

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.

(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: August 1, 2015

Review Dates: 08/23/10,