

**An Evacuation Assistant** is a designated volunteer trained to assist in the evacuation of the building in which they work in the event of an emergency

## WHAT DO I NEED TO KNOW INCASE OF AN EMERGENCY

### PRIOR TO AN EMERGENCY

**Know your exits.** Become familiar with a primary and alternate route out of the building.

**Know the Locations** of fire alarm pull stations, fire extinguishers, and other safety equipment if provided.

**Know the Fire Evacuation Plan** specific to your building and the Gathering Area (Muster Point).

**Know Essential Personnel** who must remain to operate critical equipment before evacuating if any.

**Determine** who may need assistance in evacuating.

**Be prepared.** Place flashlights in strategic locations in the event of a power outage. Carry a cell phone or a loud whistle to attract attention should you become isolated or trapped.

### IN THE EVENT OF AN EMERGENCY

**Sound the Alarm.** If you discover a fire, explosion, smoke in the building, or

other emergency, activate the fire alarm system at the nearest, safe fire alarm pull station. This system is monitored 24 hours a day by University Police.

**Assist in the Evacuation** upon sounding or hearing the alarm:

1. Be sure all occupants in your area are leaving the building.
2. Do not let anyone use elevators. They may become trapped if it malfunctions or opens on the fire/hazard floor.
3. Be sure all doors are closed, but not locked.
4. Assist those requiring help out of the building OR note their location if you cannot help them. Immediately notify incoming response personnel of their location.

Those unable to self evacuate and needing help should remain in an exterior room with a window and a telephone; or in the nearest safe stairwell.

### **Leave the Building Yourself.**

**Note: In a life-threatening situation do not delay your own evacuation. Go to the Gathering Area and give any information you have to incoming responders.**

**Dial 911** at the nearest safe campus phone to notify University Police of the location and nature of the emergency ONLY if you have something to report which would assist their response OR if it appears that a delay in response has occurred.

Note: If you dial 911 from a cell phone you will reach Broome County Emergency Services who will relay your call to University Police.

**Assist Incoming First Responders.** Once you are safely outside the building report to your assigned position to assist the incoming emergency personnel. Relay any pertinent information to incoming response personnel or the person in charge.

**Do Not Re-Enter** the building under any circumstance. Keep all evacuees calm, clear of doors and windows, and moving towards the Gathering Area (Muster Point). If the alarm stops, do not assume it is safe to re-enter until emergency personnel call out "all clear". If the evacuation is prolonged, move to shelter as directed by University Police. Report any new information from the evacuees to response personnel.

**Proceed to the Muster Point** and await the "All Clear" before re-entering the building.

## IS IT A DRILL OR IS IT REAL?

If the alarm in your building is sounding, your response should be the same. No evacuation event should be taken lightly. Do not assume it is a drill.

Drills are unannounced to test the response of occupants and only those administering the drill will know that it is a drill.

## **Campus Emergency Phone Numbers (from a campus phone)**

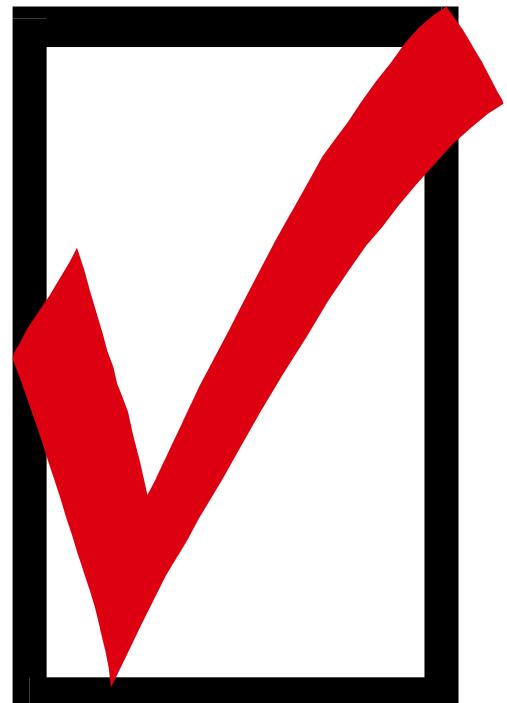
Fire.....	911
Police.....	911
Ambulance.....	911
From a cell phone.....	777-2393

### **DO NOT attempt to fight a fire unless:**

- You have been trained in the use of extinguishers and the extinguisher is fully charged.
- The alarm system has been activated and people are evacuating.
- The fire is small and not spreading.
- There is no toxic smoke.
- You have a clear means of exit from the fire. Don't get trapped.
- If you fail to extinguish the fire on the first try, leave immediately. Fire grows very quickly.
- If you are successful in extinguishing the fire, give details to responding personnel.

## **STAY SAFE SAFETY CHECK**

### **Evacuation Assistant Guide**



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ENVIRONMENTAL HEALTH AND SAFETY