



MADISON CENTER EVACUATION PLAN

Familiarize yourself with the nearest exits from your classroom or office.

Know your designated meeting point/safe zone (fire = 50 feet away from the building). Going to the meeting point allows for a designated emergency staff to do a head count and know if all have exited the center safely.

DESIGNATED MEETING POINT: Northern parking lot in front of the building overlooking the pond (Turn right after leaving the first floor lobby doors and proceed to the edge of the parking lot)

If you find yourself in a critical situation where you need to exit the building:

1. Notify other people in the area—if it is a fire and you see flame, pull the fire alarm
2. Proceed to the nearest exit—leave your things, do not delay to take items with you
3. Go to the designated meeting point—the far end of the parking lot.
4. Wait for the all clear—likely from your supervisor, faculty or law enforcement.

ASSISTING THOSE WITH DISABILITIES, EVACUATION GUIDELINES

It is recommended that a “Buddy System” will be implemented. A staff member, faculty member or a designated student will be paired with a person with disabilities to assist them with evacuating the building. The faculty member in each classroom will make this assignment at the beginning of each term.

PERSONS WITH VISION IMPAIRMENTS

Inform the individual of the nature of the emergency, and offer to guide him/her. As you evacuate the building advise the individual who you are with as to where you are at, where you are going, any obstacle in the way and any other important information. Do not take the individual who you are guiding by the arm; offer your arm instead.

PERSONS WITH HEARING IMPAIRMENTS

Not all fire alarm systems have visual indicators, a great deal are audio only and alternate means of warning may be necessary.

1. Write a note telling the individual of the danger and the safest evacuation route.
2. Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

PERSONS USING CRUTCHES, CANES, OR WALKERS

If the individual is having trouble exiting the building in a quick and safe manner then they may be carried out of the building. Options such as the firefighter's carry or two-person locked arm carry may be used. Also the person can be carried out while sitting in a chair.

NON-AMBULATORY PERSONS

Most of the time non-ambulatory individuals will be able to evacuate a building on their own. If assistance is needed, remember that lifting someone in this state may be painful and may cause injury. Frequently, non-ambulatory individuals have respiratory complications. Remove them from smoke or fumes immediately. Always consult the person that is being evacuated as to their preference with regard to:

1. Ways of being removed from the wheelchair.
2. The number of people necessary for assistance.
3. Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
4. Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
5. Being carried forward or backward on a flight of stairs.
6. After-care, if removed from the wheelchair.

AFTER EVACUATION

Once outside, meet with the Police or Fire Department if you have information about the incident. Do not re-enter the center for any reason. Once the Police or Fire Department is on scene, they are the highest-ranking official and will be in charge of the scene. The official will determine when, or if, it is safe to return to the center. The official will also be the one to turn the scene back over to the university.

MADISON CENTER
STAFF, FACULTY, STUDENT LOCKDOWN PROCEDURE

1. Call 6-1-911 from Center phones, or 911 from a cell phone when there is an imminent threat to life. Notify those around you and anyone you can that is outside. Use judgment about safety of doing so. Lock doors. Lock or confirm that someone is locking entrance doors.
2. Move to a location within the building that has a lockable door and lock it, or:
 - a. Use a door wedge to secure door from inside
 - b. Stack furniture in front of the door
3. Hide. Get out of the line of sight and fire.
 - a. Get away from windows, doors, and outer walls, especially basement or first floor windows and doors.
 - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - c. Close, cover, turn off, or lock, if possible, windows, blinds, window in the door, lights, ventilation
4. Be Quiet. Do not draw attention to yourself.
 - a. Don't talk
 - b. Turn off audio equipment.
5. Turn off cell phones and radios or turn to vibrate.
6. In a lockdown situation, do not exit the building when a fire alarm sounds unless
 - a. You have reason to believe that there really is a fire in the building, or
 - b. You have been advised by a recognized emergency responder to evacuate.
7. Be ready to move, if the current position is judged to be too dangerous. Be aware of possible escape routes.
8. Recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities