



## Building Evacuation

There are a few occasions or events that would warrant a building evacuation on a UAF Campus. It is important that the students, staff, and faculty know the proper procedure to be safe.

### Before an Incident Occurs

- Review the building evacuation plans and be familiar with it.
- Review the campus map and be familiar with where the assembly area is for the building.

### If You Must Evacuate the Building

- Quickly shutdown and hazardous operations or processes and ensure they are safe. If conditions do not afford you the time to shutdown hazardous operations, make sure you report it to the building coordinator or first responders.
- If it is cold outside, remember to take jackets and other cold weather attire to protect from the arctic conditions outside.
- Close windows and doors. **DO NOT** lock them.
- Leave the lights on.
- If you are away from your room when the alarm sounds you should exit the building immediately and not return to the room.
- Notify others in the area of the alarm if they did not hear it.
- Instructors must ensure all students evacuate.
- Exit the building via the nearest safe exit route. Walk; do not run. Never open doors that feel hot to the touch or attempt to travel through smoke-filled or hazardous areas. Use a different exit.
- Do not use elevators to exit.
- Report to the designated evacuation point and building coordinator.
- Wait at the designated evacuation point for directions.
- Do not reenter the building until emergency staff gives the "all clear" signal.

### If You Become Trapped Due to Smoke or Some Other Hazard

- Leave all doors closed. Seal door cracks and ventilation grills with cloth or wet towels or clothing.
- Stay close to the floor where the air is cleaner.
- Call 911 and let them know your location. Hang an article of clothing, large enough for emergency responders to see, in or out the window if possible.
- If smoke enters the room and there is a window that opens, open the window to let it out. Close the window if outside smoke enters. Tie a piece of clothing around your nose and mouth to filter out smoke if needed.

For more information on building evacuation see <http://www.alaska.edu/risksafety/emergency/building-evacuation/>