

# 1.3 Building Evacuation

The building evacuation plan is building specific. It is important for all employees of the University to be familiar with the evacuation plan for the building that is their primary place of employment, as well as other areas that they frequent. Evacuation plans and means of egress are posted in classrooms and most elevator lobby areas. Employees are advised to familiarize themselves with the closest route of safe egress.

Evacuation plans for each academic and administrative building on the Boston Campus are located in [Section 3.0](#).

Evacuation plans for each residence hall on the Boston campus are located in [Section 4.0](#).

## **WHAT TO DO WHEN AN ALARM SOUNDS**

When a fire alarm device is activated, audible fire alarm horns will sound and visible fire alarm strobe lights will flash. This signals the report of an emergency.

**LOW RISE BUILDINGS (less than 4 floors high):** If you are not in a high-rise building and an alarm sounds, all floors will evacuate the building.

**HIGH RISE BUILDINGS (4 or more floors high):** If your building is a high-rise building an automated communication message will sound over the PA system. Listen to the message and follow the instructions.

- Floor evacuation diagrams showing escape routes are posted on each floor. Evacuation diagrams designate the nearest stairwell from that location. Individuals should follow the escape route to the nearest stairwell exit.
- Leave the building, even if the alarm stops while you are on your way out, and report to your building's designated assembly area.
- No occupant, student or staff member is permitted to re-enter the building until the Boston Fire Department or Suffolk University Police give the okay.

**Floor Wardens:** The Floor Wardens in each building serve on a voluntary basis and report to the Emergency Manager. In the residence halls the Resident Assistants serve as Floor Wardens. Floor Wardens serve as coordinators in the event of an evacuation and are trained in the various escape routes and evacuation procedures.

### ***Floor Warden Responsibilities:***

- To assist occupants in exiting the building by identifying exit routes (IF THEY CAN DO SO SAFELY)
- To know the assembly areas and to communicate this information to occupants in the event of an evacuation
- To check all areas of their floor (IF THEY CAN DO SO SAFELY) to ensure that occupants have vacated the floor
- To maintain a list of the occupants on their floor which they take with them in the event of an evacuation
- To assemble with the occupants of their floor at the assembly area and conduct a head count, if possible. Notify the emergency personnel of any persons who cannot be accounted for
- To notify emergency response personnel of any persons that they know have special needs or disabilities, or other non-ambulatory individuals who are unable to evacuate the building unassisted

Reviewed by	Date
Incident Support Team	7/1/2015