

Employee Responsibilities

- ▶ If safe, check rooms for occupants along the evacuation route as you exit
- ▶ Evacuate to the Assembly Point.
- ▶ Remain on the scene to assist with the emergency.
- ▶ Keep people calm and together.
- ▶ Start a sign-in sheet at the Assembly Point, and provide it to Campus Safety
- ▶ Faculty, lecturers and supervisors should account for individuals under their charge
- ▶ Communicate with others about:
 - Who is still within the building,
 - If anyone is within a Safe Zone,
 - If anyone is injured,
 - What people saw, heard or know about the incident.
 - Provide this information to Campus Safety or the Fire Department.
- ▶ Keep others from approaching or entering a hazardous area.

VESTeam

Volunteer Emergency Support Team

VEST is a team of employees who have been trained to assist with emergency responses at UW Superior. The VESTeam has the same responsibilities during emergencies as all other UW Superior employees. Their special training ensures that someone will understand what needs to be done and will be willing to step forward and help when an emergency occurs.

Emergency procedures are published in the UW Superior Campus Directory and on the campus web site at <http://www.uwsuper.edu/emergency/>

New! **Emergency Mass Notification System**

UW Superior's new campus-wide emergency mass notification system can be used to broadcast emergency messages from a central point to a single building, multiple buildings or exterior areas of UW Superior. Verbal messages will be heard through the building fire alarm speakers located in campus buildings and exterior grounds .

Emergency Message Delivery

1. Two short tones will be emitted from the fire alarm speakers when an emergency message is about to be delivered. This tone is different than the continuous tones produced during a fire alarm.
2. When the initial tones are heard, stop what you are doing and prepare to receive the emergency message.
3. Respond quickly and safely to the message.



Prepared by the Environmental Health and Safety Program, Fall 2011



Fire Evacuation Procedures and Mass Notification System

Fall, 2011

Report ALL Fire Alarms!

Call 911

The Superior Fire Department requests that all fires and fire alarms be reported immediately by calling 911. Once the call to 911 has been placed, Campus Safety will receive a radio call indicating the alarm within the building.

**All fire drills will be pre-announced
in non-residential buildings!**

*Watch for Reminders Posted
on Entrance Doors*

Know What to Do When an Emergency Happens

- **If you detect smoke or fire, pull the alarm nearest you.** Fire alarm pull stations are found near exits or along paths to exits.
- Fire alarms may be used to start any type of building evacuation.
- Familiarize yourself with the emergency evacuation plans.
- Always be aware of your surroundings.

***EVERYONE** must evacuate the building when the fire alarm sounds. Failure to evacuate may result in fines from the Superior Fire Department or Campus Safety Department.*

Evacuate Immediately

- ▶ Check evacuation plans for exit routes, assembly points & Safe Zones.
- ▶ Take along coats, keys, book bags, etc only if they are in the immediate area.
- ▶ Exit immediately if it is safe to do so.
- ▶ If there is smoke, stay close to the floor.
- ▶ Close, but do not lock doors.
- ▶ Use the stairs - not the elevator!
- ▶ If requested, assist individuals to the nearest Safe Zone.
- ▶ Listen for announcements.

Evacuate - Don't Fight the Fire

- ▶ Life safety is the highest priority.
- ▶ Never attempt to fight a fire unless it is very small and contained, and you have been trained to use a fire extinguisher.
- ▶ Maintain a safe means of escape at all times.

Call "911" from a Safe Location

Any employee, student or guest on the scene should call "911" to report a fire alarm. If you suspect it is a false alarm, call "911" and report the information you know to be true.

Call from a safe location outside of the building. Emergency phone locations are shown on the building emergency evacuation plans. Campus Safety answers the "Blue Light" emergency phones & will call 911.

Meet at the Assembly Point

After evacuating the building, move to the Assembly Point shown on the building evacuation plan.



- ★ Meet at the Assembly Point to receive further instructions.
- ★ Start a sign in sheet (please print)
- ★ Faculty, lecturers and supervisors should account for individuals under their charge
- ★ Move groups indoors In inclement weather
- ★ Communicate with others about:
 - Who is still within the building
 - If anyone is in a Safe Zone
 - If anyone is injured
- ★ All essential information will be shared at the Assembly Point

Wait for the "All Clear" Signal

- ✓ Do NOT re-enter the building until the "ALL CLEAR" is given by Campus Safety or Fire Department Officials
- ✓ Be patient. The cause of the evacuation must be investigated and corrected before the building can be re-occupied

Safe Zones

- ▶ If requested, assist individuals to the designated Safe Zone.
- ▶ Close (do not lock) the door.
- ▶ Notify Campus Safety when individuals are still in the building.

What Are Safe Zones?

"Safe Zones" (areas of refuge) are designated locations for individuals to wait for rescue assistance when they cannot exit the building unassisted. Anyone with a permanent or temporary condition that impairs their ability to exit the building may use a Safe Zone.



During an actual emergency, assisting individuals from the Safe Zones is a top priority of the Fire Department. If there is no immediate threat, the Fire Department may keep individuals in the Safe Zone until it is necessary and safe to assist them from the building. Campus Safety will check Safe Zones after a false alarm.

Most Safe Zones are in stairwells with fire-rated doors. Some doors close automatically when the fire alarm sounds, others need to be closed manually.

Never block a Safe Zone fire door open with a doorstop or other objects. Smoke may spread from floor to floor, threatening anyone in the Safe Zone.