THE UNIVERSITY OF ARIZONA
PROCEDURE FOR EVACUATION FOR FIRE ALARM OR OTHER EMERGENCY

Note to instructors: Before your first class, for each classroom, identify the location of each exit from your floor, and the exit paths from your classrooms. During the first class session, please communicate to your class the locations of all exits, the paths to the exits, and the building evacuation instructions included below.

This procedure is intended to be a guide for standard evacuation of university buildings during a fire alarm or fire emergency. In the event of other emergencies, such as criminal activity or civil disturbance, instructions from police or other emergency responders at the scene may supersede these instructions, and should be followed, even if different from this document.

If you discover fire, smoke, or hear the fire alarm:

• Leave the classroom immediately via the exit doors and proceed out of the building. Upper floors and basements must use the stairs. DO NOT USE THE ELEVATORS.

• As you leave close all doors, including those propped open.

• On your way out, you will pass a fire alarm pull station. If the alarm is not already ringing, PULL IT.

• Once outside, move far enough away from the building to allow easy access for emergency vehicles and personnel (usually across a street or at least 50 feet from the building).

• Remain outside the building until the Tucson Fire Department (TFD) or University Police (UAPD) gives the "ALL CLEAR" to re-enter the building. Silencing of the alarm DOES NOT indicate an "ALL CLEAR." Wait for verbal instructions.

• For mobility impaired persons: If a person with a mobility impairment is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

• The mobility-impaired person should proceed or ask for assistance to the nearest enclosed stairwell or "area of safe refuge" and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. The mobility-impaired person should notify someone (i.e. a co-worker, supervisor, instructor, or building monitor) or if possible, take a mobile phone with him or her. 9-1-1 can be called to notify of their location. If desired, someone may remain with the mobility-impaired person.

• Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.

• Once outside, anyone with information should inform the TFD Incident Command Center or a UAPD officer that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. UNIVERSITY PERSONNEL OR STUDENTS SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.

• After the "ALL CLEAR" has been given by TFD or UAPD, the person assisting should immediately go to the stairwell or refuge area and inform the person that it is safe to re-occupy the building.