

Bell 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 lot between Bonner Hall and Bell Hall.

Occupants from Bell Hall should gather as follows:

Floor 1 should assemble on the west side of the lot (closest to Bonner)

Floors 2 and 3 should assemble with the other members of their floor in the middle of the lot

Floor 4 should assemble on the east side of the lot (closest to Bell)

In the event of inclement weather, the assembly area will be the outside overhang on Furnas Hall. Occupants are asked to assemble by floor, with Floor 1 closest to the main door of Furnas (the door closest to the elevators) and the remaining Bell occupants assembled by floor going west under the overhang (toward Ketter Hall).

Role of the Floor Fire Safety Warden:

Each Floor of Bell Hall has a fire safety warden who is assigned to coordinate exit from the building and to facilitate communication between the Bell Hall Building Evacuation Coordinator, emergency personnel, and occupants from their floor of Bell Hall. Occupants from Bell 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 Bell 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.

Special Instructions regarding Bell 431:

Bell 431 has been designated as an official “Safe Room” for individuals previously identified as being physically unable to leave the building. This room is not to be used by people in the building who do not **wish** to leave the building due to inclement weather or other circumstances. Safe Room occupants will call UB Public Safety at 645-2222 to advise Public Safety that they will be remaining in the building and require assistance during an evacuation. Additionally, the 4th Floor Fire Safety Warden (or his/her designee) will check the room and then inform the Bell Hall Building Evacuation Coordinator if occupants remain in 431 Bell.

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 Bell 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.

Bell Hall Fire Safety Wardens

Floor 1 -- Wayne Dussault (SENS)

- The alternate for Wayne Dussault is Leo Danilovich

Floor 2 -- Betty Brown (MAE)

- The alternate Betty is Carole Golden

Floor 3 -- Sean Wu (ISE)

- The alternate for Sean is Diane Porter

Floor 4 -- Sean Wu (ISE)

- The alternate for Sean is Diane Porter

Bell Hall Building Evacuation Coordinator

David Yearke, with alternate Leo Danilovich

8/28/15