CAMPUS EVACUATION PLANS

No University building is designated as a shelter. Two types of evacuations are assumed, a mass evacuation for campus-wide emergencies, and one for specific building events (such as fire) where each building has a designated evacuation location.

Coral Gables Campus Mass Evacuation

In the event of a mass evacuation of the Coral Gables Campus, all non-essential personnel and non-resident students shall be directed by Public Safety or the Crisis Decision Team to evacuate to designated mass evacuation locations listed below.

The Crisis Decision Team will determine the exact assembly location based on the situation and circumstances requiring the mass evacuation. The first three assembly locations to be considered shall be:

- Contact your departmental administrator for this information.

When the assembly location is determined, the Crisis Decision Team will disseminate this information to the operational units and Rumor Control.

Employees and students should contact the University Rumor Control Hotline for information and details (on campus 8-5151, local 305/284-5151, out of local calling area 800/227-0354) regarding evacuation and on-campus sheltering during an evacuation.

Coral Gables Campus Specific Building Evacuation

Using the attached chart, identify NOW the safe evacuation area for your building in the event of fire, bomb threat, or incident specific to your building.

- Contact your departmental administrator for this information.
Medical Campus Evacuation

Medical Center Chemical, Biological, Explosion, Fire, or Radiological Disaster Plan

I. Response to an event outside of the building
   Action: REMAIN INSIDE

   a. If you become aware of an external hazard, such as an overturned tanker releasing chemicals, REMAIN INSIDE THE BUILDING until you hear otherwise.

   b. Think! Don’t panic!

   c. Notify Security immediately (305) 243-6000

   d. Advise others who may not be aware of our procedures, like patients and visitors, to remain indoors.

   e. Do not open exterior doors and windows. Do not use elevators. Seek shelter in an interior room without windows. Close the door and secure your area from smoke, gases, vapors, and dust. If possible, use wet towels, laboratory coats, etc., to seal large gaps under doors.

   f. Assist others who may need help.

   g. Remain alert and be prepared to proceed to another area or exit the building if instructed to do so by the appropriate authorities.

II. Response to an event inside of the building
   Action: EVACUATE

   a. Using the attached Building Evacuation Area List, identify NOW the safe evacuation area for your building. (Contact your departmental administrator for this information.)

   b. If YOU discover an emergency and fear for your safety, notify those in your immediate area to evacuate, proceed to the nearest emergency exit, and activate the nearest fire alarm pull station. Do not use elevators. Report your findings to the nearest Security officer or by calling 243-6000.

   c. The fire alarm, the public address system, or the telephone calling tree may be used by University officials to order an evacuation. Upon hearing the fire alarm, listen closely for an announcement over the public address system if your building has one. If no announcement is heard, and the alarm continues for more than three (3) minutes,
evacuate the building. Do not use elevators.

d. Turn off all gas, all electrical equipment except lights, and close all doors and windows (do not lock offices and labs unless there is something highly sensitive, i.e., pharmacies, large amounts of cash, etc.). Exit via the nearest safe stairwell. Do not use elevators. Proceed to your predetermined safe evacuation area (See Item II a.).

e. Follow the directions of emergency personnel.

f. Congregate with co-workers at your safe evacuation area. Report anyone missing to emergency personnel or security.

g. IF TRAPPED

- Secure your area from smoke, gases, vapors, and dust. Close doors. If possible, use wet towels, laboratory coats, etc., to seal large gaps under doors.

- Attract attention. Use telephone to call 911 or call anyone. Yell. Wave a laboratory coat, shirt, etc. at window, but do not open window or break glass.

- ONLY AS A LAST RESORT, if you are trapped and unable to communicate and no one is likely to know you are there, should you consider using a fire extinguisher, wet laboratory coat, masks, etc. in an attempt to escape through a disaster area. If a fire is involved, remain low to the floor to avoid smoke, vapors, and gases.
**Rosenstiel Campus Evacuation**

1. The Main Coordinator will announce there is an emergency that requires the evacuation of a building or buildings via radio by saying "CODE RED" several times. If an individual building must be evacuated, “CODE RED”, followed by the building name, will be announced (i.e., “Code Red Glassell”). For an individual building evacuation all facilities personnel will respond.

   **In the event of an emergency requiring evacuation**, the Main Coordinator should:

   a. Position him/herself at (contact the Facilities Manager for this information).

   b. Keep a written log of buildings that have been cleared by Facilities Personnel and Floor Monitors.

   c. Direct Facilities Personnel, Floor Monitors, and general RSMAS personnel in what to do next (i.e., help direct people to areas or help other Facilities Personnel).

2. RSMAS Facilities Personnel will walk assigned floors to make sure that area has been vacated.

   **In the event of an emergency requiring evacuation**, Facilities Personnel will follow these procedures:

   a. RSMAS Facilities Office/Main Coordinator will receive/start an alarm in the building(s) on campus and announce a “CODE RED” over the radio, which will indicate there is a serious emergency that requires the evacuation of the building(s).

   b. Facilities Personnel will walk through the buildings and report their findings (building evacuated, people still in the building, injuries, etc.) to the Main Coordinator via radio. Facilities Personnel are directed to check doors – a closed door means the area is unoccupied.

   c. If there is an open door the Facilities Personnel will do a quick check, clear the area, close the door, and move on.

   d. Once the Facilities Personnel assigned areas are "clear" they will move to the --- , report to the Main Coordinator, and wait for further instructions.

3. For each floor of each building on campus a person or persons have been selected to act as “Floor Monitors”, who make sure the floor/area is cleared before they exit the building. These people have been selected because of their frequency on the floor and their familiarity with the area and the people who frequent the area they have been assigned to.
In the event of an emergency requiring evacuation, Floor Monitor should:

a. Leave their work area and quickly move to the farthest point from the exit in their evacuation area.

b. Move quickly from the point mentioned above towards the exit, making sure that doors are closed. If a door is open, the Floor Monitor is to quickly check to make sure there are no people in that area.

c. Once the floor has been cleared of people the Floor Monitor must report to the (contact the Facilities Manager for this information) and to the Main Coordinator to report the floor has been vacated.

4. General RSMAS personnel will be notified of an emergency and the need to evacuate the building by the alarms in the buildings, Floor Monitors, and Facilities Personnel.

In the event of an emergency requiring evacuation, RSMAS general personnel should:

a. Leave their work area and move to the exit as quickly as possible.

b. Use the stairs to exit the building.

c. Move via the major roadways through campus to the (see Facilities Manager for this information).

d. Find their building’s assigned area and wait for further instructions.

5. For situations that require personnel to leave campus entirely, assembly areas located in the (contact Facilities Manager for this information) may be used.

The evacuation assembly areas are divided up by building with signs and colors designating different sections of the gathering area for each building.

Should the need arise for moving people from the evacuation area (contact Facilities Manager for this information) can be used.

Evacuation routes for each floor of each building will be posted on each floor.