**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>Ken Burrows</th>
<th>Phone: 704-687-4446</th>
<th>Cell/Pager No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Marshal</td>
<td>Tiffany Mcafee</td>
<td>Phone: 704-687-4481</td>
<td>Cell/Pager No:</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>Summer Programs</td>
<td>Ken Burrows</td>
<td>Eimear Goggin</td>
</tr>
</tbody>
</table>

**Persons with Special Needs:**

<table>
<thead>
<tr>
<th>Name (Example) Jane Doe</th>
<th>Location Department</th>
<th>Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room 211A – Dean of Students</td>
<td>#1 Stairwell Rescue Assistance (wheelchair)</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personnel Assigned to Critical Operations:**

<table>
<thead>
<tr>
<th>Critical Operation (Example) Safe Security</th>
<th>Required Procedure Secure the Safe</th>
<th>Name John Doe</th>
<th>Job Position HR staff</th>
<th>Work Area Former Alumni House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Security</td>
<td>Secure safe contents</td>
<td>Chuck Riordan</td>
<td>OSP staff</td>
<td>Former Alumni House</td>
</tr>
<tr>
<td>Refrigerator, Computer, etc. security</td>
<td>Evacuate important contests</td>
<td>Chuck Riordan</td>
<td>OSP staff</td>
<td>Former Alumni House</td>
</tr>
</tbody>
</table>

**Emergency Evacuation Assembly Locations:**

<table>
<thead>
<tr>
<th>(Example) Colvard Breezeway</th>
<th>Area of Rescue Assistance and Refuge: Stairwell 1, 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawn area near the garage</td>
<td>NONE</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. **Former Alumni House** is equipped with an automatic fire alarm system that will activate when sensors detect and abnormal environmental situation. Alarms include wall pull alarms and smoke 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 **Lawn area near the garage** and remain clear of emergency personnel/operations.
   d. Upon being advised (strobes, fire alarm, co-worker) of a fire alarm activation, mobility impaired individuals should evacuate to the nearest exit.

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 Coordinators).

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.

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. No areas of specific hazard listed.
   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.