



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Fire and Emergency Evacuation Procedures

OEHS Fire Safety Coordinator

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Fire Safety Requirements

- The University has to meet legal requirements for fire safety. The University Emergency Management Plan provides these requirements. In order to meet the requirements goals have been set that each department and campus community member must achieve. These goals are outlined in the proceeding pages.

UAH Building Emergency Hierarchy

- In each building there is a Coordinator for emergencies. The Building Coordinator is appointed by the applicable Vice President or Dean or other Department Head.
- The coordinator appoints floor captains for each department in each building or as necessary.

Building Coordinator

Goal - Ensure a framework is in place for emergencies in each department for the building that you have been appointed as Coordinator.

Building Coordinator Responsibilities

- Become knowledgeable of procedures in the UAH Emergency Management Plan.
- Designate Floor Captains for specific areas and ensure they have educated themselves with UAH Emergency Procedures and PowerPoint presentations. Brief them as necessary.

- Determine a date for drills with the OEHS Coordinator and a location for the post drill meeting.

Building Coordinator Responsibilities (Cont.)

- Communicate drill dates and emergency information to Floor Captains
- Upon notice from the UAH Police Department provide the all clear to Floor Captains to re-enter the building or provide notice and information as received from the Emergency Management Group

Floor Captains

- Goal - Ensure employees in assigned areas are aware of UAH emergency procedures and are knowledgeable of responsibilities during emergencies

Floor Captain Responsibilities

- Brief visitors and new employees on UAH Emergency Procedures upon first arrival to campus and annually thereafter. Provide emergency procedure/evacuation route/assembly area information to faculty and staff
- Ensure preplanning is coordinated for mobility impaired. Mobility impaired persons not located on a ground-level floor should be assisted to a

safe area during an evacuation. Safe areas are stairway landings (keep doors closed as much as possible when evacuating)

- Direct people out of the building and to the assembly area
- Document and report those who refuse to evacuate on the Fire Drill Evaluation form
- Account for persons from your area at the assembly area to the best of your ability

Floor Captain Responsibilities(Cont.)

- Receive the all clear and or further instruction from the Building Coordinator
- Provide the all clear to re-enter the building to faculty, staff and students in your assembly area
- Attend the Post Drill Meeting to submit evaluations and to discuss how to improve the drills

Staff

- Goal - Safely and calmly direct yourself, students, and visitors out of the building

Staff Responsibilities

- Brief visitors and new employees on UAH Emergency Procedures upon first arrival to campus
- Never assume an alarm is a test
- Leave the building immediately
- Close your office door
- Walk, don't run, keep calm
- ***Always use stairways; do not use elevators***

Staff Responsibilities(Cont.)

- If you assisted a person to a safe location, immediately upon exit notify a professional emergency responder, then proceed to the assembly area
- Find your Floor Captain at the assembly area
- *Do not leave. **BE ACCOUNTED FOR***

- **The all-clear and permission to leave and further instruction will be provided by the Floor Captain.**

Faculty Responsibility to Students and Visitors

- Goal - Safely and calmly direct yourself, students, and visitors out of the building

Faculty Responsibilities

- Familiarize yourself with emergency plans, procedures and evacuation routes
- Provide emergency information/exit routes/ assembly areas to students at the beginning of each semester
- Ensure disabled persons have assistance getting to a safe area

*Safe areas are enclosed stairway landings (keep doors closed as much as possible when evacuation

Faculty Responsibilities

- Immediately evacuate classrooms upon hearing fire alarm. Treat all alarms as real.
- Direct students and or visitors to calmly and safely exit the building.
- Close the door when the room is empty.

Always use stairways do not use elevators during emergencies

Faculty Responsibilities

- If a person was assisted to a safe location, immediately upon exit, notify a professional emergency responder of his/her location, then proceed to the assembly area
- Find your Floor Captain at the assembly area

Faculty Responsibilities

- Account for your students and visitors at the assembly area.
- Make your best effort to keep students and visitors at the assembly area until further notice from the Floor Captain

Acknowledge Training

[Click here to acknowledge receipt of training](#)

– **If you have any questions contact:**

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