EMERGENCY ACTION PLAN

Purpose:

A variety of emergency situations could require evacuation of a building or buildings on the UTK campus or seeking “Shelter in Place.” 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.

1. Preparation for an EMERGENCY EVACUATION:

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:

1. **Learn the location of emergency evaluation routes.** 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. Emergency evacuation routes are posted on every floor of every building.

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. Alternatively, you may contact UT Police at 974-3114. 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 and sight of emergency alarm systems.** Emergency alarm systems vary from building to building. The audible alarms are designed to sound distinctly different from all other bells, buzzers or other signaling devices in the building. The visual alarms generally are strobe lights. Should you hear a constant ringing or buzzing which you are not able to identify, and see a flashing, strobe-type light, **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 B:** Flammable liquids (such as gasoline, cooking grease, duplicating fluids, cleaning fluids) and energized electrical equipment.

**TYPE C:** Multipurpose (suitable for use with fires involving all the materials described above).

1. Procedures to Follow for an EMERGENCY EVACUATION:

   1. **In the event of an emergency:**
      
      A. Remove anyone from immediate danger
      B. Activate the building fire alarm system and call 911
      C. Confining the fire by closing all windows and doors
      D. Evacuate, using the Emergency Evacuation Route
      E. Extinguish the fire, if it can be done safely.

   2. **How to Survive a Building Fire:**
      
      A. Crawl if there’s smoke
      B. Feel doors before opening
      C. Follow the Emergency Evacuation Route
      D. Always use an exit stair, not an elevator
      E. Close doors
      F. Use a fire extinguisher if the fire is very small and you know how to use it safely
      G. If you are on fire - Stop, Drop and Roll
      H. If you get trapped
         - Close the door
         - Seal cracks
         - Open the windows if safe
         - Signal for help and phone 911
         - Don’t jump - The fire department will reach you.

   3. **If you are Impaired:**
      
      Persons with impairments that may impede or prevent them from using the Emergency Evacuation Route should, after contacting the UT Police at 974-3114 or 911 to alert emergency personnel to their location, congregate near the elevator (when that area is not part of the emergency situation) or, in the case of buildings
without elevators, at the main stairway so that they may be assisted in exiting by emergency personnel.

3. Procedures to Follow for “SHELTER IN PLACE” Emergencies:

Sometimes weather-related emergencies, such as hurricanes and tornados, or other emergencies outside the building, such as a gas leak, call for “remaining in place.” In such cases:

1. In case of a weather-related incident, a basement is the best place to seek shelter. If there is no basement, seek an interior wall or room away from windows.

2. Wait for signal from emergency personnel to leave building.

3. Impaired individuals should follow the same procedure outlined for EMERGENCY EVACUATIONS.

4. Residents of University Housing:

Residents of University Housing who are not impaired should follow the same procedures for Emergency Evacuations and “Shelter in Place” Emergencies. Residents of University Housing with impairments that might impede or prevent following those procedures should register with University Housing at the beginning of each academic year. Hall Directors and Resident Managers are provided a list of registered students. A room and telephone number of each student registered will be posted on or near the fire alarm panel of the residence building he or she resides in but out of sight of the general public. The list will enable emergency personnel to assist residents more effectively in an emergency. Otherwise these students should follow the same procedures outlined for impaired individuals outlined under EMERGENCY EVACUATION.