

Emergency Evacuation Instructions

UCDC

EMERGENCY EVACUATION INSTRUCTIONS

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Individuals who spend most of their time working on-site should be selected to assist during an evacuation. At least two people should be trained in each of the roles described below so that if one is away the alternate can take over. As program head you should serve as a back-up to your monitors if neither of them is available during an evacuation.

- 1. Door Monitors** - responsible for ensuring, that once people evacuate, no one returns to the building until it has been officially released for re-occupancy by public safety personnel. (See instructions on page 5)
- 2. Assembly Area Point of Contact (AAPOC)** - responsible for “grab and go” bag, communication liaison between Control Point and Assembly Area. (See instructions on page 3)
- 3. Control Point Point of Contact (CPPOC)** - responsible for communication liaison between DCPD, Fire Department, and Assembly Area POC. (See instructions on page 4)

TRAIN EMPLOYEES FOR DESIGNATED ROLES

Building safety committee members are responsible for communicating safety issues to their respective departments.

Meet with individuals selected as AAPOC, CPPOC and door monitors, as well as alternates to go over the instructions for each role.

Conduct a walk-through of the areas for which your evacuation responders are responsible and identify all exits. Assist floor monitors in choosing the best evacuation route and alternate routes in case the quickest way is blocked.

Discuss the assembly points and select one closest to the exit you have chosen. Instruct your staff to meet at the assembly point after exiting the building. Individuals needing to depart from the designated assembly point should be instructed to inform someone of their departure.

INFORM FACULTY

Faculty should be informed that during an evacuation, classes in session will be interrupted. If the evacuation is a drill, it should take only 15-20 minutes once a routine has been established, so students can be asked to wait and reassemble for class. Faculty should identify the nearest exit and assembly point and discuss the plan with the students prior to the drill.

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Assembly Area POC

Assembly Area: West Sidewalk on 16th Street between Rhode Island Ave and M Street

Assembly Area POC: Corner of Rhode Island Ave and 16th Street

Daytime: Alverta Scott

Backup: Mary Byrne

Nighttime: CSD on Duty

Backup: CSD not on Duty

Responsible for: Maintaining communication between Assembly Area, building occupants and, Control Point POC.

Instructions Prior to an Emergency:

Establish a "grab and go" location for emergency equipment, where it is readily available to whoever serves in this capacity during an evacuation (primary evacuation monitor, alternate or unit head). Inform back-up POC of its location.

Keep pertinent information, hat, note paper, clipboard, etc. in a Grab and Go location.

Instructions During an Emergency:

At the sound of the fire alarm, take the "grab and go" bag to the Assembly Area POC location. Act as central communications point for any special circumstance, issues and/or problems reported from the building occupants.

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Control Point POC

Control Point Location: Fire Control room

Control Point POC:

Daytime: Mac Hamlett Sidewalk Near Fire Control Room
Backup: Handell Messiah

Nighttime: Debbie Deas
Backup: Designated Residential Life Staff

Responsible for: The safety of all building occupants and visitors. Key contact for all emergency responders (Fire Department, DCPD, etc.). Act as central point of gathering information from Assembly Area POC to pass on to responders.

Know all evacuation policies and procedures thoroughly. Maintain an overview of the evacuation through communication with the AAPOC and Door Monitors via communication device.

Instructions Prior to an Emergency:

Establish a "grab and go" location for emergency equipment, where it is readily available to whoever serves in this capacity during an evacuation (primary responder, alternate or unit head). Inform back-up POC of its location. Keep pertinent information, note paper, clipboard, etc. in a Grab and Go location.

Instructions During an Emergency:

Remove workplace survival kit if we have one, put on hard hat, and report immediately to the Control Point. Meet with public safety units (police and fire) as they arrive and inform them if anyone remains in the building, whether any disabled persons need to be evacuated, and any information regarding the nature of the emergency. Know who the Physical Resources contact persons are for turning alarm bell off, shutting off valves, or responding to a hazardous materials release.

Note time the alarm bell sounded on the control sheet.

Responsible for keeping lines of communication open between Door Monitors, AAPOC, and CPPOC.

Inform the **Assembly Area POC** with a status report if any, or any other important information.

All Clear

Once the authorization is made to re-enter the building, it is the responsibility from the control point to disseminate the information to all door monitors and Assembly Area POC through communication device.

Ground Floor North – Main Entrance

Ground Floor South

Ground Floor East

Write a brief summary of the evacuation, noting the amount of time it took to evacuate, to re-occupy, and any problems that were encountered. Provide this report to the Emergency Preparedness Committee.

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Door Monitor Instructions

Exits to be Monitored:

Ground Level

- (1) Main doors facing north
- (2) East Emergency Exit
- (3) South Stairwell Emergency Exit
- (4) Loading Dock Stairwell Exit

Assembly Points:

Ground Level:

16th Street sidewalk between Rhode Island and M Street

Instructions

When the alarm sounds evacuate immediately to the exit for which you are responsible.

Stand outside the door and direct individuals to the **Assembly Area**. Everyone must check in with the **AAPOC** excluding door monitors, you are to stay at your assigned area.

Do not let individuals re-enter the building. Inform them that by law the building must remain evacuated until it is cleared for re-entry by a public safety official (police or fire). Do not engage in force if someone insists on returning to the building. Communicate this information to the **AAPOC**.

Maintain contact with the **Control Point POC** via communication device and communicate information regarding the status of the building and/or the evacuation with any issues or problems encountered.

Report any problems you encountered during the evacuation to the **AAPOC**.

When the **Control Point POC** indicates that the building can be re-occupied, you may be able to enter the building.

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EVACUATION MONITORS-UCDC

DOOR SECURITY

Evacuation Areas

Door Monitor/Alternate

1. Main Doors Facing North:

Door monitor 1: Security Guard on Duty

Door monitor 2: Designated by CPPOC

2. East Emergency Exit:

Door monitor 1: Designated by CPPOC

Door monitor 2: Designated by CPPOC

3. South Stairwell Emergency Exit

Door monitor 1: Designated by CPPOC

Door monitor 2: Designated by CPPOC

4. Loading Dock Stairwell Exit

Door monitor 1: Designated by CPPOC

Door monitor 2: Designated by CPPOC

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OFFICE Occupants

Remove personal belongings, exit office and **close door behind you**. In case of bomb threat, do not turn off lights or equipment.

Assist disabled persons in your vicinity with exiting the building or finding refuge in an office with a door.

Exit the building by the nearest stairway. Do not use the elevator. The goal is to have the building completely evacuated in 5 minutes or less. Note that it is illegal to remain in the building after the alarm sounds. Failure to exit may be reported to the police/fire representatives when they arrive and could result in a fine.

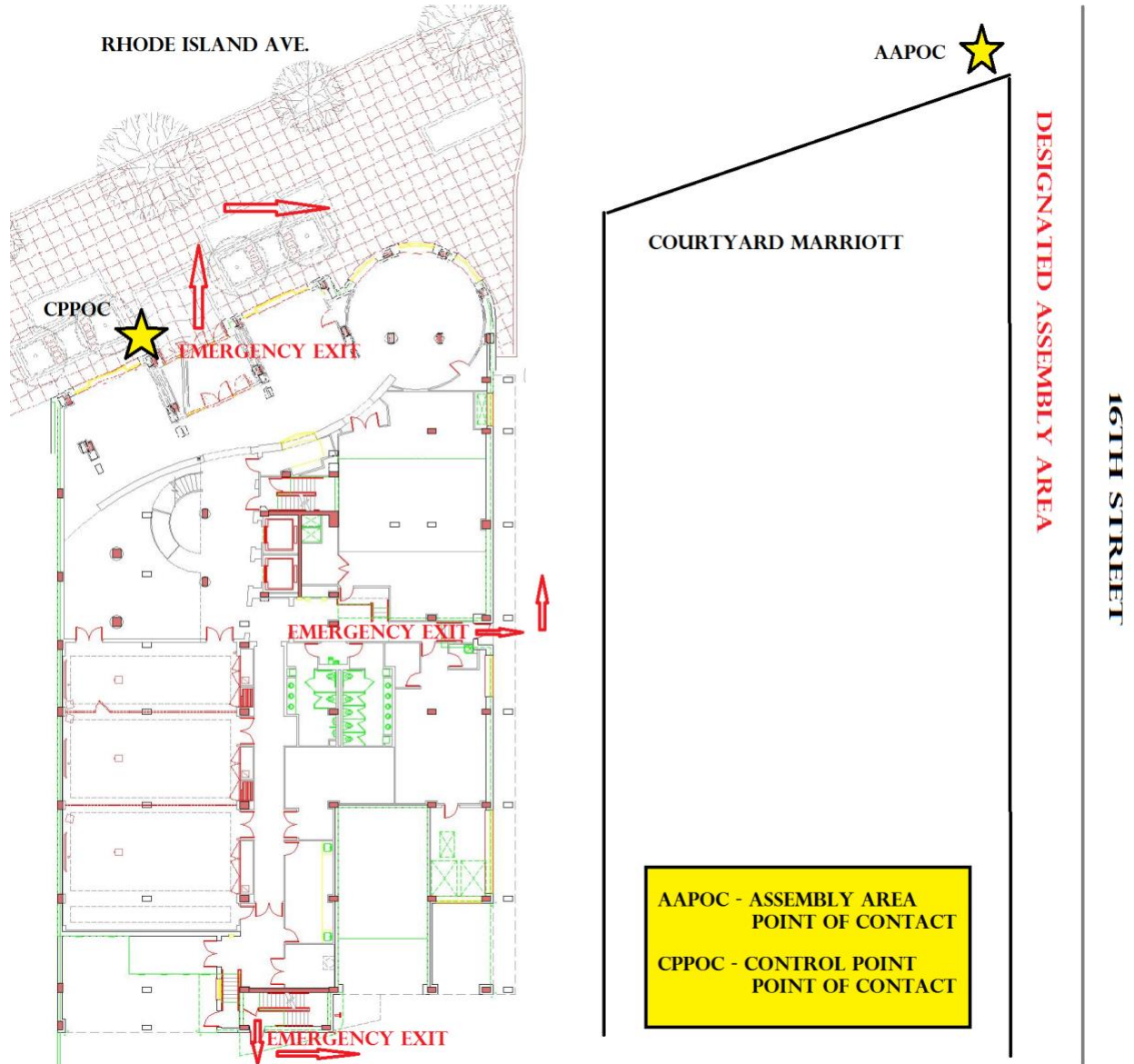
If you have information regarding the cause of the alarm bell sounding or if you experience any significant problems during the evacuation, report immediately to your **AAPOC** at the **Evacuation Assembly Area**.

Assemble at the west sidewalk on 16th street between Rhode Island Ave and M Street.

Wait until proper notification even after the alarm bell stops. This is an indication that public safety officials have given permission to re-occupy the building. **AAPOC** will signal when the building is ready to occupy.

Additional note concerning earthquakes: In the event of a major earthquake, the general rule is to "Duck, Cover and Hold" until the shaking stops, then evacuate the building. The alarm will not sound unless there is a fire or release of hazardous substances. In a minor earthquake, occupants may re-enter the building. In a major earthquake, occupants should stay outside until the building has been checked by a structural engineer.

UCDC Emergency Exits



Information for Instructors – Posted in each classroom

ATTENTION
UC WASHINGTON CENTER INSTRUCTOR(S)

Upon activation of the evacuation or fire alarm (horn and strobes), please make sure that all attendees evacuate the building and proceed TO 16TH Street between Rhode Island Ave and M Street.

The instructor(s) should have their group exit the building using the nearest stairwell, in an organized manner and check in with your floor group. If there are any problems, the instructor must notify the Assembly Area Point of Contact (AAPOC).

The instructor(s) should have a list used to account for all attendees. If an attendee is unaccounted for, the instructor should inform the AAPOC.

- 1) Do not leave any personal items in the room
- 2) Shut the door upon leaving the room
- 3) Instructor is to check in with the AAPOC, immediately after evacuating the building.

Please note that it is illegal to ignore the evacuation or fire alarm.