

**Webster University  
Athens Campus**

**HOUSING UNIT A-10**

**EMERGENCY EVACUATION PLAN**

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## INTRODUCTION

### **WHY HAVE AN EMERGENCY EVACUATION PLAN?**

During certain emergency conditions, it may be necessary to evacuate the Housing Facility. Examples of such occasions include: smoke/fire, gas leak, bomb threat, and earthquake. Pre-planning and rehearsal are effective ways to ensure that Housing Unit occupants recognize the alarm sound, are aware of the correct procedure, and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

# EVACUATION DRILL POLICY

1. Evacuation drills shall be conducted at least once every semester at predetermined times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary.
2. Evacuation drills will be scheduled by the Director of Security at least one week prior to the drill.
3. Evacuation drills shall involve **all** occupants. Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Evacuation Coordinator will provide Evacuation Drill Report Forms.

## EMERGENCY REPORTING PROCEDURE

### **If an actual need for an Evacuation is discovered:**

1. If you are not in immediate danger, notify the Emergency Response Number (112) and provide:

**Your Name**

**Fire Location (Bldg. Address , Floor # , Room # )**

**Size and Type of Emergency**

**Any additional information requested by the Operator**

2. If you are not in immediate danger, also notify the Evacuation Coordinator at 211-990-5305
3. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. However, do not place yourself or others in unnecessary danger.

**If you are TRAPPED in the building and can't find an escape route:**

Call the Emergency Response Number (112) and give your exact location.

**EMERGENCY  
PHONE NUMBERS**

**Name** **Phone #**

English Speaking Emergency Response.....112  
Fire Department .....199  
Evacuation Coordinator .....211-990-5305 or 694-310-5051  
Police .....100  
Ambulance .....166

**EVACUATION PROCEDURE**

1. Notify the University Operator at **211-990-5300** if you have information related to the emergency. Be ready to provide:  
Your Name:  
Fire Location: Address: Floor # Room #  
Type of Emergency:  
Any additional information requested by the Operator:
2. Alert all occupants in your Housing Unit. Check remote areas such as bathrooms and balconies, and **close doors** if possible on your way out. Maintain orderly evacuation of all occupants.
3. Ensure that all **persons with special needs** are alerted and that someone is assisting with their evacuation.
4. If the emergency is located **on your floor** and you are not in immediate danger:
  - a. You may attempt to determine where the fire has started on your floor.
  - b. If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. However, do not place yourself or others in unnecessary danger.
5. Evacuate the building only making use of the stairs. Never use the elevator unless you are specifically advised to do so by qualified Emergency Response Professionals. Access to the stairwell is obtained by exiting the Housing Unit through the main entrance/exit door. A fire escape is a

secondary option. The fire escape stairwell is accessible through the kitchen door. Once you have safely exited the building, **report pertinent information** to the Evacuation Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).

6. Be sure to go down the stairs in a calm and orderly fashion. Do not panic.
7. Proceed to the large open Mitropoleos Square that is adjacent to your building and await further notice from the Evacuation Coordinator. Do not allow occupants to re-enter the building until you have been notified that it is safe to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for persons to re-enter.

## **EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY**

### **Evacuation Procedures for Individuals with a Disability**

Persons with a disability or medical condition may not be able to evacuate without special assistance. Occupants should inform emergency response personnel of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment A). The Evacuation Coordinator will communicate the special needs with the Emergency Response personnel as appropriate.

Never attempt to use an elevator unless instructed to do so by emergency personnel.

### **Buddy System Option**

Make use of a “Buddy System”. Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.).

When there has been notification of an emergency situation, the “Buddy” will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

### **Evacuation Options during an Emergency**

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- Horizontal Evacuation  
Move away from the area of imminent danger to a safe distance.

- **Vertical (Stairway) Evacuation**  
Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- **Stay in Place**  
Unless danger is imminent, remain in a room with an exterior window and a telephone closing the door if possible. Dial **112** (if this hasn't been done already). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

- **Mobility Impaired (Wheelchair)**  
Persons using wheelchairs should stay in place or move to an area of refuge with their assistant when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial **112** and tell the emergency operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by emergency personnel.
- **Mobility Impaired (Non-wheelchair)**  
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building using the other options until emergency personnel arrive. Never attempt to use an elevator unless instructed to do so by emergency personnel.

**“BUDDY” LIST**

**Person Needing Assistance**

**“Buddy”**

*(Insert person’s name here)*

*(Insert “Buddy’s” name here)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay Calm** – avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**.
3. Know how to report an emergency (**112**).
4. When the fire alarm sounds, make sure **other persons** in your Housing Unit are aware of the alarm.
5. Inform students and visitors of pertinent information about evacuation procedures.
6. **Close** but DO NOT LOCK doors as you leave. Turn off unnecessary equipment, if possible.
7. Know the locations of the primary and alternate exit. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during an emergency!
8. Go to your assigned **area of assembly** outside the building and wait there. Do not leave the area unless you are told to do so.

**The area of assembly for Housing Unit A-10 is the Square in front of the Athens Cathedral or Metropolis.**

9. **Persons needing special assistance** and are not able to exit directly from the building are to proceed to and remain in a stairwell landing. Inform evacuating occupants to notify the Evacuation Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
10. **Do not re-enter** the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.