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, reevaluated 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)

| Facility Marshal | Phone: (704) 687-7403 | Cell/Pager No: (704) 860-7504 |
| Deputy Marshal   | Phone: (704) 687-5873  | Cell/Pager No: (704) 421-8656 |

Office Coordinators:

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Primary Coordinator</th>
<th>Alternate Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic Area</td>
<td>Emily Stewart</td>
<td>Maria Bard / Eileen Coradini</td>
</tr>
<tr>
<td>Pharmacy Area</td>
<td>Chris Rogers</td>
<td>Daniela Ionescu</td>
</tr>
<tr>
<td>Front Office Area</td>
<td>Marie Walser</td>
<td>Phyllis Starr</td>
</tr>
<tr>
<td>Provider Offices</td>
<td>Renita Eason</td>
<td>Shastra Solomon</td>
</tr>
<tr>
<td>Medical Records</td>
<td>Karen Swan</td>
<td>Susie Burleyson</td>
</tr>
<tr>
<td>Computer/Telecom/IT</td>
<td>Brian Bard</td>
<td>David Rousmaniere</td>
</tr>
<tr>
<td>Wellness Promotion</td>
<td>Beau Dooley</td>
<td>Leslie Robinson</td>
</tr>
<tr>
<td>Admin / Physical Therapy</td>
<td>David Rousmaniere</td>
<td>Angela Allen</td>
</tr>
<tr>
<td>Insurance /Med Offices / CRC Meeting Room</td>
<td>Kelly Proctor</td>
<td>Kay Denny</td>
</tr>
<tr>
<td>Immunization Area</td>
<td>Brandi Simpson</td>
<td>Pam Ress</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>Secure 1st Floor Entrance</td>
<td>Ensure no re-entry</td>
<td>Kelly Proctor/Kay Denny</td>
<td>Insurance</td>
<td>1st Floor Ins. Office</td>
</tr>
</tbody>
</table>

Emergency Evacuation Assembly Locations: Area of Rescue Assistance and Refuge:

<table>
<thead>
<tr>
<th>(Example) Colvard Breezeway</th>
<th>Stairwell 1, 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawn area beyond the gated lot behind building</td>
<td>N/A Disability exits available on both floors.</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. The Student Health Center is equipped with an automatic fire alarm system that will activate when sensors detect an abnormal environmental situation. Alarms include wall pull alarms, smoke and heat detectors and sprinkler water-flow alarms.
   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 assembly locations and remain clear of emergency personnel/operations.
   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.

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, departmental coordinators or other designated individuals should verify that all employees are accounted for (See duties of Department Emergency 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.

Critical Operation:

1. Call the Facility Marshall (704-860-7504) or Deputy Marshall (704-421-8656) to report that you have evacuated the building and your area is secure.
2. Maintain a post outside of the first floor entrance away from the building on the sidewalk.
3. Prevent anyone from reentering the building until the Facility Marshall or Deputy Marshall informs you that the building has been cleared for reentry.

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. (LIST ANY AREAS OF SPECIFIC HAZARDS)
   d. All storage and work areas are protected by a smoke or heat detector system (sprinkler system, automatic fire suppression system) 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.

F. EVACUATION PROCEDURES INVOLVING PERSONS WITH DISABILITIES

Individuals with Disabilities

1. In the event of an emergency, individuals with difficulty walking must move with an assistant to enclosed stairwell landings which are Areas of Rescue Assistance. For those with difficulty walking, either wait in an Area of Assistance until emergency staff have arrived or once an area is clear of heavy traffic attempt the stairs. Ask the assistant to walk behind you to act as a buffer.

2. Individuals in a wheelchair must move with an assistant to enclosed stairwell landings which are Areas of Rescue Assistance, with an assistant, move to an Area of Assistance and have the assistant notify emergency responders of the location.

3. For individuals who are deaf/hard of hearing many buildings on campus have fire alarms with strobe lights to visually alert students, staff, and faculty; however several of the older buildings on campus have only the audible alarming system in place. Identify a method ahead of time that will alert you to evacuate and then share this method with an instructor or coworker.

4. For Individuals who are blind/low vision additional assistance is needed in case of an evacuation. Ahead of time please identify a potential assistant or in the case of an emergency evacuation inform an assistant with instructions such as, “I am blind/ have difficulty seeing, can I take your arm in order to evacuate?”

5. For individuals with medical conditions be proactive and identify ahead of time what needs might arise in the case of an evacuation. Identify any assistive devices, strategies, or medical needs and be prepared to communicate those to others. A medic alert bracelet or an emergency health information card will be helpful in informing emergency personnel in case you are unable to communicate. If the condition prohibits use of the stairs, go to the closest Area of Rescue Assistance and wait for emergency personnel.

Assisting Individuals with Disabilities

1. BEFORE helping, ASK how you can be of assistance. Let the person explain what help is needed and do NOT carry a person except under the most extreme circumstances.

For More Information or If There Are Any Further Questions
Please Contact the UNC Charlotte EH&S Office at 704-687-7111.
I have read and reviewed the information contained in the building emergency evacuation plan and agree to all outlined procedures.

Name(Print): ______________ Date: ____________________

Signature: ______________________
Lawn area beyond the gated lot behind building