

Jarvis Hall Building Evacuation Procedures

General Procedures:

It is the personal responsibility of all occupants of University buildings to immediately exit the building when the fire alarm is activated. Remaining in the building is unacceptable, regardless of the reason. Occupants should exit from the closest stairway to their area. Elevators are not to be used.

Regardless of which exit is used, building occupants should proceed to their designated assembly area for check in with their floor fire safety warden. The list of the fire safety wardens by floor is attached.

Persons shall not enter the building until advised that it is safe to do so by authorized personnel after the building has been declared safe by the fire department on location.

Evacuation Assembly Area:

The designated assembly area is the sidewalk by the northeast door of Jarvis Hall (by the Furnas parking lot). Occupants from Jarvis Hall should gather by floor.

Role of the Floor Fire Safety Warden:

Each Floor of Jarvis Hall has a fire safety warden who is assigned to coordinate exit from the building and to facilitate communication between the Jarvis Hall Building Evacuation Coordinator, emergency personnel, and occupants from their floor of Jarvis Hall. Occupants from Jarvis Hall are required to check in with their floor fire safety warden at their designated assembly area.

During a building evacuation, the Floor Fire Safety Warden will:

- Walk down the hallway of their floor, knocking on doors and telling occupants to leave immediately
- Note anyone who appears to remain in the area
- Report this information to the Jarvis Hall Building Evacuation Coordinator (who will be wearing the "green vest") on the way to the assembly area
- Gather occupant info at their assembly area
- And will report to "green vest" if either (a) alarm was activated on their floor, or (b) occupant info has changed since preliminary report.

Building Occupant Accountability:

It is the responsibility of all building occupants –

- To leave the building as quickly as possible
- To check in with their floor safety warden at the designated assembly area to ensure that their whereabouts has been accounted for
- To follow all instructions given by emergency personnel, the Jarvis Hall building coordinator, and their floor fire safety warden
- To re-enter the building only after receiving permission to do so

It is the responsibility of faculty members/principal investigators to provide these instructions to all persons who enter their lab space – their students, staff, visitors, etc. -- so they will know the proper procedures for emergency evacuation and will be familiar with the location of stairwells.

Important Information and Reminders:

Leave the building immediately.

Remain calm.

Quickly but safely stop your work.

Gather personal belongings if it is safe to do so. Please remember to take keys and any prescription medications possible, since it may be hours before occupants will be allowed back in the building.

If safe, close office or lab doors – but do not lock them.

Use the closest safe stairway and proceed to the nearest exit. Do NOT use the elevators.

Proceed to the designated assembly area and report to the floor fire safety warden.

Re-enter the building only after receiving permission from authorized personnel to do so.

8/28/15

Jarvis Hall Fire Safety Wardens

Floor 1 -- Gary Olson (SEAS Shops)

- The alternate for Gary is Simon Peng

Floor 2 -- Cherrie Robbins (CSEE)

- The alternate for Cherrie is Jim Jensen

Floor 3 -- David Salac (MAE)

- The alternate for David is Paul Desjardin

Jarvis Hall Building Evacuation Coordinator
Bill Macy, with alternate Gary Olson

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