

STOCKTON UNIVERSITY



PROCEDURE

Building Evacuation

Procedure Administrator: Director of Campus Public Safety

Authority: N.J.S.A. 18A:64-6

Effective Date: December 15, 1992, May 28, 2009; December 11, 2020

Index Cross-References: III-141: Campus Police Department Responsibilities and Functions

Procedure File Number: 6921

Approved By: Dr. Harvey Kesselman, President

The purpose of this procedure is to set forth established lines of authority, responsibility, and related measures regarding the evacuation and reentry to University facilities in the event of fire or any other emergency.

Order, control, and completion are the primary features of a successful evacuation. Accordingly, the timely evacuation of a University facility shall be carried out in an orderly manner by all affected persons. These procedures encompass the evacuation of everyone occupying University facilities.

A program to familiarize Stockton University with these procedures shall be instituted and reviewed at least annually by each department head for all departments/offices within their areas of responsibility.

I. FACILITIES

A. The primary means of emergency notification during a fire is the audible (bell/horn) and/or visual (strobe light) signal/alarm systems located throughout buildings on campus. Other forms of emergency notification include text alerts and/or direction from Stockton University Police Department (SUPD). Upon receiving an emergency notification and/or as directed by SUPD, all persons shall assume that an emergency is in effect and evacuate the occupied facility in an orderly manner. All persons are encouraged to familiarize themselves with the evacuation signage, evacuation routes and means to egress.

B. There are three basic evacuation options:

1. Horizontal evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
2. Stairway (vertical) evacuation: Using stairs to reach ground level exits from the building.
3. Area of refuge: If there is an emergency that requires a building evacuation, people with disabilities may not be able to evacuate without help. There are areas of refuge that provide protection where individuals may wait until assistance is available from emergency responders. The safest locations to take refuge during an emergency are stair enclosures or open-air breezeways

in non-residential buildings or areas of refuge in residential buildings where required. Areas of refuge are located in the concrete stair enclosures on the outer wings in Main Campus as well as other identifiable locations across campus. Individuals should wait in the area of refuge for emergency responders. Emergency responders will respond to the areas of refuge to assist with evacuation if the situation warrants.

- C. All persons should exit through the nearest outer door of each building and assemble in designated Evacuation Assembly Point areas located not less than 300 feet from the buildings, staying clear of all roadways and emergency response vehicles and personnel. Evacuation Assembly Point areas are identified by signs placed strategically around the campus. Information on the locations of the Evacuation Assembly Points is available on the Stockton University's Office of Emergency Management web page.
- D. In the event an exit is blocked or unsafe, the next available exit should be used. All persons should become familiar with all exits and plan alternate route evacuations.
- E. Failure to evacuate is a violation of law and violators are subject to penalties prescribed by law. Police and fire officials are to be notified of anyone remaining in the building.
- F. Elevators are not to be operated during an evacuation.
- G. Fire barrier doors exist in some buildings and may automatically be activated. All persons should understand that these doors are for the purpose of separating the hot or fire portion of the building from the cold or unaffected portion of the building and employees are to egress in the opposite direction of the barrier.
- H. The signal to return to the buildings shall be given by SUPD or authorized fire official. No one is to re-enter an area until an all clear signal has been given by one of the above-named officials or a person or persons designated by SUPD or authorized fire official.

II. EVACUATION OF PERSONS WITH DISABILITIES

The configuration of some of the University buildings dictates that physically disabled individuals or individuals with access/functional needs may require assistance during evacuation. If no one nearby can be of assistance, SUPD must be notified immediately by dialing 9-1-1 or calling (609) 652-4390 to assist.

- A. In the event of an emergency, individuals who are mobility impaired, wheelchair/scooter users, or individuals unable to use stairs, should move to an area of refuge as defined above. Persons with disabilities may enlist the help of an evacuation assistant to facilitate movement to the area of refuge. Once at the area of refuge, the individual should call the SUPD at (609) 652-4390 or dial 9-1-1 with their present location. Emergency personnel will determine if further evacuation is necessary.
- B. Stairway evacuation of individuals who are mobility impaired should be conducted by trained professionals (i.e. Police/Fire/EMT or other trained responders). The University has installed evacuation stair chairs in strategic locations throughout campus. Emergency response personnel are trained in the deployment of the evacuation stair chairs and will assist with the evacuation of mobility impaired individuals, if needed. Individuals with mobility impairments are encouraged to

become familiar with the locations of the stair chairs. The locations can be found at Stockton University's Office of Emergency Management website.

- C. Individuals who are visually impaired may need assistance to evacuate since the emergency evacuation route is likely different from the commonly traveled route. Individuals providing assistance to the individual with visual impairment should guide them through the evacuation route. During the evacuation, the assistant should communicate by audible or other means as necessary to ensure safe evacuation.
- D. Individuals with hearing impairments may not be aware of evacuation orders that are communicated through audible means. For this reason, the University provides varying methods of alert and notification, both audible and visual (i.e. strobes, text messaging). Students that are in residential housing units may be issued a vibration device for installation under their mattress to alert for fire emergencies. These types of accommodations can be requested by consulting with the University's Learning Access Program (LAP) and coordinated through Residential Life.

For additional information please contact the SUPD at (609) 652-4390 or ext. 4390 or the Office of Residential Life at (609) 652-4332, or ext. 4332. Information is also located at Stockton University's Office of Emergency Management website and Stockton University's Disability Services at the Wellness Center website.

Review History:

	Date
Procedure Administrator	05/06/2020
Divisional Executive	05/11/2020
General Counsel	11/09/2020
Cabinet	12/03/2020
President	12/11/2020