ENVIRONMENTAL HEALTH & SAFETY

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Kennedy - Building Emergency Evacuation Plan

This plan establishes fire and life safety procedures to ensure all University buildings are evacuated in a safe and orderly manner. The cause for building evacuation could be related to fire, hazardous materials, severe weather, or other hazardous conditions. In certain emergencies such as hurricanes or tornadoes, it may be safer for building occupants to assemble in one area (shelter-in-place) of the building until it is safe to evacuate. The building emergency evacuation plan should be reviewed in conjunction with the University's Emergency Manual, Campus Evacuation Plan, Disability Services Emergency Procedures, and any department specific emergency guidelines. The Office of Environmental Health and Safety or Safety Monitor should be contacted for more information.

Fire and Life Safety Information

Evacuation Assembly Location
Belk Plaza

Area(s) of Refuge
Stair 2 on 2nd floor

Emergency Access
The normal emergency access route for emergency services will be Mary Alexander Road.

Equipment

Fire hydrants are readily visible near building. For more information please review the fire hydrant map.
Fire alarm system, sprinklers, and portable fire extinguishers are located within the building.

Building Occupancy
Business – The use of building for office, professional, or service type transactions, including storage of records and accounts.

Major Fire Hazards
Combustible materials (e.g., furniture and paper products).

Site Photo



Fire Evacuation Procedure

1. Any building occupant discovering a fire, witnessing an explosion, smelling smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, shall immediately pull the building fire alarm pull station. If feasible, Police should be contacted at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
2. When the emergency alarm is activated, building occupants will be notified by audible alarms, visual strobes, air horn or verbal announcement (This is an emergency, evacuate using the nearest safe exit route.).
3. Building occupants must evacuate using the nearest safe exit route once the emergency alarm is activated. Mobility impaired individuals on upper floors should evacuate using the nearest fire safe exit route and wait for emergency response assistance in the nearest fire safe stairwell (area of refuge). Physically impaired individuals should be identified for assistance by fellow occupants and reported to the building Safety Monitor, Police, Fire Department, or other emergency first responder. DO NOT USE ELEVATOR.
4. Building occupants should evacuate to the designated evacuation assembly location (see above).
5. Building occupants must check-in with their immediate supervisor or designee for accounting purposes. The immediate supervisor or designee should report unaccounted-for personnel to the Safety Monitor. The Safety Monitor should report unaccounted for personnel to Police, Fire Department, or other emergency first responders.
6. The building shall not be re-entered until authorized personnel (e.g., Police, Fire Department, and/or EHS) indicate it is safe to re-enter.
7. The Charlotte Fire Department (CFD) will be notified by Police in the event of a fire or other emergency situation. Rescue and medical response will be coordinated by Charlotte Fire Department.
8. No building occupant is designated to remain behind to operate critical equipment; however, if deemed mission critical the appropriate person remaining behind must immediately contact Police at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
9. Safety Monitors are responsible for assisting in safe and orderly building evacuation.

Fire Prevention Procedure

1. The building evacuation assembly location(s), fire department access routes and fire hydrants are listed in the Fire and Life Safety section. The building evacuation floor plan map(s) should be available in readily accessible locations within the building. If building evacuation floor plan map (s) are not available, please contact the Office of Environmental Health and Safety or your building Safety Monitor.
2. Major hazards and control procedures
    a. Flammable Liquids: Work practices are designed to minimize incidents and fires. Flammable liquid quantities over 10 gallons are stored in a flammable storage cabinet. Work practices are designed to minimize vapor release.
    b. Combustible Storage: Clearance of at least 18 inches is maintained between storage and sprinkler heads. Clearance of 24 inches is maintained between storage and ceiling. Egress pathways are maintained free from obstructions.
    c. Housekeeping procedures control accumulation of combustible waste. Combustible waste is removed from work areas on a routine basis.
    d. All building work areas are protected by a fire alarm system and portable fire extinguishers.
    e. Heat producing equipment and fuel sources are routinely evaluated to prevent accidental ignition of combustible materials.
3. The Director of Facilities Operations is responsible for building maintenance, fire protection equipment, systems, and controlling fuel hazard sources.
4. The Director of Building Environmental Services is responsible for housekeeping and control of fire hazard sources.