

Fire Safety and Building Evacuations

A building evacuation goes into effect in case of fire or other emergency that requires some or all occupants to immediately leave a building to ensure their safety.

How to prepare for a building evacuation:

- Familiarize yourself with emergency stairwells, exit routes, and assembly areas for your primary location, as well as buildings that you frequent.
- Know at least two (2) exits near your primary location.
- Know where your fire alarm pull stations are located.
- Know where fire extinguishers are located on your floor.
- Know your evacuation meeting locations.
- If you have a pre-existing or new disability or injury, let Campus Safety and Security or a colleague in your office location know that you will require assistance in an evacuation.

In the Event the Fire Alarm is Activated

1. Remember the acronym – RACE
 - R - Rescue - Rescue people in immediate danger.
 - A - Alert - Pull the fire alarm and call 911 from a safe location.
 - C - Contain - Close all doors and windows.
 - E - Evacuate/Extinguish - Evacuate building and extinguish small fires, if it is safe to do so.
2. Always evacuate to the nearest accessible stairwell (or alternate if nearest exit is blocked or congested).
3. DO NOT use elevators during an evacuation! Stay calm. Do not rush or panic. If safe to do so, take personal items (phone, keys, etc.).
4. Check conditions of stairwells before evacuating. Use alternative stairwell if there is a dangerous condition. When going down the stairs, stay to the right as first responders will be coming from the left.
5. Do not congregate in the lobby, in front of the building, or the side of building.
6. Notify Campus Safety and Security if you are unable to evacuate the building.
7. Do not re-enter the building until instructed to do so by emergency responders or the Fire Safety Director.

Evacuation of People with Disabilities

People who are unable to evacuate the building rapidly, such as those who require assistance, should move to a fire or egress stairwell and contact Cooper Security or 911. Wait for assistance from trained emergency responders.

If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.

Elevators will not be used to evacuate disabled persons until the fire department determines that they are safe to use.