

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:01:00 Date: September 1972  
Updated: February 2006

SUBJECT: **Guidelines for Evacuating Buildings**

Original Document (Source: College Bulletin, Sept. 16, 1972)

The Education Law (Section 807) requires a minimum number of fire drills per year. This law refers to drills for inhabitants of all campus buildings. The following guidelines (National Fire Prevention Association) are provided so that this requirement can be met in an orderly efficient manner. It is necessary to follow the suggested procedures for exiting from a building in any emergency if we are to meet that goal.

- 1) Means of exit are clearly marked by appropriate signs. In no case shall an elevator be used to exit, nor shall any window be used unless that window is so designed to handle traffic to a fire escape. All faculty, staff, and students should familiarize themselves with the various existing exit routes.
- 2) ALL persons inhabiting a building at a time of warning must leave the building in an orderly fashion to a distance not less than 300 feet from that building or from any fire fighting apparatus, including fire hydrants.
- 3) Warning to exit will be from the fire alarm system within each building and/or by word of mouth from authorized personnel. The recall signal (permission to re-enter the building shall be given by word of mouth by the person(s) in charge (generally Campus Security).

### UPDATE:

#### General Evacuation Procedure

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of "gridlock." The dense urban population, high number of resident students, and use of the steps necessary to evacuate all campus occupants, whether they arrive by public transit, single-occupant auto, carpool, or bicycle.

In a major emergency, the decision to implement evacuation procedure generally rests with the *EOC Jurisdiction Executive*. In situations requiring immediate action, public safety responders (Police, Fire, Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation, considerations will be given to the specific threat (bomb, fire, storm, explosion, hazardous material incident, etc.), its context (time of day, likelihood, etc.) and the recommendation of first responders.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back into the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevators.
- Wait for any instructions from *emergency responders*.
- Do not re-enter the building or work area until you have been instructed to do so by the *emergency responders*.

A building occupant is required by law to evacuate the building when the fire alarm sounds.