Wake Forest™
Baptist Health

Environmental Health and Safety
336-716-9375/Phone

AREA EVACUATION PLAN				
EFFECTIVE DATE	April 15, 2011	REVISED DATE	JULY 8, 2011	
CAMPUS	Off Campus	AREA EVACUATION COORDINATOR	Dorothy Carter	716-3670
BUILDING	**Victoria Hall**			
DEPARTMENT	Physician Assistant Studies	ALTERNATE/ASSISTANT	Janie McDaniel	716-2031
LOCATION	**Victoria Hall**			

1. **How To Report An Emergency**
   From any telephone, call: **6-9111 (on campus) or 911 (off campus)**

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: **6-9111/911**. You should remain in communication with the emergency operator providing as much detailed information as possible i.e.: address and location of fire or smoke.
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 Coordinators. 2. Exit the floor in a quick, orderly fashion via the nearest exit. (**APPENDIX A**). 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 occupant is:

Horizontal Evacuation Route	
Primary	N/A
Secondary	N/A

Vertical Evacuation Route	
Primary	Chestnut Street Parking Deck. Across from Victoria Hall.
Secondary	Forsyth County Government Center Plaza

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 able to provide an accurate head count of all assigned personnel and visitors/patients.

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 local fire department official provides information that the building is in a safe condition for the public to reenter.