

UNIVERSITY OF HOUSTON GENERAL EMERGENCY EVACUATION PROCEDURES

For Emergencies dial 911

It is essential that the campus community be prepared to respond appropriately in the face of emergencies such as fires, explosions, and chemical releases. The following procedures are to be used by supervisors and managers to assist employees and students in thoroughly understanding the methods of an emergency evacuation.

The key to a successful evacuation is planning. Each employee and student must familiarize himself / herself with the university's emergency procedures and evacuation plan. Employees and students also must become familiar with the buildings in which they work, including the location of exits, fire alarms, and fire extinguishers. All employees and students must know their responsibilities. Practice drills should be conducted to maintain preparedness.

I. Pre-emergency Responsibilities

- A. Know at least two exits other than the elevators.
- B. Know the location and operation of the fire alarm system.
- C. Keep the University police emergency phone numbers conspicuously posted.
- D. Participate in all fire drills and taking them seriously.
- E. Know how to use fire extinguishers. Become familiar with the locations and types of fire extinguishers.
- F. Know the location outside the building where members of your department must congregate upon exiting.
- G. Advise personnel that they are to begin evacuating at the first sign of smoke or fire alarm.
- H. Assign one person and a backup to assist with evacuating each disabled individual.

II. Duties During an Emergency

- A. Activate the fire alarms and dial 911.
- B. Confine the fire by closing all doors and windows.
- C. Alert people on the floor so they can begin evacuation.
- D. Take your personal belongings and exit the building.
- E. Remain outside the building until allowed back in by the university police.
- F. Congregate at the pre-designated location outside the building so that a head count of the department may be taken. Our pre-determined location is _____.

III. Emergency Procedures for Disabled Personnel

- A. If the fire is not on the same floor as the disabled person, close all doors and wait for assistance.
- B. One person should stay with the disabled individual while another person reports to the university police.
- C. Hearing-impaired and visually impaired persons need only one person assigned to assist them during an evacuation. They must be notified of fire alarms and guided to safe escape routes.
- D. If needed, after the other employees and students have been evacuated, disabled employees and students may be assisted to the stairwell landings to wait for emergency personnel. All doors to the stairwell must be kept closed in order to reduce the buildup of smoke.