

Annex D

General Fire Evacuations Procedures

Evacuation Procedures – Building Evacuations

- ✓ If you see a fire or other emergency requiring people to leave the building immediately, activate the building alarm.
- ✓ Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right way.
- ✓ When the building alarm sounds, walk quickly to the nearest marked exit.
- ✓ Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- ✓ When evacuating rooms, close the door to confine the fire and reduce oxygen, but do not lock the door behind you.
- ✓ If possible, assist individuals with disabilities in exiting the building.
- ✓ Do not use the elevator.
- ✓ Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- ✓ If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.
- ✓ Do not return to an evacuated building until the all clear sign is provided by the Fire Department, a Police Officer, ODU Fire Prevention Office personnel, or other official.

What to Do If You Are Trapped in the Building

- ✓ Feel the door and doorknob, if hot do not open the door.
- ✓ If the door and doorknob are not hot, open the door a crack. If you see large amounts of smoke, close the door.
- ✓ Place a wet towel or cloth underneath the door to try to stop some of the smoke from entering the room. Stay low to the floor.
- ✓ Do not try to leave your room.
- ✓ NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- ✓ NOTE: If the window doesn't open, place a note on the window that can be seen stating "HELP!"
- ✓ NOTE: Use your cell phone to call 911 and give the location of where you are trapped (apartment number or room location).
- ✓ NOTE: If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Fire Evacuation – Helpful Tips

- ✓ Become familiar with the layout of your building.
- ✓ Locate the nearest exit to your work area.
- ✓ Familiarize yourself with how you will reach that exit in case of an emergency. Know how you will exit the building before an emergency occurs.
- ✓ Familiarize yourself with the locations of fire alarm pull boxes and fire extinguishers in your work area and in our building.
- ✓ The most important thing to do in the event of a fire is to get out of the building and get help.
- ✓ Crawl along the floor if necessary to stay below the heat and flames at the ceiling.
- ✓ Always leave the building by the nearest exit.

General Fire Evacuations Procedures

Individuals with Disabilities and Fire Safety

- ✓ In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floor of buildings should move to the stairwells and remain there until rescue assistance arrives.
- ✓ These individuals may also have pre-arranged provisions for getting assistance to get down the stairs.
- ✓ Do not attempt to use the elevators during a building evacuation.
- ✓ Any individual in a residence life building who has a hearing disability can request a strobe light in their room. Contact Student and Residence Life staff to request a strobe light.
- ✓ Any individual with a disability who requires an accommodation relating to fire safety (strobe light) should contact Facilities Management.

Evacuation Procedures – Persons with Disabilities People Who Are Mobile

- ✓ Persons who can evacuate with little or no assistance should be directed to the nearest exit.
- ✓ People with visual disabilities will hear the sirens warning them that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.
- ✓ People with hearing impairment will see the strobe lights indicating the alarm has activated and they need to evacuate the building.

People Who Are Not Mobile or Trapped on Upper Floors of Buildings

- ✓ If there is a fire, the elevators will not work. The person should be directed to a stair tower. There, evacuation and rescue will be provided by emergency responders such as the City of Norfolk Fire Department.
- ✓ If another person can wait with the person who is mobility impaired, in the stair tower, until rescuers arrive, that is helpful.
- ✓ It is imperative that someone communicate to the arriving rescue personnel, the locations of all people with disabilities in the building and their exact location.
- ✓ Firefighters and emergency personnel will prioritize these areas for rescue operations. In ideal situations, one or more people exit the building and find emergency responders to communicate this information, while another individual waits with the mobility impaired person in the stair tower.
- ✓ If an immediate evacuation is necessary, the person with a mobility disability may not be able to wait for rescue by emergency responders. In this situation, it is best to ask the person with the disability how best to aid them and effect the evacuation. Some persons may need to be carried, while others may need assistance walking. This should always be a last resort when an immediate threat is determined to be present.
- ✓ Persons with disabilities, especially mobility disabilities, like all students and employees, need to be familiar with the location of primary and back up exit pathways, elevators, stair towers, etc.
- ✓ Some people with disabilities, especially students, make prior arrangements to have friends come and assist them if they are on the top floors of buildings, in the event of a fire or emergency. This practice is encouraged.