

Approved by common consent 4-6-06

Revised 1-9-08

Revised 1-15-08 Draft

COED EMERGENCY EVACUATION PLAN

- A. This plan is established to ensure that all occupants of College of Education Building are prepared for emergencies which may require evacuation of campus facilities. Causes for evacuation could be fire, explosion, severe weather, chemical and radioactive material incidents, or other similar problems.
- B. This plan includes emergency escape procedures, procedures for employees who remain behind for critical operations, procedures to account for employees after evacuation, procedures to assist the physically impaired, rescue responsibilities, and means for reporting emergencies.
1. Appropriate exits are indicated on the building locators posted in each building.
 2. Alarm Systems:
 - a. Alarms include wall pull alarms and smoke and heat detectors.
 - b. Anyone discovering a fire, witnessing an explosion, or being made aware of chemical and radioactive material incidents should immediately activate the building fire alarm (wall pull station) and call Campus Police at extension 911 (704-687-2200 by cell phone).
 - c. Occupants hearing the fire alarm should immediately evacuate to the designated meeting area, away from the exits, and remain clear of emergency personnel/operations.
 - d. On hearing the alarm, mobility impaired individuals on upper floors should proceed to the nearest stairwell for assistance by emergency response personnel.
 3. Physically impaired individuals should be identified for assistance by fellow occupants and by Instructors in classroom settings. Contact Campus Police and provide location information for individuals requiring additional assistance.
 4. After evacuation is completed, designated individuals should verify that all employees are accounted for (See assigned duties of Emergency Coordinators and Monitors below).
 5. Do not re-enter the building until notified by proper authorities.
 6. Rescue and medical response will be coordinated by Campus Police.
 7. Training will be provided for all new employees and designated employees when they are initially selected for special evacuation duties, as listed below. Additional training will occur whenever duties change or when the plan is changed.
- C. Any questions concerning operation of this emergency evacuation plan should be referred to the Building Facility Marshal or the UNC Charlotte Safety and Environmental Health Office (7-4291).

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ASSIGNED DUTIES

Emergency Coordinator: Barbara Edwards 78993

Alternate: Dane Hughes 78937

Monitor(s): Ground – Ed Conway
 1st Floor – Kim Harn and Sheila Cook
 2nd Floor – Annie Dagon and Cornelia Auten
 3rd Floor – Tammy Fesperman and Kathie Goldman
 4th Floor - Robert Reimer

Alternate: Ground – Lonnie Bateman
 1st Floor – Vicki Jaus and Sam Nixon
 2nd Floor – Susan Furr and David Pugalee
 3rd Floor – Bob Rickelman and Jeanneine Jones
 4th Floor – Martha Miller

Assigned Meeting Place: Stairs to Student Activity Center near College of Health and Human Services (CHHS).

Duties

Emergency Coordinator:

1. Insures communication of plan to department employees.
2. Identifies disabled co-workers requiring assistance.
3. Coordinates evacuation.
4. Notifies Campus Police of discrepancies.

Monitor:

1. Checks bathrooms and secluded areas for employees and students during evacuation.
2. Reports to Emergency Coordinator at Meeting Place.

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FIRE PREVENTION PLAN

1. Major hazards and control measures:
 - A. Flammable Liquids. No more than 10 gallons of flammable liquids are allowed in any one fire area. Storage for more than 25 gallons is maintained in a properly designed storage cabinet. Proper ventilation is maintained at all times. Proper dispensing equipment and procedures are used. Work practices are designed to minimize vapor release.
 - B. Combustible Storage. Clearance of at least 36 inches is maintained between sprinkler heads and storage. Aisles are established and maintained.
 - D. All storage and work areas are protected by a smoke or heat detector system (sprinkler system, automatic fire suppression system, fire hoses), and portable fire extinguishers.
2. Housekeeping procedures control accumulation of combustible waste. Proper waste containers are maintained. Waste is removed from work areas at the end of each day.
3. Heat producing equipment is routinely inspected under the preventive maintenance schedule to prevent accidental ignition of combustible materials.
4. Fuel sources and fire protective equipment are maintained by the Director of Maintenance and Operations, Facilities Management.