UNC CHARLOTTE

BUILDING EMERGENCY EVACUATION PLAN

A: This plan is established to ensure that all occupants of this building are prepared for emergencies which may require evacuation of department facilities. Causes for evacuation could be fire, explosion, severe weather, chemical and radioactive material incidents, or other similar problems. This plan is to promote a safe and effective evacuation and is to be reviewed, re-evaluated and tested at least annually. Where applicable this plan also should be communicated in each class at the beginning of each semester.

Facility Marshal/Building Marshal: (Please complete the shaded areas)

<table>
<thead>
<tr>
<th>Facility Marshal</th>
<th>Phone</th>
<th>Cell/Pager No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Gordon</td>
<td>(704) 687-0855</td>
<td></td>
</tr>
<tr>
<td>Deputy Marshal</td>
<td>(704) 687-0430</td>
<td></td>
</tr>
</tbody>
</table>

Office Coordinators:

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Primary Coordinator</th>
<th>Alternate Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Rooms</td>
<td>Erik Wikstrom</td>
<td>David Verrill</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Roy Fielding</td>
<td>Kerrie Koslowe</td>
</tr>
<tr>
<td>Rec Services, 2nd Floor</td>
<td>Sophia Marshall</td>
<td>Hans Kaufmann</td>
</tr>
<tr>
<td>Rec Services, Basement</td>
<td>Dan Johnson</td>
<td>Kemet Gatchell</td>
</tr>
<tr>
<td>Pool</td>
<td>Roy Fielding</td>
<td>Steffan Moody</td>
</tr>
</tbody>
</table>

Persons with Special Needs:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location Department</th>
<th>Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Jane Doe</td>
<td>Room 211A – Dean of Students</td>
<td>#1 Stairwell Rescue Assistance (wheelchair)</td>
</tr>
</tbody>
</table>

Personnel Assigned to Critical Operations:

<table>
<thead>
<tr>
<th>Critical Operation</th>
<th>Required Procedure</th>
<th>Name</th>
<th>Job Position</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Safe Security</td>
<td>Secure the Safe</td>
<td>John Doe</td>
<td>HR staff</td>
<td>King 200</td>
</tr>
<tr>
<td>Locker Rooms Alert</td>
<td>Notify Patrons</td>
<td>Steffan Moody</td>
<td>Belk Ops</td>
<td>Belk Gym</td>
</tr>
</tbody>
</table>

Emergency Evacuation Assembly Locations:

<table>
<thead>
<tr>
<th>Area of Rescue Assistance and Refuge</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Colvard Breezeway</td>
</tr>
<tr>
<td>Belk Quad (The lawn courtyard area between Belk Gym, Barnhardt SAC, Cone Center and Cone Deck.)</td>
</tr>
<tr>
<td>Belk Gym Parking Lot (basement level)</td>
</tr>
</tbody>
</table>
B. This plan includes emergency evacuation procedures, procedures for employees who remain behind for critical plant operations, procedures to account for employees after evacuation, procedures to assist the physically impaired (also see link to evacuation procedures involving persons with disabilities), rescue responsibilities, and means for reporting emergencies.

1. Appropriate exits are indicated on the building evacuation maps posted in each building.

2. Alarm Systems:
   a. **Belk Gym** is equipped with an automatic fire alarm system that will activate when sensors detect and abnormal environmental situation. Alarms include wall pull alarms, smoke and heat detectors.
   b. Anyone discovering a fire, witnessing an explosion or being made aware of chemical and radioactive material incidents should immediately activate the building fire alarm (wall pull station) and call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]
   c. Building occupants hearing the fire alarm or seeing the fire alarm strobes should immediately evacuate to the lawn courtyard area between Belk Gym, Barnhardt SAC, Cone Center and Cone Deck or the Belk Gym Parking Lot and remain clear of emergency personnel/operations. (See Special Notes below for more information)
   d. Upon being advised (strobes, fire alarm, co-worker) of a fire alarm activation, mobility impaired individuals on upper floors should proceed to the nearest "fire safe" stairwell for assistance by emergency response personnel. **Interior stairwells in Belk Gym are fire safe.**

3. Physically impaired individuals should be identified for assistance by fellow occupants. Contact Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] and provide location information for individuals requiring additional assistance.

4. After evacuation is completed, office coordinators or other designated individuals should verify that all employees are accounted for (See duties of Office Coordinator).

5. Do not re-enter the building until notified by proper authorities (Campus Police, Fire Department, etc.).

6. Rescue and medical response will be coordinated by Campus Police.

7. Training will be provided for all employees upon initial assignment and for designated employees when they are initially selected for special evacuation duties, as listed. Additional training will occur whenever duties change or when the plan is changed. The training will consist of a review of the emergency evacuation plan.

**Special Note Belk Gym:**

**First Floor: Teaching Space**  
**North Court, Main Court, and South Court**  
If there are Kinesiology classes in session, the Kinesiology instructor will evacuate the students to the closest Exit door. They will either be the Main Exit doors, the Northeast Exit door, and the Southeast Exit door.  
**Since this space is used campus-wide, we trust that whoever is also occupying it will follow like same emergency procedures.**

**Assigned Meeting Place:** Grass area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Second Floor: Lecture Rooms #227, #229, and #232.**  
If there are Kinesiology classes in session, the Kinesiology instructor will evacuate the students to the closest Exit door; the Northeast Exit Stairwell, down to the Northeast Exit door or the Main Exit doors to the outside, or to the Northeast Exit Stairwell, down to the Northeast Exit door or the Main Exit doors to the outside. Instructor will take attendance.

**Assigned Meeting Place:** Grass area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Sub-Ground Floor: Classrooms:** Rooms: 056 Weight Room, 025 Mini-Gym, 045 lecture room, Racquet Ball Courts, Swimming Pool and Swimming Pool Lecture Area:

If there are Kinesiology classes in session, the Kinesiology instructor will evacuate the students to the closest Exit Stairwell, upstairs to the First Floor Exits; Northeast Exit door, Main Exit doors, and/or Southeast Exit doors.
Specifically for the Swimming Pool and Swimming Pool Lecture Area, use Exit doors immediately to the West of Belk Building, facing the West Parking Deck. If there are any classes in session, the Kinesiology instructors will evacuate the students to the closest Exit listed above.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Teaching Labs and Research Labs:**

**Second Floor:** Functional Health Testing Learning Resource Center – room 240C
If there are any classes in session, the Kinesiology instructors will evacuate the students to the closest Exit listed above. The senior most teaching faculty/teaching assistant present will take roll call.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Exercise Physiology Labs:**

**Second Floor:** rooms: 242, 243, 245
 If there are any research assistants (students or staff) working, they will exit through the Suite room 240 double doors, turn left to the Northeast Exit Stairwell and down to the first floor Exit door to the outside. The senior most research faculty / assistant present will take roll call.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Sub-Ground Research Labs**

**Biodynamics Research Lab:** Suite 007 A-B-C
If there are any research professors, assistants, and/or guests, they will exit through the double doors to the Northeast Exit Stairwell and upstairs to the first floor Exit door to the outside. The senior most research faculty / assistant present will take roll call. The roll call will be submitted to the Emergency Coordinator. There is also an emergency exit through the double doors, immediate right, down the hallway, out the door facing the Student West Parking Deck, due South.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Sub-Ground Research Labs**

**Exercise Physiology Research Lab:** Suite 007 D-E-G-H
If there are any research professors, assistants, and/or guests, they will exit through the double doors to the Northeast Exit Stairwell and upstairs to the first floor Exit door to the outside. The senior most research faculty / assistant present will take roll call. The roll call will be submitted to the Emergency Coordinator. There is also an emergency exit through the main door, immediate right, down the hallway, out the door facing the Student West Parking Deck, due South.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**Sub-Ground Teaching Lab:**

**Athletic Training Clinical Lab / Classroom:** room 026
If there are any classes in session, the instructor will evacuate the lab, exit to the hallway, and upstairs to the first floor Exit door to the outside. The instructor will take an attendance and submit it to the Emergency Coordinator.

**Assigned Meeting Place:** Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

**OFFICES:** Second Floor

**Suite 226**
Rooms: 226, 226-A, and 226-B: Leave by door 226, take immediate left to the Southeast Stairwell, down to first floor and outside. Report to Emergency Coordinator.
Suite 221  Room 221 Receptionist area, rooms 221-E, 207, 206 storage, 217-B, 218: proceed through room 221, take immediate right to the Southeast Stairwell, down to first floor and outside. Report to Emergency Coordinator.

Suites 231  Graduate Teaching Assistant Offices and & 231-A, take immediate right to the Northeast Stairwell, down to the first floor and outside. Report to Emergency Coordinator.

Suite 236  Room 236 Reception, rooms 237, 238, and 239, faculty offices- proceed through 236 reception, take immediate left at main hallway, through the second floor Stairwell down to the first floor and outside. Report to Emergency Coordinator.

Suite 240  Rooms: 240-A, 240-B, 240-C, 240-D, 242, 243, 245, proceed through the 240 double doors, short hallway, turn left at main hallway, through the second floor Stairwell down to the first floor and outside. Report to Emergency Coordinator.

Assigned Meeting Place: Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

Room 027  Faculty Office, Sub-Ground level – If occupied, leave immediately, exit to the hallway, and upstairs to the first floor Exit door to the outside. Report to Emergency Coordinator.

Assigned Meeting Place: Grassy area east of Belk Gymnasium Main Entrance (Cone Center Quad)

C. Any questions concerning operation of this emergency evacuation plan should be referred to the UNC Charlotte Environmental Health and Safety Office at extension 7-1111.

D. Responsibilities/Duties

In the event of an emergency all building occupants have a duty to ensure a prompt and orderly evacuation of the building. Each Facility Marshal and Office Coordinator has special responsibilities as listed below:

**Facility Marshal**

1. Develop and implement evacuation and fire prevention plan for their facility.
2. Disseminate instructions to occupants of the facility so that all are familiar with evacuation procedures.
3. Appointing a Deputy Marshal to assist in the efficient evacuation and to act in the absence of the Facility Marshal.
4. Notifies Campus Police or other First Responders regarding accountability and concerns.
5. Serves as a point of contact during building evacuation.

**Office Coordinator:**

1. Maintain a hard copy of Building Evacuation Plan and Fire Prevention Plan in the same file for emergency use.
2. Ensures that the evacuation plan is reviewed with employees at least annually.
3. If applicable, ensure the faculty has read appropriate building evacuation statements in classrooms at the beginning of each semester.
   a. Faculty should give special attention to communicating evacuation procedures for those who are mobility impaired.
   b. Faculty teaching evening classes should be made aware of special responsibilities as it is likely that Facility Marshal and Office Coordinators will not be present. These special responsibilities include encouraging all faculty, staff and students to exit the building and being vigilant for mobility impaired people who will need special assistance to leave the building.
4. Identify co-workers or other individuals requiring special assistance during evacuation.
5. Accounting for employees at the designated meeting point and reporting to Facility Marshal.
6. Serving as the secondary point of contact during a building evacuation.

E. FIRE PREVENTION PLAN

1. Major hazards and control measures:
   a. Flammable Liquids. No more than 10 gallons of flammable liquids are allowed in any one fire area. Storage for more than 25 gallons is maintained in a properly designed storage cabinet. Proper ventilation is maintained at all times. Proper dispensing equipment and procedures are used. Work practices are designed to minimize vapor release.
   b. Combustible Storage. Clearance of at least 18 inches is maintained between storage of sprinkler heads and 24 inches of the ceiling. Aisles are established and maintained.
   c. Rooms 007E, J and K contain flammable materials in small quantities. Also, we have 100 gallons of Sodium Hypochloride (non-flammable) stored in the mechanical room on the pool area.
   d. All storage and work areas are protected by a smoke detector and portable fire extinguishers.

2. Housekeeping procedures control accumulation of combustible waste. Proper waste containers are maintained. Waste is removed from work areas at the end of each day.

3. Heat producing equipment is routinely inspected under the preventive maintenance schedule to prevent accidental ignition of combustible materials.

4. Fuel sources and fire protective equipment are maintained by the Director of Maintenance and Operations, Facilities Management.