



Date Created:	8.25.2009
Category:	Emergency Response
Revised:	3.15.2011
Approved:	3-28-2011

Purpose: To ensure that all UPI employees and tenants know what to do when evacuation of the building is necessary.

Policy: Evacuation of the building is a decision to be made by each tenant, the Property Manager, or Police and/or Fire Department officials only. Contact the Property Manager and inform him of the decision to evacuate. The Property Manager will inform the Police and/or Fire Department as necessary.

UPI has at least one Floor Warden for each department to assist with evacuations and other related issues.

- Procedures:**
- DO NOT**
- Pause and wait in traffic aisle so that you block or impede other employees.
 - Use elevators.
 - Enter elevator lobby.

- DO**
- Follow directions of the UPI Emergency staff (Floor Warden).
 - Use nearest exit or alternate if nearest exit is blocked.
 - Close office or conference room door as you leave.
 - Go directly to the stairs or fire exit and exit in a single file line closest to the wall.
 - Move quickly away from the building; go to your assigned area in the UPI Parking Structure and stay there so your Floor Warden knows where you are.
 - Staff needing assistance and a designated buddy should wait in the stairwell landing and remain in the stairwell until given further instructions.*

***STAFF NEEDING SPECIAL ASSISTANCE
ANY STAFF MEMBER NEEDING SPECIAL ASSISTANCE IN THE EVENT OF AN EMERGENCY EVACUATION MUST NOTIFY THE PROPERTY MANAGER.**

A comprehensive list of staff needing special assistance and their locations are kept in the Property Manager's Office at all times for use during any type of emergency. The list includes: 1) the person's name; 2) the floor on which he/she works; 3) the name of the Floor Warden assigned to that area, and designated buddy; 4) the nature of the special assistance requirement for the individual. If you require special assistance in the event of an evacuation, please contact your floor warden so that you will be added to this list.



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Each Floor Warden should assign at least two people to be the special needs staff's "buddy." This way someone is always able to be with staff that requires special assistance.

In the event of an emergency, the staff requiring special assistance should never be left alone. The "buddy" should always take the staff requiring special assistance to the nearest stairwell landing and remain in the stairwell until the Fire Department arrives or they are given instructions to move.

In case of an emergency all employees need to be accounted for with the assistance of each Floor Warden. **This is of paramount importance as the Fire Department will have to re-enter the "danger areas" to look for all employees that are not accounted for.**

GENERAL INFORMATION

- Approval for re-entering the building must come from Emergency Personnel and/or the Property Manager.
- When in the stairwell, stay calm, keep the line moving down to the main level, exit the building promptly and proceed to your designated evacuation area.
- When going down the stairs, do not run (you may fall and create another emergency situation), but do walk quickly.
- Utilize outside pathway of stairwell to accommodate upward moving emergency personnel and firefighting equipment.
- Conference rooms in use – When the alarm sounds Floor Wardens will need to open the conference room doors and give evacuation instructions to those staff.

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.