

Emergency Evacuation Plan

I. INTRODUCTION

The administration of the College of Science at Marshall University recognizes the benefits of a healthy workforce. With the recognition that workplaces that are safe from hazardous conditions are beneficial to all, the College of Science has enacted this evacuation program to reduce the risks and confusion associated with evacuations. The goal of this policy is to educate the faculty and staff about their roles in an emergency evacuation. This proactive policy will encompass the College of Science and will seek input from all levels of employees.

II. DUTIES

The administration of the College of Science recognizes that the success of the emergency evacuation program relies on active participation and input from all levels of employees. The specific duties of each member of the College of Science are delineated below.

Dean - The Dean of the College of Science has the obligation to oversee the establishment of an evacuation plan for the Science Building. The dean also has the responsibility of implementing recommendations and regulations regarding emergency evacuations and ensuring compliance with the appropriate regulations. The dean has the additional responsibility of requesting that emergency evacuation

drills be performed at least yearly. The dean will also serve as the emergency site coordinator until appropriate authorities arrive.

Department Chairs - It is the responsibility of each department chair to appoint two faculty or staff members to serve as fire marshals in the event of a fire or similar emergency evacuation procedure. They also have the responsibility to see that recommendations concerning emergency evacuations pertaining to their department are implemented.

Faculty - The faculty of the College of Science who have been chosen to serve as fire marshals, assisting in the evacuation of their floor, are expected to check each room for lingering students, faculty, or staff. Faculty in general are expected to train students what to do in the event of a fire, and insure students know the proper evacuation route. Faculty are also expected to inform classes what to do in the event of a fire alarm and insure all students in their class have evacuated the building. They are to report any missing students to the dean, who will notify emergency personal.

Staff - The staff of the College of Science who have been chosen to serve as fire marshals, assisting in the

evacuation of their floor, are expected to check each room for lingering students, faculty, or staff.

Safety Officer - The safety officer of the College of Science has the responsibility of insuring that all evacuation equipment is in good shape and in working order. They are to advise faculty and staff on emergency evacuation related issues. The safety officer also has the responsibility of remaining current on regulations related to emergency evacuation procedures.

Students - The students of the College of Science have the responsibility of knowing the appropriate evacuation route from their lab or classroom. They are also to stay with their class until the faculty member in charge dismisses them. Those students in labs have the added responsibility of turning off all electrical equipment such as roto-vaps, hot plates and stirrers.

I. **Training**

It is well documented that for an emergency evacuation program to be successful, training must be conducted. The goal of an emergency evacuation training program is to prepare students, faculty, and staff for emergency evacuations. In the College of Science training forms a crucial cornerstone of the emergency evacuation program.

The cornerstone of the emergency evacuation procedure is the use of drills to condition students in regards to emergency evacuations. Therefore, the College of Science will request an emergency evacuation drill at least yearly. Also, the faculty are required to teach students what to do in the event of an emergency evacuation. It is important to note that the classified staff handbook states the following in regards to fire drills or alarms is the following:

1. "Any time a fire alarm sounds in a University building, all occupants must evacuate the building immediately.
- Any faculty, staff, or student with a disability should be assisted to the nearest clear exit. Employees should not try to carry individuals with disabilities out of the building unless it is an extreme emergency.
 - If employees know the source of the alarm, they should make this information known to Public Safety as soon as possible.
 - Do not use elevators during a fire alarm.

Employees should evacuate the building and remain outside until the alarm has been silenced **and** a public safety official or representative of the fire department has authorized re-entry."

Based on this, it is the policy of the program that **ALL** people in the building are to leave the building **AT ONCE** in

the event of an alarm. **NO ONE** is authorized to change the policy of evacuation, unless they have **prior** knowledge of the alarm being a drill.