Evacuation Plans

The Proctor’s Role
How Do Plans Happen?

• The C.S.U. Emergency Manager can assist with evacuation planning. Call 567-6589 for a planning meeting.

• These evacuation plans should be posted near main doors, restrooms, fountains, and other ‘common gathering points’ as EHS or Poudre Fire Authority advise.
What Do Plans Tell Us?

- Evacuation plans show routes to nearest exit and an alternate
- “You Are Here” may be indicated
- Fire extinguishers, AEDs, ‘areas of refuge’ and other tools may be noted
- When planning with EHS and your staff, gathering areas/rally points, and alternates, should be designated for ‘head counts’ (DON’T SHOW THESE on plan)
Legend for Evacuation Maps

- **Red** = "You Are Here"
- **Blue** = Fire Alarm Pull Station
- **Green** = Exterior Exit
- **Black** = Fire Extinguisher
- **Black** = AED Cabinet
Review of Plans

- Each year, the posted evacuation plans and routes should be reviewed [good time to review communication plans too!]
- Even when no changes occur, the date should be noted so persons in your building know the plan is ‘up to date’
- Changes in floorplans, exits, etc. should be noted clearly
Plans Are Only Good With Practice

- An annual evacuation drill should be conducted so staff and others are familiar with evacuation routes, alternate routes, and where they are expected to gather for head counts.

- Alternate locations should be practiced for weather concerns and go “UP wind”, “UP stream”, and “UP hill” from the hazard.
Protect In Place

• As you learned in Tier 1 and 2, there are occasions to ‘protect in place’
• Dangerous animal or person outside; severe weather, release of toxic gasses are a few examples
• You may want to discuss how to ‘reverse evacuate’ and “lockdown” your building at staff meetings and training!
• What about a fire alarm during “lockdown”?!
Your Questions??