

Annex D

General Fire Evacuations Procedures

Evacuation Procedures – Building Evacuations

- ✓ If you see a fire or other emergency requiring people to leave the building immediately, activate the building alarm.
- ✓ Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right way.
- ✓ When the building alarm sounds, walk quickly to the nearest marked exit.
- ✓ Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- ✓ When evacuating rooms, close the door to confine the fire and reduce oxygen, but do not lock the door behind you.
- ✓ If possible, assist individuals with disabilities in exiting the building.
- ✓ Do not use the elevator.
- ✓ Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- ✓ If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.
- ✓ Do not return to an evacuated

General Fire Evacuations Procedures

Individuals with Disabilities and Fire Safety

- ✓ In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floor of buildings should move to the stairwells and remain there until rescue assistance arrives.
- ✓ These individuals may also have pre-arranged provisions for getting assistance to get down the stairs.
- ✓ Do not attempt to use the elevators during a building evacuation.
- ✓ Any individual in a residence life building who has a hearing disability can request a strobe light in their room. Contact Student and Residence Life staff to request a strobe light.
- ✓ Any individual with a disability who requires an accommodation relating to fire safety (strobe Light) should contact Facilities Management.

Evacuation Procedures – Persons with Disabilities People Who Are Mobile

- ✓ Persons who can evacuate with little or no assistance should be directed to the nearest exit.
- ✓ People with visual disabilities will hear the sirens warning them that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.
- ✓ People with hearing impairment will see the strobe lights indicating the alarm has activated and they need to evacuate the building.

People Who Are Not Mobile or Trapped on Upper Floors of Buildings

- ✓ If there is a fire, the elevators will not work. The person should be directed to a stair tower. There, evacuation and rescue will be provided by emergency responders such as the City of Norfolk Fire Department.
- ✓ If another person can wait with the person who is mobility impaired, in the stair tower, until rescuers arrive, that is helpful.
- ✓ It is imperative that someone communicate to the arriving