

EMERGENCY EVACUATION PLAN

Preface

The purpose of this Systemic Evacuation Plan is protect our university community from serious injury, loss of life or property, if there is a risk or an emergency or major disaster occurs. A major disaster may include, but is not limited to, the following: fire, earthquake, bomb threat or explosion, atmospheric phenomena, violence, civil unrest and chemical spills, among others. This plan describes the initial responsibilities and actions to take to protect our university community in the event of or at risk of an emergency or major disaster.

Scope

This plan is required by OSHA under the Code of Federal Regulations 1910.38. The plan is to extend to all Continental US Branch Campuses of the Ana G. Méndez University System. It will be reviewed and published annually and available on the SUAGM webpage.

Standard Operating Procedures

The following procedures set the answer mode to various emergency scenarios using as reference guides for the Federal Emergency Management Agency (FEMA). However, it is impossible to ensure that the plan is a perfect answer and that all potential emergencies are covered by it. This guide aims to facilitate partners to become familiar with the procedures of planning, response and evaluation of an emergency.

Planning

Proper preparation increases the margin of safety in an emergency. In the planning process is establish preventive measures to be carried out to minimize the risk.

Preventive Inspections

The Operations Division of each branch campus will coordinate preventive inspections to identify and correct hazards present themselves. The areas to be inspected are as follows:

- General Cleaning - Good housekeeping is one of the best ways to prevent emergencies.
- Fire Hazard - Some examples are: storing large amounts of flammable and combustible materials, electrical wiring in disrepair, smoking facilities, welding or work which produces a high level of heat.
- Exit Routes - is a continuous and unobstructed path from any point in a workplace to safety (including refuge areas). An exit route consists of the exit access, the exit and the exit discharge. The output port is the portion of an exit route that takes you to the emergency exit. The output is the portion of an exit route that is generally separated from other areas that provides a safe path to the exit discharge. The exit discharge is that portion of an exit route that leads directly outside (corridor outside, shelter, open area). The output path of all floors must be properly labeled. It is important to give special attention to the way in which people with disabilities will evacuate the building.
- Alarms - Alarm systems must be functional to notify the university community quickly in the event of an emergency. Alarm systems should establish visual and auditory signals. They must also establish effective methods to notify persons with disabilities.
- Detection and Fire Suppression System - These systems shall be inspected and tested annually to ensure proper operation.
- Meeting Points - Meeting points must be labeled and the information contained therein must reference the specific area or campus building that should be present in case of an evacuation.

Evacuation Logistics Exercise

Evacuation exercises should be performed at least 2 times per year, during daytime and nighttime periods. To allow a successful evacuation, you must meet the following objectives by institution and university:

- Train employees in how they can assist their peers.
- Inform the university community on communication methods in an emergency.
- Assign specific tasks according to the area and the risks involved.
- Identify associates with specific needs.
- Maintain current evacuation maps in buildings. Establish at least two routes on the map and include the following:
 - Emergency Exits and accessibility of them (people with disabilities)
 - Evacuation Routes
 - Location of fire extinguishers
 - Location of the stations to activate fire alarms
- Identify meeting points to which associates must meet in case of an emergency evacuation.

Trainings on the Plan

Trainings should be conducted annually for staff which has assigned responsibilities under this plan. Topics to be discussed include, but are not limited to, the procedures set forth in the plan, group functions, familiarization of evacuation routes and the use of fire extinguishers.

Emergency Evacuation

In the event of an emergency that may pose risk to life, proceed to evacuate the facility or facilities at risk. The notification of an emergency may be made by the fire prevention systems, the use of loudspeakers or by security personnel of the institution, among others.

When the alarm sounds:

- Stay calm.
- Check your surroundings to identify whether there is any sign of a fire or other emergency.
- Contact security staff.
- If in fact an emergency occurs, proceed to leave the facilities.

During the evacuation:

- If time permits, carry your personal documents (wallet, driving license, etc.).
- Close all doors and help your peers.
- Go to the nearest emergency exit.
- Once outside the building, go to the nearest parking.
- Keep together by office and ascertain if all peers are present.
- Notify the security guard if one of your peers is not present.
- Wait calmly in the meeting area until further instructions.

After the evacuation

When the emergency is over, the staff gathered at the meeting point will be instructed on actions to take, whether to return to your work area or adjourn work until further notice.

Telephone Directory

To notify emergencies, refer to the following telephone directory.

AGENCY DIRECTORY				
SUAGM INSTITUTIONS AND UNIVERSITY CENTERS				
Branch Campus	Emergency	State Police	County Police	Fire Department
Metro Orlando	911	(407) 246-4141	(407) 257-7000	(407) 246-4411
South Florida	911	(954) 602-HELP(4357)	(954) 831-8905	(954) 602-4801
Tampa Bay	911	(813) 558-1800	(813) 247-8000	(813) 274-7011
Maryland	911	(301) 424-2101	(301) 279-8000	(240) 683-6520