



Department of Emergency Management
University Police

Emergency Operations Plan
Annex L
Building Evacuation Plan

2019

Building Evacuation Procedures

Evacuation drills on campus are conducted annually. Facilities such as the University Village Apartments and the Children’s Center have a more frequent drill schedule. Notice may or may not be given in advance of a drill; however, all building occupants are required to evacuate during a drill.

[Map - Campus Evacuation Zones](#)

[Map - Temecula Campus Evacuation Zones](#)

General

Prepare: determine in advance the nearest exit from your work location and the route you shall follow to reach that exit in an emergency. Emergency evacuation signage is posted in buildings. Building occupants should become familiar with evacuation routes and evacuation zones. Establish an alternate route to be used in the event your route is blocked or unsafe.

During an evacuation:

1. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
2. Follow instructions from emergency personnel.
3. Check doors for heat before opening. Do not open the door if it’s hot.
4. Walk, do not run. Don’t push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Assist people with disabilities.
8. Move to your assembly point unless otherwise instructed.

If relocating outside the building:

1. Move quickly away from the building, at least 150 feet away from entrance, preferably building evacuation zone.
2. Watch for falling glass and other debris.
3. Keep roadways and walkways clear for emergency vehicles.
4. If you have relocated away from the building, do not return until notified by University Police or safety personnel that it is safe to do so.
5. Whenever the fire alarms/strobes are activated, occupants must evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. Do not use elevators!
6. For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Building Marshals shall move through the building and order the occupants to evacuate.
7. Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.

Access and Functional Needs

Evacuation of person with Access and Functional needs should be given high priority in all emergencies. In an emergency situation, it is important that you are familiar with the needs of our disabled community during the evacuation process. Persons with access and functional needs are encouraged to self-identify and convey any special needs that may be required. Become familiar with the building and its exits.

The following guidelines are important to follow:

- Always ask how you can help before attempting any emergency evacuation assistance.
- For safety reasons, try to avoid evacuating people who use wheelchairs while they are still in their wheelchair. Try to evacuate disabled persons without the wheelchair, empty wheelchairs will be evacuated later if possible. If not, move the disabled person to the nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve assistance from emergency personnel.
- Establish a buddy system to assist persons with disabilities, those who self-identify and communicate their needs, can be assigned a buddy to help during evacuations.

Tips to Remember When Interacting with Persons with access and functional needs

Blindness or Visual Impairment

- Provide verbal instructions to advise them regarding the safest routes or directions.
- Ask if he or she would like to hold onto your arm as you exit.
- Give other verbal instructions or information

Deafness or Hearing Impairment

- Gain attention by establishing eye contact or tapping on shoulder. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write information out if needed.

Relocation of Persons with Disabilities

- Individuals with disabilities are encouraged to self-identify and provide assistance instructions, this will be helpful to co-worker during the evacuation process.
- If assistance is not available, go to nearest stairwell landing and shout for help. It may be necessary to leave the person in the stairwell and retrieve help from emergency personnel.

Persons using crutches, canes or walkers:

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons discussed below.

Non-ambulatory persons:

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able bodied volunteer shall stay with a wheelchair user on the stairwell platform while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user. If immediate evacuation is necessary, be aware of the following considerations:

1. Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
2. You may need to remove the chair batteries; life-support equipment may be attached.
3. In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Use caution, as lifting persons with restricted mobility, may cause them bodily harm or injury.
4. Wheelchairs should not be used to descend stairwells. Use an emergency evacuation chair.
5. Non-ambulatory persons may have respiratory complications. Take them to a location away from smoke or fumes. Ask them if they have any needs or preferences.
6. Check the evacuation routes for obstructions before assisting the person to the exit.
7. Delegate other volunteers to collect the wheelchair.
8. Return the person to their wheelchair as soon as it is safe to do so.