

AREA EVACUATION PLAN			
<b>CAMPUS</b>	N/A	<b>AREA EVACUATION COORDINATOR:</b>	
<b>BUILDING</b>	A1-a	Gaye Hodges	713-1169
<b>DEPARTMENT:</b>	Animal Resources Program	<b>ALTERNATE/ASSISTANT:</b>	
<b>LOCATION:</b>			

### **How To Report An Emergency**

From any telephone contact the following number to report an emergency: **911**

#### **2. FIRE (Code Red)**

In the event of fire, smoke, or any emergency that requires evacuation from the building, please do the following:

#### **R A C E**

##### **R = Rescue**

Rescue persons in danger.

##### **A = Alarm**

1. Pull the fire alarm. Pull stations are located within 10 feet from each exit/entrance.
2. Call the Emergency Number: **911**. You should remain in communication with the emergency operator until asked to hang up.

##### **C = Contain**

1. Contain the fire.
2. Do not break windows.
3. Close but DO NOT lock any doors.

##### **E = Evacuate**

1. If smoke or fire is visible, close the door(s) to that area and inform the Area Evacuation Coordinator: **Gaye Hodges**
2. Exit the floor in a quick, orderly fashion via the nearest exit. (See Exhibit A). **DO NOT Use the Elevators.**
3. Never allow the fire to get between you and the nearest exit.
4. Stay low to the ground to avoid smoke.
5. Proceed to the assigned emergency assembly point.

#### **3. Emergency Assembly Point**

The designated emergency assembly point for the occupants of A1a is:

Primary: Front parking lot.

Secondary: Rear of building behind HVAC.

If you have visitors, escort them out of the building via the closest unaffected exit and instruct them to meet in the designated assembly point. If you have visitors, you are responsible for their safety.

#### **4. Area Evacuation Coordinator Responsibilities**

1. Check all offices to ensure that all persons are evacuated.
2. Direct persons evacuating to the designated emergency assembly point.
3. Once all personnel are evacuated, move to assigned assembly point.
4. Be prepared to provide an accurate head count of all assigned personnel and visitors/patients when asked by the incident commander.

#### **5. Special Notes**

1. Procedures for moving or evacuating disabled employees and or non-ambulatory patients should be determined prior to any emergency.
2. The building will not be reoccupied until the Winston-Salem Fire Department provides information that the building is in a safe condition for the public to reenter.

**EXHIBIT "A"**

**First Floor**