



Safety and Risk Management

Evacuation Drills

Occupational Safety conducts annual drills in all VCU facilities and residence halls. When you hear the fire alarm you **MUST** evacuate the building.* Close all doors in your area and proceed to the nearest exit. Employees should be familiar with the layout of their building and know two ways out of every area. **DO NOT** use the elevator. Once outside, you should clear away from the building and await further instructions. You will be notified when it is time to re-enter the building.

If you have any questions about your responsibilities during a fire emergency, or would like to request evacuation training for your staff, contact the Occupational Safety Manager at 827-0357.

*Evacuation Procedures for Individuals with Disabilities

- A disabled individual is defined as anyone with a permanent or temporary disability, who for whatever reason, is unable to evacuate a building using the stairwell.
- Physically disabled persons who are unable to evacuate, should be advised to remain in the room; preferably with a volunteer. Close the door to the corridor.
- If the individual is unable to remain in the room, because of smoke or another danger, advise the individual to go to the nearest stairwell. Ask a volunteer to remain in the stairwell with the individual.
- Exit the building and immediately notify the VCU Police, or Richmond Bureau of Fire (or as soon as they arrive on the scene) of the exact location of the disabled individual. (You must, of course, assure that the fire has been reported by activating a pull station prior to leaving the building.)
- The fire department will arrive within minutes to help complete the evacuation. The messenger should communicate the disabled person(s) location to the Evacuation Coordinator, VCU Police or Richmond Bureau of Fire.