



The **Office of Environmental Health and Safety** and the **Durham Fire Department** have prepared this pamphlet to provide you with an overview of your responsibilities during a building evacuation. The complete Emergency Evacuation Program can be viewed online at www.unh.edu/ehs.

When the building alarm sounds AND/OR you are requested to evacuate the building, your responsibilities are to dial 911 and:

ASSUME IT IS A REAL EMERGENCY

Assuming it is safe to do so:

- ✦ Shut down any experiments, procedures, etc. that should not be left unattended. Extinguish any open flames and shut off any noxious or flammable gas valves.
- 🔒 Secure any valuables. Purses and wallets should be taken with you if they are nearby. **DO NOT** venture to another room or locker to retrieve belongings. Close your office or room door.
- 🗣️ Advise those around you that may be unaware of the emergency. For the visually impaired, explain the situation and offer assistance walking them out. For the hearing impaired, indicate through gestures or a note what is happening and what to do. **DO NOT** turn the light switch on and off to gain attention if you suspect a gas line rupture!
- 🚪 Leave the building via the nearest available exit as soon as possible and in an orderly fashion. **DO NOT** attempt to use the elevators; use a stairwell. Stand clear of the building in a (predetermined) meeting area.

♿ Assist those around you who may have trouble evacuating. If you are not on the ground floor, sit non-ambulatory individuals on a sturdy chair with arms and have others assist you in carrying them to safety. Always ask the individual if it is safe to move them; lifting or moving certain individuals too quickly may be dangerous to their well-being. They may need a stretcher if they cannot remain in the chair. Always consult the person as to his or her preference.

🚒 Do not re-enter the building until advised to do so by the Durham Fire Department or the Campus Police.

Emergency Evacuation Drills

Emergency Evacuation Drills are conducted at least annually in all University buildings. Emergency Evacuation Drills are important because:

- ✓ They are an integral part of our Emergency Procedures Program.
- ✓ Occupants can familiarize themselves to drill procedures, location of fire exits, and the sound of the fire alarm.
- ✓ Technical problems with the fire alarm equipment can be identified.
- ✓ Assessments can be made as to whether additional equipment is necessary in certain areas of the building.
- ✓ Fire protection equipment such as fire doors can be verified for proper use.
- ✓ Critical processes can be identified in the building, such as delicate experiments and hazardous conditions.
- ✓ Evacuation times can be evaluated for each building and exits that are generally used can be identified.

The **Emergency Evacuation Drills** are timed and monitored for effectiveness. We understand that it is an inconvenience for some occupants, but life safety is a critical issue. We appreciate your understanding and cooperation.

It is the responsibility of the Department Heads in the affected building to ascertain if any important meetings or tests will be in progress during the proposed drill date and to notify the Occupational Health and Safety Coordinator if there is a conflict. The Occupational Health and Safety Coordinator will attempt to schedule the drill around important campus activities. Drills are normally held on weekdays and during daytime hours. Drills may be conducted during the evening in particular buildings, such as Residence Halls.

Departments who wish to have **Fire Extinguisher Training** should contact the Durham Fire Department at 862-1426.



WHEN THE EVACUATION ALARM SOUNDS, YOU MUST LEAVE THE BUILDING!!!!

It is a **violation** of New Hampshire State Law to fail to leave a building when a fire alarm is sounding. Please, always assume it is a real emergency and leave the building.

It is **unlawful** for any person to prevent another person from leaving a building when the alarm is sounding. Faculty members are not permitted to keep classes in session during such emergency conditions.



If You Get Trapped!

Keep the Doors Closed

If possible, seal cracks and vents if smoke comes through. If you are trapped in a room with a window, attempt to open the window to let in fresh air and expel smoke. Stay close to the floor to prevent smoke inhalation. Lightly cover nose and mouth with a wet cloth to help filter the smoke.

Signal for Help

Hang an object out the window (tablecloth, jacket, etc.) to attract attention. If there is a phone in the room, dial 911 and report that you are trapped. Be sure to give the room number and location as well as the number of people trapped with you.

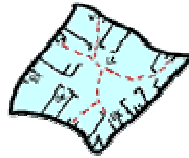
False Alarms and Criminal Activity



It is against the law to falsely activate a building's alarm system, discharge a fire extinguisher, set a fire, or vandalize fire equipment. Anyone found doing any of these activities will be disciplined through the University's disciplinary procedures and could face criminal charges. Any information regarding participation in these activities should be directed to the Office of Environmental Health and Safety.

Prepare for Emergencies

A fire or other emergency can strike quickly and without warning. For your safety, it is important for you to be prepared. Take the time to familiarize yourself with your building and the emergency equipment it contains.



- ✓ **PREPARE AN ESCAPE PLAN.**
- ✓ **BE FAMILIAR WITH EMERGENCY EQUIPMENT.**
- ✓ **KNOW AT LEAST TWO ESCAPE ROUTES.**



Office of Environmental Health and Safety

Perpetuity Hall - 11 Leavitt Lane
Durham, NH 03824
Phone: 862-4041

Facilities Maintenance

Call Center – 6 Leavitt Lane
Durham, NH 03824
Phone: 862-1437

Durham Fire Department

Service Building – 51 College Road
Durham, NH 03824
Phone: 862-1426



UNIVERSITY of NEW HAMPSHIRE

Office of Environmental Health and Safety

Emergency Evacuation Drills



The University of New Hampshire is dedicated to providing the University community with a safe living, working, and learning environment.