

Idaho State

UNIVERSITY

Evacuation Procedures

Campus Emergency Services:

If calling from ON CAMPUS dial 2515, and

If calling from OFF CAMPUS dial 282-2515

In an emergency where Public Safety cannot be reached dial 911

Preparing for an Emergency or Evacuation

- You are responsible for your own safety. Stay calm - avoid panic and confusion.
- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Know how to report an emergency.
- Determine in advance the nearest exit from your work location and the route you will follow to reach the exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Anyone who refuses to evacuate may be reported to Human Resources or the Dean of Students for failure to comply.

Building Evacuation

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or your Building Coordinator.

When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same. WALK - do not run.

If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication(s), glasses, etc. Inform visitors of pertinent about evacuation procedures. Turn off unnecessary equipment if possible.

Close but DO NOT LOCK doors as you leave.

Follow instructions from emergency personnel or your Building Coordinator.

Keep noise to a minimum so you can hear emergency instructions.

Use handrails in stairwells, stay to the right.

Assist people with disabilities.

Persons needing special assistance who are not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Building Coordinator of your location. Emergency personnel will evacuate occupants needing special assistance from the building.

Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.

Once outside, move quickly away from the building and watch for falling glass and debris.

Proceed to the designated area of assembly. This should be a clear area that is at least 300 feet or further away, depending on the type of incident, from the affected building. Stay there.

Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Immediately notify your building coordinator of any injured persons and individuals remaining in the affected building.

Do Not Approach Emergency Responders unless necessary. Contact the Building Coordinator or Public Safety.

Do Not Re-enter an evacuated building unless told to do so by emergency personnel, the building coordinator or other University officials. Emergency personnel often silence the alarm in order to communicate with each other. Silencing an alarm is NOT a signal for occupants to re-enter!

Evacuation of Disabled Persons

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons with Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake.** Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas. Use buddy system if possible.

If immediate evacuation is necessary, be aware of the following considerations:

Non-Ambulatory Persons:

- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.

- Do Not use wheelchairs to descend stairwells, if possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary?

Always consult with the person in the chair regarding how best to assist them.

Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

- Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by Public Safety.

All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

Follow the building evacuation procedures described above for individual building and affected sites.

"Shelter-In-Place" Procedures

During certain emergencies, particularly chemical, biological or radioactive material releases and some weather emergencies, faculty, staff and students may be advised to remain indoors, or "shelter in place," for a period of time, rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system if you have local controls for these systems. Most University buildings' ventilation systems are controlled centrally by Facilities Services.
- Drink bottled or stored water, not water from the tap.
- If possible, check for additional information via the main University Web page, <http://www.isu.edu>, and/or monitor radio or television for further details.
- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.