

# **UPEI EVACUATION PROCEDURES**

**ROBERTSON LIBRARY BUILDING**

**JANUARY 2009**

# **EVACUATION PROCEDURES AT-A-GLANCE**

## **ROBERTSON LIBRARY BUILDING**

**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**

**PRIMARY  
ALTERNATE**

**WANDA WYATT DINING HALL  
W. A. MURPHY STUDENT CENTRE**

### **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 Administrators (Robertson Library Building) – Simon Lloyd/Pauline MacPherson**

- 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](mailto: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 Administrator**   **Simon Lloyd/  
Pauline MacPherson**  
Alternate   **Mark Leggott**

Library Note: After hours- Desk attendants will fill these roles, as possible.

Designated Area	Floor Wardens		Guardians for Persons with Disabilities	
	Primary	Alternate	Primary	Alternate
<b>Basement</b>				
<b>First Floor</b>	David Weeks	Suzanne Jones	Leo Cheverie	
<b>Second Floor</b>	Grant Johnson	Paul Pound		
<b>Webster Centre</b>	Krystal Mayne	Melissa MacDonald		
<b>Integrated Communications</b>	Margaret McPike	Glenda Clements-Smith		

### 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

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### **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 to 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.

<b>PRIMARY LOCATION</b>	<b>NEAR EXIT DOOR/STAIRWELL</b>
<b>ALTERNATE LOCATION</b>	<b>NEAR SAFEST FIRE ESCAPE</b>

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**

<b>PRIMARY</b>	<b>WANDA WYATT DINING HALL</b>
<b>ALTERNATE</b>	<b>W. A. MURPHY STUDENT CENTRE</b>

- 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.

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## 8. FOR FURTHER INFORMATION REGARDING UPEI EMERGENCY PROCEDURES

- Refer to the “UPEI Emergency Procedures” Booklet available from the Security Department and also posted on the web at <http://www.upei.ca/emergency/files/emergency/EmergencyProceduresManual.pdf>
- Visit the UPEI Web Site - [www.upei.ca/emergency](http://www.upei.ca/emergency)

## 9. DEPARTMENT NOTES

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