

**SAINT MARTIN'S UNIVERSITY EVACUATION PROCEDURE  
INSTITUTIONAL ADVANCEMENT & FINANCE BUILDING  
5500 PACIFIC AVE SE  
JULY 8, 2010**

**The success of any evacuation is dependent on common sense, logic, and presence of mind; all evacuations should follow the fastest and safest route the particular emergency allows.**

**All building evacuations will occur when a fire alarm sounds or upon notification from authorized personnel.** All personnel will evacuate to at least 75 feet from the building. Evacuation maps are posted and exits are marked. Once a building is evacuated, people may not reenter until approval is given by the University President. In the President's absence, the Director of Public Safety, or Director of Facilities, or Dean of Students shall act as the Official University Representative.

**Upon discovery of a fire or other significant emergency:**

- 1.) A building evacuation will occur when a fire alarm sounds, or upon notification from Public Safety.
- 2.) **Evacuation Monitors or other SMU Official will: Announce evacuation in a clear, calm voice; Oversee orderly evacuation of room; Shut doors and windows and turn lights off (if time allows); Escort evacuees to designated assembly point. Evacuation Monitor is the last to leave a given zone of responsibility. Evacuees will go to, and remain at, designated assembly area until released by authorized SMU Official (President, Director of Public Safety, Director of Facilities, or Dean of Students). CAUTION: FIRE ALARMS MAY STOP RINGING.... ALWAYS CONTINUE EVACUATION**
- 3.) At all doorways, evacuees will look both ways to determine direction of emergency and then proceed with evacuation.
- 4.) **EVACUATIONS OF PERSONS WITH DISABILITIES: Evacuation Monitors will:**
  - A.) **Communicate the nature of the emergency to the person.**
  - B.) **Ask how the person would like to be assisted.**
  - C.) **Evacuate mobility aids with person, if possible.**

**FOR PERSONS WITH VISUAL IMPAIRMENTS:** Offer to guide person to the nearest exit. Have the person take your elbow and advise of any obstacles such as stairs, narrow passageways, or overhanging objects. At the Assembly Point, orient the person and ask if further assistance is needed.

**FOR PERSONS WITH HEARING IMPAIRMENTS:** Communicate with the hearing disabled person through writing, hand gestures, or lip-reading.

**FOR PERSONS USING WHEELCHAIRS, CRUTCHES, CANES, OR WALKERS:** Ask what method of assistance the person prefers. Evacuate mobility aids with the person if possible. **If the person prefers to be moved in the wheelchair, remember:**

- \* Ask if the person wants to move forward or backward down stairs
- \* Wheelchairs have many moveable or weak parts
- \* Some persons have no upper trunk or neck strength
- \* An evacuation chair may be needed; the regular wheelchair can be retrieved later
- \* If seat belt is available, use it!

**If the person prefers to be removed from the wheelchair, ask his/her preference on the following:**

- \* Way of being removed from the wheelchair
- \* Whether to move extremities or not
- \* Being moved forward or backward down stairs

- \* Whether to bring seat cushion or pads
- \* What is necessary for after-evacuation care

Mobility aids will be retrieved as soon as possible. Contact Public Safety for location of mobility devices.

**Evacuation Points:**

Primary Assembly Area: Parking lot East of the 5500 building (Chiropractor Office parking lot):

Alternate Assembly Areas:

1. Baseball field

Triage Location: TBD by Lacey Fire Department.

Command Post: TBD by Incident Commander

Media Assembly area: TBD by Office of Marketing and Communications

Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel. **Evacuation Monitors will report completion of evacuation designated SMU Official at the Assembly Point Command Post.** Evacuees must remain at the Assembly Point until released by a University Official. **Evacuees may be requested to move to an alternate site.** If requested, evacuees will assist emergency personnel. Names of persons not accounted for in the evacuation are to be given immediately to the Director of Public Safety. **A designated official will remain at the Command Post to facilitate communications with SMU Administrators, Evacuation Monitors, etc.**

- 5.) **POINT OF CONTACT:** Public Safety, or other designated SMU Official, is the Point of Contact (POC) for arriving fire/police officials and will report nature and location of emergency and status of evacuation.
- 6.) **RETURN TO BUILDING:** People may not return to the building until released by the University President, Director of Public Safety, or Director of Facilities.
- 7.) **EARTHQUAKE PROCEDURE:**
  - Drop, Cover, Hold under a table or desk or against an inside wall-not in a doorway-until the shaking stops.
  - \* After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit. .
  - \* Evacuate the building. Do not attempt to use the elevators. Go to Emergency Assembly Point.
  - \* Stay away from buildings, light poles, etc.
  - \* Remain at Emergency Assembly Point until released by University Officials.

**EVACUATION MONITORS:**

Institutional Advancement and Finance Staff