is reoccupied.
6. **Do not re-enter the building** again until the emergency responders or UCF officials say it is safe to do so.