

## 3357:13-18-11 Fire Evacuation Plan

- (A) The fire alarm is short bursts of a high-pitched sound with bright flashes of light. When this alarm sounds, all employees except those assigned to emergency evaluation responsibilities are to evacuate the building immediately. Individuals should be a minimum of 50' from the building at all times to all for building access to Fire Department personnel.
- (B) Instructors are responsible for ensuring that students leave the classroom and, if possible, turning off classroom lights, and closing all doors and windows.
- (C) Evacuation will be conducted in accordance with the procedure posted in each classroom.
- (D) General guidelines are as follows:
  - (1) Do not attempt to fight the fire.
  - (2) Faculty and staff will direct students/visitors to use the nearest fire-free exit as posted, and then will leave with them.
  - (3) Assistance will be provided for handicapped persons by the Fire Department. Handicapped persons should be taken to the stairwells.
  - (4) The campus building emergency coordinator is responsible for assuring that all areas are completely evacuated and for informing employees and students if and when the building can be re-entered as determined by campus security and/or the fire department.
  - (5) The building emergency coordinator will also interact with the fire department. It is important to remember that in a fire or other emergency, everyone must leave the building by the quickest and safest route available.
  - (6) An updated list of building coordinators and emergency coordinators will be forwarded to all faculty and staff on a quarterly basis.
  - (7) Do not use elevators in the case of a fire
  - (8) Staff of the Child Development Center (CDC) will follow specialized procedures.

Effective: August 23, 2010

Expires: May 1, 2026

Review Dates: 08/23/10, 8/15/17, 5/10/21