

**THE UNIVERSITY OF TENNESSEE, KNOXVILLE
GUIDELINES FOR EVACUATION OF FACILITIES IN EMERGENCY CONDITIONS**

A variety of emergency situations could require evacuation of a building or buildings on the UTK campus, and your safety and that of other building occupants may be dependent upon your having planned your response to such situations and acting promptly when an emergency occurs.

PREPARATION FOR EMERGENCY SITUATIONS

There are five steps which all UTK employees, students and visitors should take to prepare themselves for prompt and appropriate actions in emergency situations which require evacuating a building. Since the most likely emergency situation requiring building evacuation is that of fire, some specific suggestions for dealing with fire-related emergencies are provided as part of these **GUIDELINES**.

1. **Learn the location of emergency exits and the shortest routes to the exits.** You should do this in all buildings in which you work, live or visit, not just for the building in which the majority of your time is spent.
2. **Learn the location of emergency alarm activation stations.** Again, you should locate these stations in all buildings in which you work, live or visit. The emergency alarm stations are red, box-like devices located on the wall near the emergency exits.
3. **Learn the procedures for reporting emergencies.** The on-campus emergency telephone number is **911**. Dialing **911** on any University 974 or 595 exchange number will connect you to the Knox County Emergency Communications District. All emergency situations should be reported promptly. If the telephones are not working in the building, you should go to a nearby building or to a "blue light" emergency telephone to report the situation. The "blue light" phones are connected directly to **911**.
4. **Learn the sound of emergency alarm systems.** Emergency alarm system sounds vary from building to building, but are designed to sound distinctly different from all other bells, buzzers or other signaling devices in the building. Should you hear a constant ringing or buzzing which you are not able to identify, **evacuate** and report the situation to the **911** emergency operator.
5. **Learn the location of fire extinguishers in buildings in which you work, live or visit.** Check to see against which types of fires the extinguishers are effective and learn how to operate the extinguishers.

COMMON FIRE EXTINGUISHER CLASSIFICATIONS

- TYPE A:** Ordinary combustibles, such as cloth, wood and paper.
- TYPE BC:** Flammable liquids (such as gasoline, cooking grease, duplicating fluids, cleaning fluids) and energized electrical equipment.
- TYPE ABC:** Multipurpose (suitable for use with fires involving all the materials described above).

NOTE: Attempt to extinguish a fire only after you have sounded the alarm and if the fire is very small and not producing significant smoke. Evacuate if the fire spreads while you are attempting to extinguish it. If there is any doubt whatsoever about whether to attempt to extinguish the fire or evacuate the building, sound the alarm as you evacuate and call 911.

EMERGENCY - CALL 911

REACTING TO AN EMERGENCY SITUATION

The following procedures should be followed in the event of an emergency situation:

1. **Notify other building occupants of the existence of an emergency.** The best way to alert others is by activating the building's emergency alarm system as you leave the building. The alarm system will sound when the activation handle is pulled out or down.
2. **Notify 911 of the emergency from a safe location.** This may be an office or a room down the hall, your own office/room or a nearby building. When the 911 operator answers, describe the type of emergency, its exact location and the severity of the problem. Stay on the line, if you can safely do so, until you are sure the operator has all the information you can provide.
3. If it is not safe to use a building telephone(s), use the nearest "blue light" emergency telephone or cellular telephone. The "blue light" telephones are connected directly to 911. Stay on the line until you are sure the dispatcher has all the information you can provide.
4. **Procedures for evacuation:** One of the most important responsibilities of each individual is to evacuate the building promptly and safely. In response to the sounding of an emergency alarm (or other notification) leave the building immediately. As you leave the area, close the door behind you in order to retard the spread of flames and smoke. Proceed along your previously determined escape route to the building's exit. (If an exit is blocked, use an alternate path.) After you have entered a stairwell, be sure that the door closes and latches behind you. **DO NOT USE THE ELEVATORS. The elevator may fail as a result of damage or it may move to the location of the emergency and the doors may open.**
5. **Once outside the building, move away to the predesignated safe location.** Do not return to the building until instructed to do so by authorized personnel (Fire or Police Officer). If there are no authorized personnel on the scene, go to a nearby building or to a "blue light" emergency telephone and call for instructions.

IF YOU REALIZE A FIRE HAS OCCURRED WHILE YOU ARE INSIDE A ROOM

1. Feel the door to see whether it is hot. If the door is hot, the area on the other side is probably involved in the fire. If the door is cool, kneel down and check the air coming into the room from under the door. If the air is cool, it should be safe to open the door.
2. Kneel behind the door and open it a crack, being sure to keep your face turned away from the opening. Listen and smell for smoke and fire. If the area on the other side of the door is on fire, very hot air and gases may rush into the room when you open the door. If this occurs, close the door immediately.
3. If you determine that it is safe to leave the room, close all the windows and then the door as you exit. When leaving a smoke-filled area, move quickly, crawling on your hands and knees. (Hot air and poisonous gases rise; fresh air will be nearer the floor.)
4. If you must stay in the room and wait rescue, place a wet towel or other material along the bottom of the door to impede the entry of smoke and gases. Check all windows for an escape route. If no unaided safe escape from a window is possible, attempt to open a window slightly and hang something out to show rescuers that you are there. The small opening will also provide fresh air.

DISABLED INDIVIDUALS

Special arrangements must be made for individuals who have a disability that would hinder their evacuation from the building. The head of a unit in which a disabled individual is employed is responsible for making arrangements for provision of necessary assistance in the event of an emergency. The person or persons designated to assist the disabled person should go to the disabled person when the alarm sounds. The University Police Department should be informed of persons for whom special arrangements have been made.