

<b>Environmental Health and Safety</b>
<b>Title:</b> Evacuation Procedures for On and Off Campus Buildings SOP
<b>Document #:</b> EHS-600-03
<b>Version #:</b> 03
<b>Approved by EHS Date:</b> 28 January 2026

### **I. Purpose**

This policy shall apply to all buildings on campus. It is the responsibility of all employees to understand the evacuation procedures for their specific work area.

### **II. Fire Alarm Activation Procedure**

In the event of a fire alarm activation within the building, employees and patients in these buildings shall take the necessary steps to evacuate from the building. Staff and patients evacuating shall move to the closest stairway and exit the building. Once outside the building, staff shall report to their predetermined meeting areas with their manager and await additional instructions.

In the event that there is smoke or fire on the floor, employees, patients and visitors shall evacuate the building utilizing the stairwells and assemble at your department's pre-designated assembly point.

### **III. Mobility Impaired Persons**

Occupants with mobility impairments shall be directed to the hallway immediately outside of the closest evacuation stairwell\*.

A designated staff member with a method of communication shall be assigned to remain with those individuals.

A second designated staff member shall descend the stairway and meet up with the responding agency in charge (police, or fire department) and report the number of occupants remaining in the building and their location.

Occupants waiting in the hallway shall remain in place unless told to egress the building. In the event that there is smoke or fire in the hallway, the building occupants shall relocate from the hallway to the stairwell and close the door.

Staff members designated to assist in the evacuation shall be pre-determined by the department director/ manager in the department evacuation plan. These individuals shall receive additional training by their manager(s) and EHS so that they fully understand their assigned duties.

# Evacuation Procedures for On and Off Campus Buildings SOP

\*Note: The stair towers are fire protected enclosures which are considered safe areas in the event of a fire. In the event that the floor becomes untenable, staff and patients can be moved into the stairway where they will be safe until assisted by the fire department.

## **IV. “All Clear” Notification**

The “All Clear” notification will be provided by EHS, the UNT Health Police Officers, and Public Safety Officers (PSO) providing site security to all persons who have evacuated the building. Emergency responders will make an announcement utilizing the public address system. Once the “All Clear” notification has been provided, the building can resume normal operations.

## **V. Severe Weather or Power Outage**

In the event of severe weather or a power outage, employees, and visitors shall move to an area directly outside of the closest exit stairway and await further instructions from first responders. Additional instructions will be provided via the fire alarm panel public address system or in person from a first responder.

Advanced warning of severe weather will be provided to the best extent possible.

Employees should remain attentive to emails, or phone calls via the campus emergency notification system of updated information. It is the employee’s responsibility to ensure that their up-to-date contact information is in the UNT Health Employee Portal.

## **VI. Department Evacuation Plans and Training**

Each department shall develop their own internal evacuation plan for their personal, visitors, and patients. The UNT Health Safety website can be utilized as a resource in the development of the plan. Initial training and continuing education on the department evacuation policy shall be provided by department management. It is recommended that the evacuation is exercised semiannually and as part of new employee orientation.

## **VII. Fire Drills**

Fire drills shall be conducted in accordance with the fire code, or as required by EHS. The drills are designed to simulate a true event, and all personnel shall participate. Any problems discovered should be brought to the department manager for review and discussion.

If employees notice that visual or audio alarms are not working, they must immediately report the location(s) to EHS/facility.

## **VIII. Roles of Internal Agencies**

Environmental Health and Safety (EHS)

Investigate and mitigate the incident as necessary. Act as the liaison with Fort Worth Fire Department or outside health and safety regulatory agencies.

# Evacuation Procedures for On and Off Campus Buildings SOP

## **IX. UNT Health Police (PD)**

Investigate and provide site security. Act as the liaison with outside local and federal law enforcement agencies.

## **X. Facilities Management**

Assess and manage critical building systems

## **XI. Roles of External Agencies**

The Fort Worth Fire and Rescue Department shall be responsible for fire suppression, search and rescue.

To eliminate the risk of fire through the safe and responsible use of portable space heaters at UNT Health.

## **XII. References**

- Fire Safety Manual EHS100-05
- 2015 ed. of NFPA 1: The Fire Code

## **XIII. Version revisions**

Initial approval April 2022

Revised October 2025

Revised 28 January 2026 rebranded