

Garrigus Evacuation Plan

1. Recognize Fire or Emergency Situation and Activate Alarm System if Necessary

- When you feel your life or someone else's life is in danger, or that significant property damage could occur, do not hesitate to pull the fire alarm, located next to the stairwells, or call 911.
- Calls to 911 from a campus phone go to the UK Police and are then routed to the Lexington Fire Department.

2. Respond to the Alarm System

- **Immediately exit the building when alarm sounds!**
- Make sure the doors are **closed** as you leave
- *If* time permits:
 - Turn off Bunsen burners, hot plates, equipment, gas, etc.
 - Take personal belongings *only if doing so does not put you in danger*.
- Assist anyone in immediate danger if it does not put you in danger. Be aware that there may be invisible fumes in the area, making it a dangerous situation for you. If you can't directly aid victims, be sure to report their location to emergency personnel immediately.
- You are *not* expected to use a fire extinguisher but you may if you have been trained and if the fire is relatively contained.

3. Evacuate using closest usable exit

- **DO NOT USE THE ELEVATORS! Only use the stairs.**
- Be familiar with the stairwell exits and exits on first and ground floors. Be aware that flames, smoke or debris may block your primary exit route. In this case, use the secondary exit.
- Crawl to exit if heavy smoke is present. If you cannot make it to an exit, go to a window, close the door and signal for help.
- Two persons on each floor, generally the faculty floor leader and staff assistant, are assigned to check that the floor has been vacated and help those needing assistance. These people will also carry a list of their floor personnel to the designated gathering area for check in.
 - Anyone needing assistance should contact floor leaders.
 - If someone needs help but cannot make it down the stairs, they should be taken to the stairwell. The stairwells are one of the safest parts of the building. You may wish to volunteer to stay with them. Make sure people evacuating know of their location and will report it to emergency personnel.
- Go to the designated area (end of brick walk-way outside Ag. North) to check in and Floor Leaders report anyone still in the building needing assistance. Persons in the basement should congregate near the Greenhouses. An Emergency Contact person for the building will report to fire/emergency personnel all persons and hazards they have been made aware of. Emergency Contact Person for the Garrigus Building is Kabby Akers.
- **Do not re-enter the building until emergency officials have given the approval.**

Special Situations and Areas

The Fire Marshall and the Fire Department would like to have the following information:

- a list of all areas that have special circumstances, such as animals, hazardous materials, equipment, etc., that emergency personnel need to be aware of.
- a list of all persons needing assistance in evacuating and their office numbers
- day and night telephone numbers of Principal Investigators for each laboratory.
- Please report these special areas and persons to Herb Strobel (strobel@uky.edu) or Kabby Akers (kakers@uky.edu) and they will forward the information to the Fire Marshall.

Classrooms:

- Instructors are required to provide information to students during the first week of classes regarding the exit of classrooms and laboratories in the event of an emergency. It is the responsibility of the professor to dismiss the class and evacuate the building safely and meet in a prearranged location.

Miscellaneous

- Each semester faculty, staff and graduate students will give the staff assistant(s) on each floor an updated class schedule and s/he will keep that and an updated personnel list for the floor.
- Be familiar with the evacuation plan posted on each floor.
- **Always evacuate: do not stay in the building. Emergency personnel risk their safety coming into a potentially dangerous situation to evacuate people still in the building.**

Severe Weather Plan

Be alert during times of potential severe weather. In the case of lightning, or severe winds, *move away from windows!* In the event of an actual tornado, the safest places in the building are the stairwells, B-52 or lobby area in the basement, or the core area of the building, such as conference rooms. Close office doors when leaving the room so that potential debris does not enter the rest of the floor.

Effective January 2002