RESPONSIBILITIES:

All personnel within the fire alarm area are to evacuate the building via the nearest fire exit as rapidly as possible to a safe area outside and a minimum of 50 feet from the building. The evacuation is to be orderly, timely, and continuous. Pausing on stairwells, landings, lobbies, or short distances from the building is forbidden.

A. LECTURERS – All faculty will cease lecture and announce the need for an orderly evacuation from the building via the nearest fire exit. Additionally, the faculty member will lend assistance to any students with disabilities and lead all students in evacuating the lecture area.

B. LABORATORY FACULTY SUPERVISORS – Supervisory laboratory faculty members are to see that all students have exited their respective laboratory areas. They are also to assist in the orderly movement of students from the laboratory to the nearest fire exit and assist students in need of physical help to exit the building. All potentially hazardous laboratory operations are to be shut down and doors closed.

C. LABORATORY TEACHING ASSISTANTS – Each TA will announce the fire alarm, informing the students that evacuation is to begin immediately via the designated fire exit. All potentially hazardous laboratory operations are to be shut down and doors closed.

D. STAFF – Supervisory staff members are to insure that all their subordinate personnel have evacuated the building via the designated fire exit. They are to meet in a predetermined assembly area outside the building.

E. PRINCIPAL INVESTIGATORS – The principal investigator is to ensure that all persons in his/her laboratories have evacuated the building via the designated fire exit and that no individuals remain in the areas under his/her control. Additionally, the PI is to establish an assembly area outside the building where his/her group is to meet. All potentially dangerous laboratory operations are to be shut down and doors closed.

F. STUDENTS – It is the responsibility of students to evacuate the building in an orderly fashion and remain in their respective groups by class in the designated meeting area outside the building. They are to remain in the area until either the VUPD or the Fire Department announces that it is safe to return to the building.
G. DEPARTMENTAL CHAIRS AND DESIGNATED TECHNICAL STAFF – Chairs and designated staff are to assist both EMS and VUPD in the initial search for the source of the alarm and to evacuate any persons remaining in the building. Additionally these individuals are to assist in preventing premature re-entry of evacuated building occupants.

FIRE DRILLS:

Fire exit drills are to be conducted on an annual basis with prior notice to all faculty, staff, EMS and VUPD.

Olin Hall
Emergency Evacuation Paths and Assembly Points

Rooms: Exit Path and assembly point

606-608 North (Garland end) stair to exit on brick patio and assemble on lawn adjacent to patio

405C-409 North (Garland end) stair to exit on brick patio and assemble on lawn adjacent to patio

414 South (Highland Avenue) stair to exit on brick patio and assemble on lawn adjacent to patio

217 North (Garland end) stair to exit on brick patio and assemble on lawn adjacent to patio

131-132 North-Garland Avenue exit to sidewalk and assemble on lawn adjacent to patio

134-135 South-Highland Avenue exit to sidewalk and assemble on lawn adjacent to patio

006 North stair to exit on patio and assemble on lawn adjacent to patio

Stevenson Building 5, Emergency Evacuation Paths & Assembly Points

5306, 5312 & 5326
Exit via the main entrance or the emergency exit at the rear of the classroom to the Magnolia Courtyard and collect at the kiosk
5818, 5826, 5832, 5835, 5837
Exit via stairwell across from the elevators near Biomedical Engineering office (west end of wing) and assemble in the Magnolia Courtyard and collect at the kiosk

Revised August 19, 2002