

# Evacuation Procedure

## A. PREPARING FOR AN EVACUATION

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

## B. DURING AN EVACUATION

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK -- do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

### **If relocating outside the building:**

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your group.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS!!!!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Emergency Service and Campus Security personnel will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Building safety coordinators are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the

areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are Campus Security employees, members of the Moorhead Fire Department or Moorhead Police Department. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.

- Building safety coordinators are responsible to identify any MSUM employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

## C. EVACUATION OF DISABLED PERSONS

### A. Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

### B. Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.

- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an [emergency evacuation chair](#).
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

### **C. Visually Impaired Persons**

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

### **D. Hearing Impaired Persons**

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

1. Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
2. Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

## SHELTER-IN-PLACE" PROCEDURES

*During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to "shelter in place" rather than evacuate the building.*

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most university buildings' ventilation systems are controlled centrally by [Physical Plant](#), you can contact the at 477-2400.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, <http://www.mnstate.edu>, and/or monitor radio or television for further details. (The Moorhead AM stations required to broadcast emergency information are ?)
- Do not call 9-911 unless you are reporting a life-threatening situation.

### **When the "all clear" is announced:**

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

### **E. ASSEMBLY POINTS**

- The Center of the Mall Area between Weld and MacLean Halls.
- All University Parking Lots.

### **F. VEHICLE EVACUATION PLAN**

One goal of the Campus Security Department in the event of a campus closure/evacuation is to direct vehicles off campus in a safe and controlled manner. The following traffic management plan will be implemented, although it should be noted that several variables may come into play that could alter the specific application of the plan. Pre-eminent among these factors are:

- the nature of the emergency
- the immediate impact upon MSUM of the emergency

- the timing of the emergency
- the staffing available to the Department to implement the plan.

Staffing is contingent upon the number of Police, Parking, and Campus Security Officers currently working and available to assist. Of course, their ability to respond in a timely fashion will be totally dependent upon the nature and extent of the emergency.

This plan begins with the "worst-case" scenario: the necessity to immediately evacuate the campus. The plan may be modified to establish additional points of traffic control dependent upon available time and staff. Initially, Campus Security, Parking and Physical Plant staff would be the primary controllers and would be assigned to the following intersections:

- 6<sup>th</sup> Avenue South and 11<sup>th</sup> Street South
- 7<sup>th</sup> Avenue South and 11<sup>th</sup> Street South
- 9<sup>th</sup> Avenue South and 11<sup>th</sup> Street South
- 6<sup>th</sup> Avenue South and 14<sup>th</sup> Street South
- 9<sup>th</sup> Avenue South and 14<sup>th</sup> Street South
- 6<sup>th</sup> Avenue South and 17<sup>th</sup> Street South
- 9<sup>th</sup> Avenue South and 17<sup>th</sup> Street South

The most congested areas on campus during mass egress are 9<sup>th</sup> Avenue South, 11<sup>th</sup> Street South and 14<sup>th</sup> Street South. The goal of the controllers will be to keep traffic moving in a manner that will favor traffic on these streets.

- Vehicles on 6<sup>th</sup> Avenue South will be sent in two directions: West toward Hwy 75 and East toward 20<sup>th</sup> Street South.
- Vehicles on 7<sup>th</sup> Avenue South will be sent West towards Hwy 75.
- Vehicles on 9<sup>th</sup> Avenue South will be sent in three directions: West to 11<sup>th</sup> Street South, East to 14<sup>th</sup> Street South and East to 20<sup>th</sup> Street South.
- Vehicles on 11<sup>th</sup> Street South will be sent South to 12<sup>th</sup> Avenue South.
- Vehicles on 14<sup>th</sup> Street South will be sent in two directions: North to Main Street and East to 20<sup>th</sup> Street South.
- Vehicles on 17<sup>th</sup> Street South will be sent in two directions North to Main Street and South to 12<sup>th</sup> Avenue South.