

**SUBJECT:** Description of Evacuation and  
Exit Plan

**PURPOSE:** This Plan has been prepared to ensure orderly and complete evacuation of the building whenever an emergency occurs, or the alarm sounds.

**OBJECTIVES:**

1. Everyone leaves the building safely.
2. A procedure to safely evacuate individuals with special needs.
3. Building occupants are accounted for after an emergency evacuation.
4. Personnel are selected among building occupants, with functions to ensure plan objectives are met.

For the purpose of this Plan, the following are emergencies for which a total or partial evacuation of a building is necessary.

- Fire.
- Explosion.
- Bomb threats
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health.
- Building Air Contamination.

The Plan will be updated and exercised by conducting evacuation drills at least annually.

### **General Building Evacuation Procedure**

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the predetermined assembly point, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

## **Building Emergency Evacuation and Exit Plan**

### **UNIVERSITY OF FORT LAUDERDALE**

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Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and for determining when to abandon the operation and evacuate themselves.

### **Evacuation Instructions**

Whenever you hear the building alarm or are informed of a general building emergency,

- Do not panic
- Do not ignore alarm
- Leave the building immediately, in an orderly fashion.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason
- Proceed to the designated emergency assembly point. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Classroom Area Rep. at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm does not mean the emergency is over.

### **Emergency Evacuation Personnel**

For the purpose of this Plan, Emergency Evacuation Personnel, and their alternates are regular employees who have been selected to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to the assigned assembly point where they will be accounted for, and persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and the alternates shall be selected among building occupants, and on a voluntary basis.

The following is a list of building emergency evacuation personnel, and their corresponding duties.

**PLEASE NOTE:** Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.