

## Fire Emergency Evacuation Plan

Each University-owned or leased facility is subject to the FSU Fire Drill program. Each Department Administrator and/or appropriate Building Coordinator is responsible for developing, implementing, and updating building-specific [Departmental Emergency Evacuation Plans and the Individuals with Disabilities Plan](#) (IWD) if applicable. These plans should be submitted to FSU Fire Safety.

### Pre - Planning

Employees are encouraged to familiarize themselves with their work environments including the locations of fire extinguishers, primary and alternate exit paths, and emergency notification devices such as fire alarms and pull stations.

Persons should be designated for each group or department to account for individuals in their area which may include Individuals With Disabilities (IWD). This may be an instructor for a class, a supervisor for a department, or a lab manager for a research group. Evacuees should make every effort to contact these individuals identified in their departmental plan.

Staff and responders should be apprised of any experimental, automatic, or crucial processes which could be adversely affected if left unattended or subject to an abrupt loss of power. Special contingency plans will need to be developed by the department to address these concerns including procedures for safely restarting equipment after the building is reoccupied. A note for general awareness should be indicated on the [Departmental Emergency Evacuation Plan](#).

FSU Fire Safety can assist departments to create written [Emergency Evacuation Plans](#). Copies of these plans can be made available to employees for review and use.

### Fire Emergency

Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant shall proceed to the nearest exit or follow the direction of emergency responders. The fire alarm should be activated in route to the exit if not already activated. Total building evacuation is required when fire, smoke, or if an alarm is detected.

Personal items within easy reach such as car keys and purses should be gathered on the way towards the exit. In addition to the standard evacuation protocols, some departments may have additional minor duties that are preferred to be executed in the course of evacuation where good judgment and safety allows. This may be locking file cabinets, shutting down experimental equipment, or turning off gas appliances. In no case should staff be advised to go to alternate floors or to reenter rooms when they are already near an exit.

After exiting the building, work groups, classes, and occupants should make every effort to convene at a predetermined designated meeting place for accountability. Designated meeting places should be a minimum of 50 feet away from the facility. Primary and alternate locations are to be chosen to allow for meeting upwind of the facility to avoid areas where hazardous vapors or smoke may travel and clear of emergency access ways. Evacuees should make every effort to contact their assigned group or department leader once they have safely evacuated the building and are in the assigned location.

### Other Emergencies

FSU ALERT is Florida State University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using a variety of methods including text message, emails, indoor sirens (via fire alarm

system), outdoor sirens, blue lights, and more. Follow the directions. More information can be found at the following website: <https://alerts.fsu.edu/>