

**UPEI
EVACUATION PROCEDURES**

MEMORIAL HALL

JANUARY 2009

EVACUATION PROCEDURES AT-A-GLANCE

MEMORIAL HALL

**IN THE EVENT THAT A BUILDING EVACUATION IS
NECESSARY (SAFETY & TIME PERMITTING)**

DO

- ✓ **Activate the nearest PULL STATION**
- ✓ **Call 9-911, if possible**
- ✓ **Advise Security Dispatch of the emergency by calling 4357 (HELP) or 566-0384**
- ✓ **Close windows and lock doors**
- ✓ **Secure personal and University assets if possible**
- ✓ **Secure security-sensitive areas (valuables and confidential files)**
- ✓ **Perform a *floor sweep* to ensure that everyone is aware of the situation**
- ✓ **Take personal property**
- ✓ **Remember that individuals who have disabilities may need assistance**
- ✓ **Gather at the designated assembly point**
- ✓ **Lend such medical aid as you are able**

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ALTERNATE WANDA WYATT DINING HALL

DO NOT

- × **Re-enter the building until told to do so.**
- × **Assume that the alarm is false.**
- × **Leave the assembly point unless instructed to do so.**

EVACUATION PROCEDURES

1. KEY APPOINTMENT DUTIES

Evacuation Plan Administrator (Memorial Hall) – Heather Russell

- Updates evacuation documentation and assists in educating department staff on the procedures.
- Maintains a list of individuals who are mobility-impaired or who have special needs and informs the Floor Wardens about those individuals.
- Assigns Floor/Area Wardens. Sends names (and updated information) to the Health and Safety Advisor at evacuationplans@upei.ca to be posted on the website.
- Assigns Wardens to building entrances. Wardens restrict entry until the building is declared safe to re-enter by UPEI Security.

Floor or Area Warden

- Clears individuals from buildings/rooms.
- Assigns “Guardians” to assist those with disabilities.
- Communicates the presence of individuals who have disabilities in the building to Emergency Responders.
- Shuts off gas lines, as applicable.
- Secures rooms, if possible, and/or as required.

Guardian

- Assists individuals who have disabilities to a predetermined location on the floor level to await evacuation assistance from emergency responders.

Or, in critical situations,

- Ensures immediate measures are undertaken to move individuals who have disabilities to a safer location.

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2. POSITION APPOINTMENTS

Evacuation Plan Administrators

Heather Russell/
Kate Graham

Designated Area	Floor Wardens		Guardians for Persons with Disabilities	
	Primary	Alternate	Primary	Alternate
First Floor	Rob Drew	Scott Greer	Eric Richards	Cathy Ryan
Second Floor	Lorraine Begley	Colleen MacQuarrie	Michael Arfken	Jason Doiron
Third Floor	Judy Davies	Carolyn Francis	Fiona Walton	Miles Turnbull
Fourth Floor	Kate Graham	Brenda MacLean	Basil Favaro	Khym Goslin

3. WHEN TO ACTIVATE A BUILDING EVACUATION (FIRE) ALARM – DECLARING AN EMERGENCY

A building evacuation (fire) alarm should be activated when a threat of grievous and/or widespread injury exists. Examples include, but are not limited to:

- Fire
- Gas leak
- Bomb threat
- Threat of personal bodily harm
- Hazardous Material threat – chemical or biological

4. EVACUATION PROCEDURES

A building evacuation will be indicated by the activation of the building fire alarm system.

ALL INDIVIDUALS MUST IMMEDIATELY EVACUATE THE BUILDING.

- EXIT the building by the safest route possible.
- MOVE to your predetermined assembly point.
- DO NOT re-enter the building until told do so by UPEI Security Services Staff or the Emergency Site Manager.
- DO NOT communicate with the media. Please allow designated UPEI designated spokespersons to communicate with the media.

INDIVIDUALS WHO HAVE DISABILITIES

For NON-FIRE evacuations,

Individuals with mobility concerns may be evacuated by means of the building elevator.

For FIRE Emergency evacuations,

In fire emergency evacuations the prohibition on using elevators creates serious difficulties for people who face physical disabilities, health problems, visual impairments, or who walk with the aid of crutches or canes. These individuals may be unable to safely negotiate congested stairs. Without the elevator, these people cannot easily evacuate the building.

To avoid putting individuals with disabilities at additional risk, the Floor Warden will assign a specific individual to act as a Guardian. The Guardian will help the person move to a predetermined safe location on the floor and wait with him or her for further assistance.

PRIMARY LOCATION NEAR EXIT DOOR/STAIRWELL
ALTERNATE LOCATION NEAR SAFEST FIRE ESCAPE

Should immediate evacuation be critical, the Guardian will inform the Floor Warden who will designate an assistant(s) to aid in evacuating the individuals who have disabilities from the building.

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Once out of the building, the Floor Warden should immediately report the location of the person with disabilities and his/her Guardian(s) to the Emergency Site Manager, UPEI Security Services staff, or the Fire Department. The Fire Department will then assume control and decide how best to respond.

Charlottetown fire stations are close to the campus and can respond to a University alarm within minutes. Under these conditions, persons with disabilities are far safer to wait for professionally trained firefighters.

5. SECURITY CAUTION

When your building fire alarm sounds... (Safety and Time permitting)

- Secure department assets and confidential files.
- Secure or remove personal valuables (remember: you may not be permitted back in the building for an extended period of time).
- Close windows and lock office and lab doors.

6. EVACUEE GATHERING POINTS

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- The type and scope of the emergency may dictate the desired gathering point.
- Gather at the designated building and wait for further instructions from emergency response staff.

7. DANGEROUS GOODS

When your building fire alarm sounds... (Safety and time permitting)

- Close all flammable gas feeder lines in individual labs.
- Close main valves for flammable gasses.

