

DUQUESNE UNIVERSITY

EMERGENCY EVACUATION GUIDELINES

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1.0 GENERAL INFORMATION

Purpose

The purpose of the Emergency Evacuation Guidelines 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 that are 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. The full cooperation of all departments and individuals who are directly or indirectly involved in a building evacuation will ensure the success of these guidelines.

Scope

This Emergency Evacuation Guideline is an outline of the general procedures used at Duquesne University buildings. Building specific evacuation plans and Guidelines are available upon request from the department of EH&S.

Planning for Emergencies

Granted, even the best emergency evacuation procedure cannot fully cover every possible scenario, but the cooperation and communication of the University community, as a whole, is essential for the plan to be successful. A proactive approach is essential for an emergency action plan to function correctly.

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 during an evacuation

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- If assigned a specific duty, know your responsibilities and follow them as quickly and calmly as possible
- Begin evacuating the building at the first sign of smoke or when notified via alarm, strobe, and/or personnel. Participate in all evacuation drills and take them seriously.

2.0 RESPONSIBILITIES

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. When notified to do so, either by the emergency response personnel, 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.

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	
Building	Gathering Point
Administration Building	Rangos Green Space adjacent to Administration
Bayer Hall	Mellon Hall Patio / Foyer
Bushinski Building (1204 5 th Ave.)	Adjacent Sidewalk
Canevin Hall	Academic Walk/Mellon Overhang
Clement Hall (709 Forbes Ave.)	Adjacent parking lot on Watson Street
College Hall	Academic Walk by Flags and Music School Entrance
Cooper Building (916 5 th Ave.)	Adjacent sidewalk in front of 912 5 th Ave.
Fisher Hall	Fisher Parking Lot and Brottier Commons
Gumberg Library	Brottier Commons and Forbes Garage
Koren (718 5 th Ave)	Adjacent sidewalk in front of synagogue parking lot
Laval House	Mellon Hall Patio
Law School	Academic Walk and Union Sidewalk/Entrance
Libermann Hall	Adjacent sidewalk under bridge
Mendel Hall	Fisher Hall Lobby
Mellon Hall	Academic Walk
Muldoon (1000 5 th Ave.)	Adjacent sidewalk in front of Kadet
Murphy Building (20 Chatham)	Adjacent sidewalk in front of 18 Chatham
Music School	McClosky Field and Academic Walk Flags
Power Center	North Forbes Surface Parking Lot
Public Safety / Grounds Garage	Palumbo Overhang and Des Place Back Lot
Rangos	Rangos Green Space and adjacent sidewalk (across from Rockwell Hall)
Rockwell Hall	Rangos Green Space and adjacent sidewalk (Locust Street, towards Rangos)
Student Union	Academic Walk and Law School sidewalk (Locust Street)
Tobin	Adjacent sidewalk and Parking lot
Tribone Building (912-914 5 th Ave.)	Adjacent sidewalk in front of Cooper Building
Trinity Hall	Crucifix
Van Kaam (1308 5th Ave)	Adjacent sidewalk in front of Enterprise parking lot
Wilms Building (18 Chatham)	Adjacent sidewalk in front of 20 Chatham
Residence Halls	Gathering Point
Assumption Hall	Assumption Lawn
Brottier Hall	Brottier Commons
Des Places	Adjacent Sidewalk
St Ann	Assumption Lawn
St Martin	Assumption Lawn
Towers / Keller Field House	Academic Walk
Vickroy Hall	Academic Walk