

Building Evacuation

Guide for Emergency Evacuation of Campus Buildings

This program outlines recommended procedures for emergency evacuation from residence halls and other occupied buildings on Campus. The guidelines set forth in this program are in compliance with the NFPA 101 Life Safety Code.

Introduction

The protection of all students, faculty, and staff who use the buildings here on the Washburn University Campus, is high on the list of priorities considered by the administration. Regardless of building construction, sophisticated fire detection systems, and built in fire protection, a building is only as "people safe" as the owners and occupants want it to be. Because of differences in design, construction, fire resistant qualities, height, floor layout, usage, and occupancy, each building presents unique challenges during emergency evacuations. For this reason, information contained in this pamphlet should be considered a guide which outlines specific, suggested procedures to follow if and when you are required to evacuate any building on campus. This guide has been made available to the Washburn Community in an effort to ensure your safe and expedient evacuation from Campus buildings should the need arise.

Efficient Evacuation Guidelines

Washburn University Fire and Life Safety policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated or other emergency that requires building evacuation. Each building and department on campus should designate supervisors who are responsible to ensure all occupants evacuate the building safely when necessary. During an evacuation, each person is responsible to adhere to the following guidelines:

- Everyone should leave the building when the fire alarm sounds.
- Emphasis should be on a safe, orderly evacuation rather than speed.
- Occupants should close doors and windows as you leave rooms.
- Always take the stairs; never use elevators, as they may not work properly during fire emergencies.
- If a stairway contains smoke or fumes, don't panic. Use an alternate stairway exit.
- Exit stair doors should be closed after you proceed through them.
- All building occupants should report to the preplanned assembly area which should be at least 200 feet from the building. (This site should be selected by personnel in each building.)

- Designated supervisors will begin to take a "head count" to make sure everyone got out of the building.
- Any discrepancies will be reported to emergency personnel, so it is imperative to report to the preplanned assembly area.
- If you are working in a science lab and have sufficient time, ensure that your laboratory and experiment are in a safe condition before leaving the area. Report any hazardous condition to fire department personnel as they arrive on the scene.
- Re-entry into the building is contingent upon permission by the proper authority.

Residence Halls

In the Residence Halls, the Resident Advisors, or "RA's" will ensure all residents evacuate safely. At the beginning of every school year, they will conduct training sessions regarding evacuation procedures along with representatives from the Campus Police and Safety Department.

Individuals with Disabilities

A separate program has been developed which addresses special needs. Please refer to the pamphlet that explains this program in detail.