HANES BUILDING - AREA EVACUATION PLAN			
CAMPUS	Bowman Gray		
BUILDING	**HANES**	Effective:	January 2008
DEPARTMENT:	Applies to All WFUHS Staff		
LOCATION:		Revised:	April 2008

1. *How To Report An Emergency*

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

716-9111

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 10 feet from each exit/entrance.
2. Call the Emergency Number: **716-9111**. This is the Emergency Communications Center (ECC). You should remain in communication with the ECC until asked to hang up.

C = Contain

1. Contain the fire.
2. Do not break windows.
3. Close but DO NOT lock any doors.
4. Ensure all heat/oxygen and fuel producing processes are secured prior to leaving your work area.

E = Evacuate

1. Evacuation Coordinators will check all offices to determine that all offices are evacuated.
2. Exit at the nearest Emergency Exit in a quick, orderly fashion. DO NOT Use the Hanes Building Elevators.
3. Never allow the fire to get between you and the nearest exit.
4. Stay low to the ground to avoid smoke.
5. Do not break windows.
6. Evacuation Coordinators will close all doors as they clear the building.
7. Do not lock any doors.
8. Evacuation Coordinators will direct persons evacuating to the designated emergency assembly point.

3. Emergency Assembly Point

The designated primary emergency assembly points for the Hanes Building and staff are:

Alumni Plaza, Eden Terrace, Power Plant, Hawthorne Parking Level "B"

If you have visitors, escort them out of the building via the stairs and instruct them to meet in the designated assembly point. If you have visitors, you are responsible for their safety. See Exhibit "A"

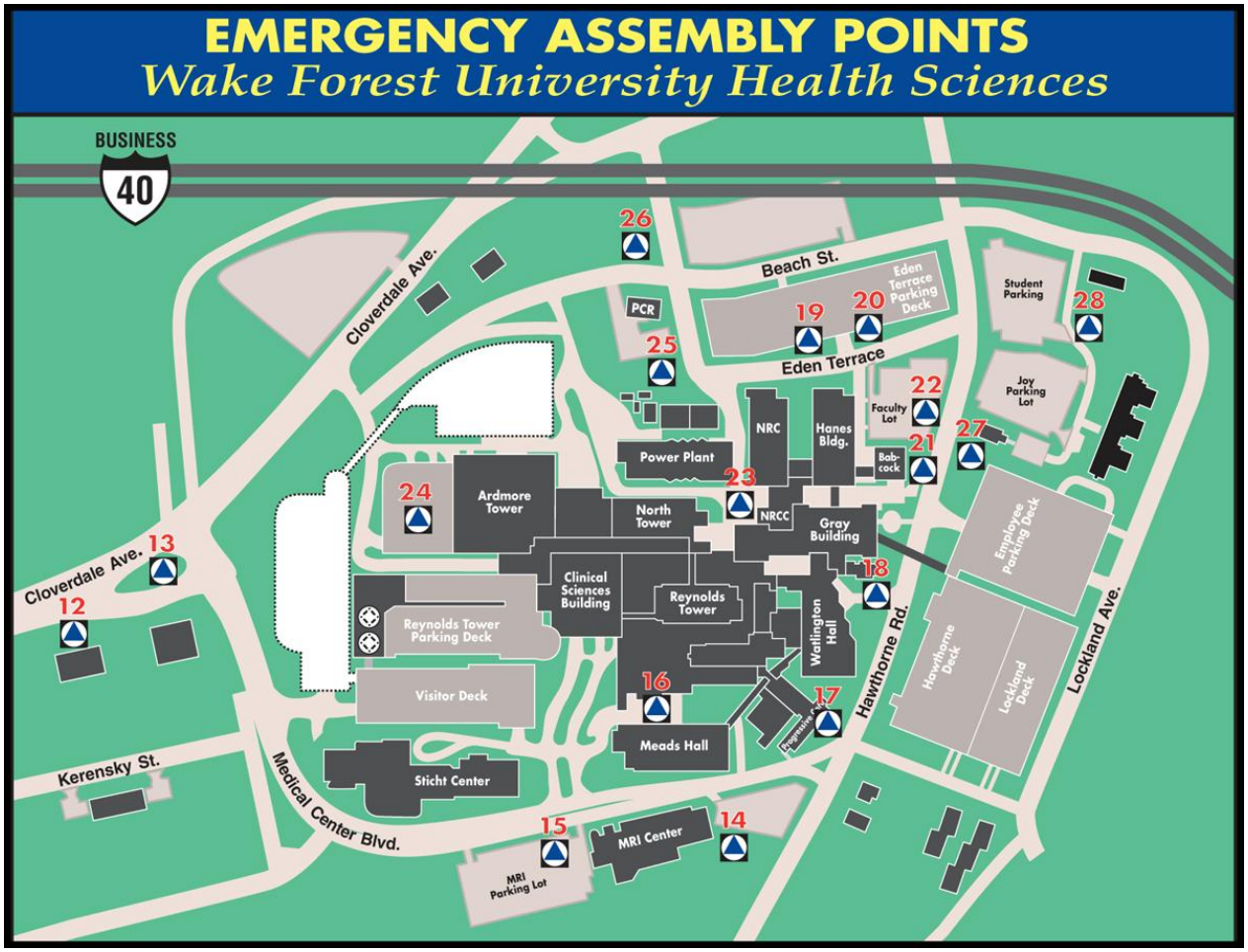
4. Area Evacuation Coordinator Responsibilities

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 WFUHS personnel and visitors when asked by the incident commander.

5. Special Notes

1. Use pager information provided by the emergency communication center to evaluate the situation and make judgments.
2. Procedures for moving or evacuating disabled employees should be determined prior to any emergency.
3. Procedures for relocating research animals should be addressed in your disaster preparedness plan.

EXHIBIT A


EMERGENCY ASSEMBLY POINTS
Wake Forest University Health Sciences
BUSINESS
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Cloverdale Ave.
Beach St.
Eden Terrace
Eden Terrace Parking Deck
Student Parking
Joy Parking Lot
Faculty Lot
Babcock
NRC
Hanes Bldg.
Power Plant
Ardmore Tower
North Tower
NRCC
Gray Building
Clinical Sciences Building
Reynolds Tower
Reynolds Tower Parking Deck
Wallington Hall
Visitor Deck
Meads Hall
Sticht Center
MRI Center
MRI Parking Lot
Employee Parking Deck
Hawthorne Deck
Lockland Deck
Hawthorne Rd.
Lockland Ave.
Medical Center Blvd.
Kerensky St.
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