



UNC CHARLOTTE

Environmental Health and Safety

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Building Emergency Evacuation Plan

Sycamore Hall Building

The UNC Charlotte Building Emergency Evacuation Plan complies with regulatory code requirements. The goal of this plan is to facilitate an organized evacuation of all occupied buildings. The cause of building evacuations include, but are not limited to, fire, explosion, or toxic materials. The Office of Environmental Health and Safety (EHS) is the program administrator and should be contacted for additional information.

Fire Evacuation Procedure:

1. Any building occupant discovering a fire, witnessing an explosion, smelling smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, shall immediately pull the building fire alarm pull station. If feasible, Police and Public Safety should be contacted at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
2. When the emergency alarm is activated, building occupants will be notified by audible alarms, visual strobes, air horn or verbal announcement (This is an emergency, evacuate using the nearest safe exit route.).
3. Building occupants must evacuate using the nearest safe exit route once the emergency alarm is activated. Mobility impaired individuals on upper floors should evacuate using the nearest fire safe exit route and wait for emergency response assistance in the nearest fire safe stairwell (area of refuge). **DO NOT USE ELEVATOR.**
4. Building occupants should evacuate to the designated evacuation assembly location (see below).
5. Building occupants must check-in with their immediate supervisor or designee for accounting purposes.
6. The building shall not be re-entered until authorized personnel (i.e. Police, Fire Department, EHS, Supervisor, etc.) indicate it is safe to re-enter.
7. The Charlotte Fire Department (CFD) will be notified by Police and Public Safety in the event of a fire or emergency situation. Rescue and medical response will be coordinated by Charlotte Fire Department.
8. No building occupant is designated to remain behind to operate critical equipment; however, if deemed mission critical the appropriate person remaining behind must immediately contact Police and Public Safety at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
9. Safety Monitors are designated and trained to assist in safe and orderly evacuation.

Fire Safety Procedure:

1. Floor plans are available for review throughout the building.

2. A comprehensive list of building evacuation assembly locations is readily accessible.
3. The Charlotte Fire Department will access campus using several accessible routes to reach the emergency destination.
4. Fire hydrant locations are readily identifiable on campus.
5. Major hazards and control procedures
 - a. Flammable Liquids: Work practices are designed to minimize incidents and fires. Flammable liquid quantities over 25 gallons are stored in a flammable storage cabinet.
 - b. Combustible Storage: Clearance of at least 18 inches is maintained between storage of sprinkler heads and 24 inches of the ceiling. Egress pathways are maintained.
 - c. Housekeeping procedures control accumulation of combustible waste. Combustible waste is removed from work areas on a routine basis.
 - d. All work areas are protected by a smoke/heat detector system (i.e. sprinkler system, automatic fire suppression system) and portable fire extinguishers.
 - e. Heat producing equipment and fuel sources are routinely evaluated.
6. Facilities personnel are responsible for maintaining fire protection equipment and systems.
7. Facilities personnel are responsible for maintenance, housekeeping and controlling fuel hazard sources.

Designated Evacuation Assembly Location:

Cafeteria Activities Building (CAB) Parking Lot

