



# **EMERGENCY EVACUATION PROCEDURES**

## **THE MONA CAMPUS OF THE UNIVERSITY OF THE WEST INDIES**

### **Part 1-GENERAL**

These instructions seek to provide information for the actions to be taken and the procedures to be followed when a situation warrants the evacuation of a building.

The list of situations which could warrant the evacuation of a facility includes but is not limited to the following situations;

- **Fire**
- **Explosions**
- **Gas (LPG) Leak**
- **Noxious fumes**
- **Bomb Threat**
- **Earthquake**
- **Flooding**
- **When ordered to Evacuate**

While the procedures to be followed for the actual departure (evacuation) from the facility are almost standard in all cases, however, depending on the hazard which necessitated the evacuation, some preliminary activities may change.

In order to properly prepare for an Emergency Evacuation persons are required to adhere to the instruction shown below;

## **ROUTINE ACTIVITIES**

1. Ensure that you are familiar with the Evacuation Plan/procedures for your area.
2. Know your Emergency Exits (check and confirm).
3. Know who are your Emergency Wardens/Monitors and their assistants.
4. Look out for persons with special needs (Persons with disabilities etc.)
5. Know the Evacuation Routes.
6. Know the Assembly Point(s) for your location.
7. Know the emergency telephone numbers.

## **CONDUCT OF EMERGENCY EVACUATION DRILLS**

Each Faculty/Department shall in collaboration with the Chief Emergency Management Officer (Office of the Campus Registrar), conduct Drills in keeping with the table below;

Type of Drill	Period
Fire Drill	1 <sup>st</sup> Semester
Earthquake Drill	2 <sup>nd</sup> Semester
Fire Drill	Summer

# **Part 2-RESPONSE TO SITUATIONS**

Below each situation will be examined in turn.

## **FIRE**

### **UPON THE DISCOVERY OF A FIRE**

- ⊙ -Activate the building's alarm system. In the event that the electronic alarm system is inoperable, raise an alarm by any means available.
- ⊙ -Notify the Jamaica Fire Brigade and the Central Monitoring Station
- ⊙ -Commence the emergency evacuation process

### **EMERGENCY EVACUATION PROCESS –On the sound of the alarm**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

## **EXPLOSIONS**

### **IF AN EXPLOSION WERE TO OCCUR AT YOUR BUILDING OR AT AN ADJACENT FACILITY**

- ⊙ -Activate the building's alarm system. In the event that the electronic alarm system is inoperable, raise an alarm by any means available.
- ⊙ -Notify the Jamaica Fire Brigade and the Central Monitoring Station
- ⊙ -Commence the emergency evacuation process

### **EMERGENCY EVACUATION PROCESS –On the sound of the alarm**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

## **NOXIOUS FUMES/GAS (LPG) LEAK**

### **IF NOXIOUS FUMES (SUCH AS THOSE FROM A GAS LEAK) WERE TO IMPACT YOUR AREA.**

- ⊙ -Activate the building's alarm system. In the event that the electronic alarm system is inoperable, raise an alarm by any means available.
- ⊙ -Notify the Jamaica Fire Brigade and the Central Monitoring Station
- ⊙ -Commence the emergency evacuation process

### **EMERGENCY EVACUATION PROCESS –On the sound of the alarm**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Notify Campus Security Post
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

## **BOMB THREAT**

### **IF A BOMB THREAT WAS DIRECTED AT YOUR FACILITY**

- ⊙ -Inform the Office of the Director of Security and or the Mona Police Post
- ⊙ -On the instructions of the Director of Security/Mona Police, activate the building's alarm system and notify the Jamaica Fire Brigade
- ⊙ -Commence the emergency evacuation process

### **EMERGENCY EVACUATION PROCESS**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

# **EARTHQUAKE**

## **UPON FEELING THE EFFECTS OF AN EARTHQUAKE**

- ⊙ **-DROP:** Stop whatever you are doing; get down, get low
- ⊙ **-COVER:** Crouch under a sturdy desk or chair
- ⊙ **-HOLD:** Hold on to something sturdy
- ⊙ Once the initial shaking stops commence the evacuation process

## **EMERGENCY EVACUATION PROCESS**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Notify Campus Security Post
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

## **FLOODING**

### **IF FLOODING WHICH COULD ENDANGER LIFE IS DETECTED**

*The following are some indicators of flooding which could endanger life*

- Water rising above the ankle.
- Flash Flooding.
- Water rising at a rapid rate.
- Water at or above the ankle and moving at a swift pace.
- Water which is likely to come in contact with electrical power supply systems.
- Flooding which you perceive to be a threat to your life.

- ⊙ **-Activate the building's alarm system**
- ⊙ **-Notify the Central Monitoring Station**
- ⊙ **-Commence the emergency evacuation process**

### **EMERGENCY EVACUATION PROCESS –On the sound of the alarm**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ **Move purposefully to higher ground.**
- ⊙ Wait for a head count to be conducted.
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel



## **WHEN ORDERED TO EVACUATE**

**BASED ON A KNOWN OR APPARENT THREAT THE CAMPUS ADMINISTRATION AND OR AN APPROPRIATE PUBLIC AUTHORITY MAY ORDER AN EVACUATION OF THE BUILDING.**

- ⊙ -Activate the building's alarm system
- ⊙ -Notify the Central Monitoring Station
- ⊙ -Commence the emergency evacuation process

### **EMERGENCY EVACUATION PROCESS –On the sound of the alarm**

- ⊙ Shut-off/close all ventilation systems, if possible (windows/doors/air-conditioning systems).
- ⊙ Suspend electricity supply to the facility if possible.
- ⊙ Use Fire Extinguishers where applicable. (This should never be done at risk to yourself or others)
- ⊙ Where possible, provide assistance to those in need
- ⊙ Leave the building in an orderly manner, using the safest/nearest exit.
- ⊙ Ensure doors are closed, **not** locked with keys.
- ⊙ Move purposefully to the nearest/designated Assembly Point.
- ⊙ Wait for a head count to be conducted.
- ⊙ Follow the directives of the Emergency Personnel. Do not re-enter unless given the all-clear by the Emergency Personnel

# **Part 3-EMERGENCY ASSEMBLY POINTS**

(SEE APPENDIX 1)

# **Part 4-EMERGENCY EVACUATION DRILLS**

## **(STANDARD PLAN)**



### **ROUTINE ACTIVITIES**

1. Ensure that you are familiar with the Evacuation Plan for your area of work.
2. Know your Emergency Exits (check and confirm).
3. Know who is the monitor and his/her assistant in your section.
4. Look out for persons with special needs (persons in wheel chairs etc.)
5. Know the Evacuation Routes.
6. Follow Evacuation Signs where they exist.
7. Know the closest Assembly Point(s) to your location.
8. Know the emergency telephone numbers.

### **ON THE SOUND OF THE ALARM**

1. Shut-off/close all ventilation systems (if time permits).
2. Suspend electricity supply to the facility
3. Use Fire Extinguishers where applicable.
4. Where possible, provide assistance to those in need
5. Leave the building in an orderly manner, using the safest/nearest exit.
6. Ensure doors are closed, **NOT** locked with keys.
7. Move purposefully to the nearest/designated Assembly Point.
8. Wait for a head count to be conducted.
9. Follow the directives of the Emergency Personnel.

**EMERGENCY CONTACT NUMBERS**

Tel #

***INTERNAL***

<i>Chief Emergency Management Officer</i>	<i>876-970-6712/Local Ext 3712 /876-857-9913</i>
<i>Director of Security</i>	<i>876-970-6700 /Local Ext 7469</i>
<i>Mona Police Post</i>	<i>876-927-2298</i>
<i>Campus Security Post</i>	<i>876-935-8748-9</i>
<i>Central Monitoring Station</i>	<i>876-702-4334/Local Ext 7469</i>

***EXTERNAL***

<i>FIRE Emergency</i>	<i>110</i>
<i>POLICE Emergency</i>	<i>119</i>
<i>AMBULANCE</i>	<i>110</i>
<i>JAMAICA PUBLIC SERVICE</i>	<i>1-888-225-5577</i>
<i>NATIONAL WATER COMMISSION</i>	<i>1-888-225-5692</i>
<i>OFFICE OF DISASTER PREPAREDNESS &amp; EMERGENCY MANAGEMENT</i>	<i>876-906-9675</i>