

DUQUESNE UNIVERSITY

EMERGENCY EVACUATION GUIDELINES

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Appendix A: Record of Review/Changes

1.0 GENERAL INFORMATION

Purpose

The purpose of this Emergency Evacuation Guideline is to ensure a safe environment for all students, employees and visitors while on the premises of Duquesne University. To accomplish this goal, the University has adopted these Emergency Evacuation Guidelines, which outline the procedures to be implemented in the event an evacuation of any building on campus is necessary.

Each department on campus shall use these Emergency Evacuation Guidelines as an outline for establishing a "building specific emergency evacuation plan" with the cooperation of all departments within that building. A written plan will not be effective without the full cooperation of all departments/individuals who may be directly or indirectly involved in a building evacuation.

Scope

This Emergency Evacuation Guideline is an outline of the general procedures to be used while developing "building specific evacuation plans" for each Duquesne University building. Building specific evacuation plans will include these Guidelines and the attached completed appendices for every University building.

Planning for Emergencies

The key to any successful emergency action plan is planning for the emergency. In other words, take a proactive approach instead of a reactive approach when dealing with emergencies. Granted, even the best emergency evacuation procedure cannot fully cover every possible scenario, but the cooperation of the University community, as a whole, is essential for the plan to be successful.

Each employee and student must familiarize himself/herself with the building's emergency evacuation plan. Employees and students should become familiar with the buildings in which they work, take classes, study, etc. All occupants of every University building should be familiar with the following:

- At least two exit locations other than the elevators
- Public Safety emergency phone number (x2677)
- Location and operation of the building's fire alarm system

- Gathering Point(s) outside the building where your department/class will congregate when exiting the building.
- Designated persons who assist impaired individuals to evacuate
- If assigned a specific duty, know your responsibilities and follow them as quickly and calmly as possible
- Evacuation procedures; begin evacuating the building at the first sign of smoke or when notified to evacuate. Participate in all evacuation drills and take them seriously.

2.0 RESPONSIBILITIES

Deans, Directors, and/or Department Heads

Deans, Directors, and/or Department Heads should designate a Building Emergency Coordinator to develop and implement a building specific evacuation plan. The Building Emergency Coordinator must have the appropriate authority to achieve this. When two or more departments utilize the same building, all departments must be in full cooperation with each other and agree on the designation of the Building Emergency Coordinator. All departments must actively support the plan.

Building Emergency Coordinator

The Building Emergency Coordinator, with the cooperation of all departments involved, must develop and implement the evacuation plan. The Building Emergency Coordinator will communicate with the University's Public Safety Department, other emergency response personnel, and/or each department within the building affected by the evacuation plan. Potentially sensitive areas/conditions of each building need to be identified, particularly those in which special emergency procedures need to be developed for extreme hazards. These are hazards that could result in conditions immediately dangerous to life or health (IDLH), such as toxic gases or vapors, compressed gases, Level 3 biohazards, or curie quantities of radioactive materials. Emergency response personnel need to be informed of such areas. The Building Emergency Coordinator will also notify building occupants when it is safe to re-enter the building.

Floor Marshals

Floor Marshals must be familiar with the evacuation plan and its procedures. They will assist building occupants with the directions of evacuation routes, communicate the need to evacuate, ensure occupants are/have evacuated the building, and close (**but do not lock**) doors on the way out. Floor Marshals will then report the evacuation status to the Building Emergency Coordinator after exiting the building. In the absence of the Building Emergency Coordinator or their alternate, the Floor Marshal will assume the responsibility for initiating the evacuation plan and communicating with the emergency response personnel. When notified to do so, either by the emergency response personnel or the Building Emergency Coordinator, communicate to the occupants when it is safe to re-enter the building.

Floor Marshals are also responsible for ensuring an impaired person exits the building, moves to an area of refuge or moves to a safe place to stay. They must then go to the building evacuation assembly point and notify the Building Emergency Coordinator of the location of the impaired person.

3.0 REPORTING FIRES AND OTHER EMERGENCIES

Reporting

For fires, this will generally be by pulling the fire alarm. For other types of emergencies (i.e. medical or personal), this will be by contacting Public Safety (x2677). The person reporting the incident should remain available in a safe location to relay relevant information to Public Safety. The fire alarm should always be pulled first.

Method of Notifying Building Occupants

Occupants of University buildings will be notified that an emergency situation exists, and the need to evacuate the building, in one of the following ways:

- Activation of the building's fire alarm
- Verbal notification by University Personnel
 - Duquesne University Public Safety
 - Facilities Management Personnel
 - Environmental Health and Safety Personnel
 - Building Emergency Coordinator
 - Floor Marshal

4.0 EMERGENCY EVACUATION PROCEDURES

Building Evacuation Procedure

Upon notification to evacuate a building, all occupants of the building should walk quickly and calmly to the nearest designated exit of the building. **Do not run and do not use the elevators.**

Within classrooms, the instructor should be the last to leave. The instructor should shut all windows prior to leaving and close the door on the way out.

Within teaching laboratories, the instructor should be the last to leave. The instructor should ensure all burners and/or open flames are turned off and gas jets and windows are closed prior to leaving and close the door on the way out.

Within offices, occupants should make sure windows are closed and doors are shut as occupants leave the area. In large offices with numerous occupants, department heads or supervisors should ensure windows are closed and doors are shut.

For each of these groups, if conditions permit, computers, coffeepots, etc. should be turned off prior to leaving the building. If there is no immediate threat to life, close windows or turn off equipment. If the situation does not permit it, do not spend valuable time attempting to complete these tasks. Always assume the emergency is real and take coats/jackets and smaller valuables when exiting the building. The building may be closed for a considerable length of time. Do not waste time trying to collect unnecessary items. Do not waste time calling other departments to determine if the situation is real or a drill. **Get out of the building.**

Once outside of the building, all occupants (either by classroom, department, or by floor) should gather at the predetermined Gathering Point. The Public Safety Department or other emergency response personnel may direct people to another location farther from the building. Departments should stay together as a group and students should stay near the instructor. Do not wander off. Department heads, supervisors, and/or instructors should take a head count to ensure all individuals are out of the building. This count should be communicated to the Floor Marshals and/or the Building Emergency Coordinator. The Building Emergency Coordinator or the Floor Marshals must communicate to the emergency response personnel if any individual is still within the building. Give complete cooperation to emergency response personnel.

Critical functions

If there are any critical processes or operations that need to be shut down before total evacuation, then these processes must be specifically identified. Specific emergency procedures must then be developed in writing; employees must be designated and properly trained.

Evacuations for Students, Faculty and Staff with Disabilities

Departments housing students, faculty and/or staff with disabilities (both full time and temporary) must establish a contingency plan to help assist those individuals in the event of an emergency. This may be established through a voluntary basis or through assignment.

Within the classroom, department heads, supervisors, and/or instructors must also develop a contingency plan for individuals with disabilities to help assist them in the event of an emergency. This plan must be developed as soon as a person with disabilities is identified. This may be established through a voluntary basis or through assignment. In the event the classroom is not located in an area that helps in the removal of a person with a disability, the instructor should ask for a room change to a location where exiting would not be hampered. All room changes must be made with the assistance of the Registrar's office.

Persons with disabilities, during the first week of classes or employment, should make acquaintances with fellow students, residents, and/or coworkers to inform them of any special assistance that may be required in the event of a fire alarm. When a fire alarm sounds, these evacuation assistants or “buddies” will confirm the location of the person with a disability and then inform the Floor Marshal or other emergency personnel that a person in that location is disabled and requires assistance in evacuating the building.

Although persons without disabilities must evacuate to the nearest exit, persons with disabilities have four basic evacuation options:

1. **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
2. **Stairway** evacuation: using steps to reach ground level exits from the building.
3. **Stay in Place**: unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door. A fire label on the jam and frame can identify a "solid" or fire resistant door. Non-labeled 1 3/4-inch thick solid core wood doors hung on a metal frame also offer good fire resistance. With this approach, the person may keep in contact with the Public Safety Department by dialing x2677 and reporting his/her location directly. Public Safety will immediately relay this location to on-site emergency response personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The “Stay in Place” approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.

4. **Area of refuge**: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the floor Marshal or on site emergency personnel of the location of the person with an impairment. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible areas of refuge include fire rated corridors or vestibules adjacent to exit stairs and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. (Refer to section 5.0 for designated Areas of Refuge for each building.)

Restricted Mobility – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside

the building and inform the Building Emergency Coordinator the location of the person with a disability. If the person with a disability is alone, he/she should phone Public Safety at x2677 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Trained professionals should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Restricted Mobility– Non-Wheelchair

Persons with mobility restrictions, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impairment

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with a hearing impairment may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Vision Impairment

Most people with a vision impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate, as necessary, to assure a safe evacuation.

Gathering Points and Checking In

For small buildings with fewer than 20 occupants there should be a roll call at the Gathering Point following an emergency evacuation. For large buildings, all staff and students should assemble at the Gathering Point outside the building. Individuals who have knowledge of any person(s) still inside the building due to injury or other cause should inform the Building Emergency Coordinator. The Building Emergency Coordinator will then inform emergency response personnel if occupants are still in the building and their last known location.

Employee Rescue and Medical Functions

If departments require employees to perform rescue or medical functions in an emergency, then these situations must be identified. Specific written emergency procedures must be developed; employees must be designated and properly trained. Other personnel may perform these functions only if they consider it safe to do so. For example, if an incident occurs, the occupants may attempt to pull an injured person out of the area in an effort to literally save a co-worker's life, if they personally consider it safe to do so.

5.0 GATHERING POINTS

Evacuation Gathering Points and Requirements

Building	Number of Floors	Gathering Point	Number of Evacuations per Year
Administration Building	5	Bayer Patio	1
A.J. Palumbo	3	McClosky Field	1
Bayer Hall	4	Mellon Overhang / Foyer	1
Canevin Hall	5	Mellon Overhang / Foyer	1
College Hall	6	A-Walk by Flags / Music School Entrance	2
Des Place	4	Grounds Garage	1
Facilities Management	4	Forbes Garage / Sietz St.	1
Fisher Hall	7	Fisher Parking Lot / Brottier Commons	2
Gumberg Library	6	Student Union Sidewalk / Seitz St.	2
Law School	3	Canevin Clock - A-Walk / Gumberg Entrance	1
Mendel Hall	3	Fisher Lobby	1
Mellon Hall	5	Academic Walk	1
Power Center	6	North Forbes Surface Parking Lot	2
Public Safety / Grounds	2	Palumbo Overhang / Des Place Back Lot	1
Rangos	4	Brottier Circle / Admin Bldg Lawn	1
Rockwell Hall	11	Trinity Circle / Brottier Loading Dock	2
School of Music	4	McClosky Field / A-Walk Flags	1
Student Union	6	Academic Walk / Gumberg Entrance	2
Trinity Hall	2	Crucifix	1
Koren (718 5th Ave)	5	Adjacent sidewalk in front of synagogue parking lot	1
Muldoon (1000 5th Ave)	5	Adjacent sidewalk in front of Kadet Photo	1
Chuck Cooper Building (916 5th Ave)		Adjacent sidewalk in front of 912 5th Ave	
Van Kaam (1308 5th Ave)	4	Adjacent sidewalk in front of Enterprise parking lot	1
18 Chatham	4	Adjacent sidewalk in front of 20 Chatham	1
20 Chatham	4	Adjacent sidewalk in front of 18 Chatham	1
Residence Halls		Gathering Point	
Assumption Hall	5	Assumption Lawn	1
Brottier Hall	20	Brottier Commons	2
Towers	17	A-Walk	2
St Ann	5	Assumption Lawn	1
St Martin	15	Assumption Lawn	2
Vickroy Hall	8	A-Walk	2

6.0 FIRE ALARM OPERATING PROCEDURES

Duquesne University

Fire Alarm / Pull Station / Elevator - Operational Sequence November 7, 2008

Following is a brief synopsis on how the fire alarms work and elevator reactions in the event of a fire alarm at the following Duquesne University Buildings. Please direct any questions to Steve Kossert, Director of Maintenance, at x5127.

Residence Halls:

1. **Assumption Hall** – When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevator goes into: “**firemen return**” meaning the elevators return to the Ground floor or an alternate floor if the Ground floor fire alarm has been activated.
2. **Brottier Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevators: Cars #1, #2, and #3 go into: “**firemen return**” meaning the elevators return to the Lobby floor or an alternate floor if the Lobby floor fire alarm has been activated. Elevator # 4 only returns to the Lobby Floor.
3. **St. Ann Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**alternate floor evacuation mode**” meaning the fire floor, floor above and floor below are evacuated.
Added Note: If there is another emergency need to evacuate the building prior to the **8** minute delay, then the general alarm pull station needs activated at the main fire panel. This device is labeled **GENERAL ALARM.**
The elevators remain operational; they do not go into fireman’s return.
4. **St. Martin Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**alternate floor evacuation mode**” meaning the fire floor, floor above and floor below are evacuated.
Added Note: If there is another emergency need to evacuate the building prior to the **8** minute delay, then the general alarm needs activated at the main fire panel. This device is labeled **GENERAL ALARM.**
The elevators go into: “**firemen return**” only when the smoke detector in front of the elevator goes into an alarm, meaning the elevators return to the Ground floor or an alternate floor if the Ground floor fire alarm has been activated.
5. **Duquesne Towers** – When smoke detector or pull stations are activated the fire alarm system goes into: “**alternate floor evacuation mode**” meaning the fire floor, floor above and floor below are evacuated.
Added Note: If there is another emergency need to evacuate the building prior to the **8** minute delay, then the general alarm needs activated at the main fire panel. This device is labeled **GENERAL ALARM.**
The elevators go into: “**firemen return**” meaning the elevators return to the 1st floor or an alternate if the 1st floor fire alarm has been activated.
6. **Vickroy Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time. If there is a need to

evacuate the building then the general alarm needs activated which is located at the main fire panel.

This device is labeled **GENERAL ALARM**.

The elevators go into: "**firemen return**" only when the smoke detector in front of the elevator goes into an alarm, meaning the elevators return to the 1st floor or an alternate floor if the 1st floor fire alarm has been activated.

Academic Areas:

1. **Administration Building** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevators remain operational; they do not go into fireman's return.
2. **Bayer Building** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevators go into: "**firemen return**" meaning the elevators return to the 1st floor or an alternate if the 1st floor fire alarm has been activated.
3. **Canevin Hall** - Coded Pull Stations. When a pull station is activated, it chimes a sequence that directs you to the pull station that was activated. It evacuates the entire building.
The elevators go into: "**firemen return**" only when the smoke detector in front of the elevator goes into an alarm, meaning the elevators return to the 1st floor or an alternate floor if the 1st floor lobby smoke detector has been activated.
4. **College Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevators remain operational; they do not go into fireman's return.
5. **Des Place** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevator remains operational; they do not go into fireman's return.
6. **Fisher Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevators go into: "**firemen return**" meaning the elevators return to the 1st floor or an alternate if the 1st floor fire alarm has been activated.
7. **Gumberg Library** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevators go into: "**firemen return**" meaning the elevators return to the 4th floor or an alternate if the 4th floor fire alarm has been activated.
8. **Koren (718 Fifth)**- When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
9. **Law School** - When smoke detector or pull stations are activated the fire alarm system goes into: "**full building evacuation mode**" meaning the entire building evacuates at one time.
The elevator in the new section goes into: "**firemen return**" meaning this elevator returns to the 2nd floor or an alternate if the 2nd floor fire alarm has been activated.
The elevator in the old section goes into: "**firemen return**" only when the smoke detector in front of the elevator goes into an alarm, meaning the elevators return to the 2nd floor or an alternate floor if the 2nd floor fire alarm has been activated.

10. **Mellon Hall** – Coded Pull Stations. When a pull station is activated, it chimes a sequence that directs you to the pull station that was activated. It evacuates the entire building. The alarm will chime the sequence 3 times and then stop.
The elevator remains operational; they do not go into fireman’s return.
11. **Muldoon (1000 Fifth)** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
12. **Music School** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevator goes into: “**firemen return**” meaning the elevators return to the 1st floor or an alternate if the 1st floor fire alarm has been activated.
13. **Palumbo Center** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevator remains operational; they do not go into fireman’s return.
14. **Power Center** - When smoke detector or pull stations are activated the fire alarm system goes into: “**alternate floor evacuation mode**” meaning the fire floor, floor above and floor below are evacuated.
The elevators go into: “**firemen return**” meaning the elevators return to the Ground floor or an alternate if the Ground floor fire alarm has been activated.
15. **Rangos Building** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevator goes into: “**firemen return**” meaning the elevators return to the Ground floor or an alternate if the Ground floor fire alarm has been activated.
16. **Rockwell Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The elevators go into: “**firemen return**” meaning the elevators return to the 1st floor or an alternate if the 1st floor fire alarm has been activated.
17. **Student Union** – Old Section: is a coded pull station system. When a pull station is activated, it chimes a sequence that directs you to the pull station that was activated. It evacuates the entire building. New Section: when smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
The passenger elevators go into: “**firemen return**” only when the smoke detector in front of the elevator goes into an alarm, meaning the elevators return to the 2nd floor or an alternate floor if the 2nd floor fire alarm has been activated. The freight elevator remains operational and does not go into fireman’s return.
18. **Trinity Hall** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
19. **Van Kamm (1308 Fifth)** - When smoke detector or pull stations are activated the fire alarm system goes into: “**full building evacuation mode**” meaning the entire building evacuates at one time.
20. **18 Chatham** – Building alerted through home smoke detector.
21. **20 Chatham** – Building alerted through home smoke detector.