Chapter 4 - MEANS OF EGRESS

Program Statement

The evacuation from any building of the University of North Alabama campus will be safe and expeditious in any foreseeable emergency.

Objectives

The objectives of this chapter are to ensure that:

- Each building has sufficient, properly designed, and well-maintained, means of egress
- Each building has emergency evacuation plans
- Building occupants are trained on emergency evacuation procedures

Responsibilities for Evacuation Procedures

Public Safety

The Office of Public Safety will be responsible for:

- Communicating emergencies to affected personnel, university administration, and supporting organizations
- Initiating proper response procedures, including evacuation
- Enforcing site control procedures
- Making available rescue services when needed
- Providing support resources when available

Department Heads

Department Heads will be responsible for:

- Assisting the Department of Environmental Health and Safety identify means of egress and verifying that their design and condition comply with state and federal codes

- Assisting the Department of Environmental Health and Safety with creating and implementing specific emergency response plans for their buildings

- Communicating these plans to employees who also will receive instruction on evacuation procedures

- Conducting emergency evacuation drills, with the support of Public Safety and the Department of Environmental Health and Safety

Department of Environmental Health and Safety

The Department of Environmental Health and Safety is available for assistance in accomplishing the objectives of this program, and will:

- Assist department heads in the creation of specific emergency plans and on request, in departmental training

- Participate in emergency evacuation drills

Employees

Employees will be responsible for:

- Knowing the means of egress of the building where they work

- Following established procedures for the response to different types of emergencies and for the safe evacuation from buildings

- Informing their supervisors of any hazardous or no-compliance condition of the means of egress

- Participating in emergency evacuation drills

General requirements

- Means of egress from buildings of the UNA campus will comply with 29 CFR 1910.35 - .39 and National Fire Protection Association, NFPA-101, Life Safety Code.

- Every building or structure designed for human occupancy located at the UNA campus will have a sufficient number of exits to permit the prompt escape of occupants in case of fire or any other emergency.

- Life safety codes generally require at least two exits on each floor. These exits should be located as far as possible one from the other.
- To a considerable extent, the number and width of exits are determined by building occupancy. In high hazard occupancy, no part of a building should be farther than 75 feet from an exit. From medium and low hazard occupancy, this distance may be increased to 100 and 150 feet respectively.

- Building and structural materials used in the exits will not cause injury to the occupants of a building during emergency evacuations.
- An exit may be protected by separation. The construction materials of the separating walls will meet the following requirements:
  - One-hour fire resistance rating when the exit connects three stories or less.
  - Two-hour fire resistance rating when the exit connects four or more stories.
- Exits will be arranged and maintained as to provide unobstructed egress from all parts of the building at all times.
- Beside exit signs, direction signs indicating the exit route will be used when the exit path is not apparent.
- Any doorway not constituting an exit way that can be mistaken as such, will have the following a warning sign:

  "NOT AN EXIT"

- All exits will have adequate and reliable sources of illumination.
- Fire alarms will be provided in buildings where fire warnings of other type are not effective.
- In addition, fire safety codes may require smoke alarms and automatic fire extinguishing systems.

Arrangement of exits

- Any area where the blocking of a single means of egress may results in a trap will have an alternative way of exit travel.

Access to exits

- When the room or working space is expected to be occupied with more than 50 persons, the doors accessing the means of egress will be side-hinged and swinging in the direction of exit travel.
- The access door to the exit will have a minimum width of 28 inches.
- Access to exits will be clearly recognizable.
- Routes of exit access will never be toward a high hazard location, unless the path of travel is effectively shielded.

Exterior routes of exit access

- Exterior means of access to an exit such as a balcony, porch, gallery, or the roof will be acceptable.
- If exterior ways of exit access are considered, provisions will be taken to assure that walking surfaces are free of fall hazards (falling on and off the walkway).

Discharge from exits

- All exits will discharge directly to the street, a courtyard, patio, or any other open space of size adequate to accommodate all persons leaving the building.
- Each building on campus will have a designated area for assembly, where occupants will remain after evacuation.
- The building's assembly area will be documented in the Building Specific Plan.

Headroom

- Adequate headroom will be provided in all areas of exit travel.

- The ceiling height shall be at least 7 feet and 6 inches. Any projection from the ceiling shall not reduce the free open vertical space to less than 6 feet and eight inches.

Exit markings

- A sign with the word "EXIT" shall mark every exit. The size of the letters on this sign will be at least six inches high and three-fourth of an inch wide.

- Signs will be illuminated by a reliable source of light with not less than 5-ft. candles measured on the illuminated surface.

Emergency Plans

General emergency procedures that apply institution-wide are available in the document entitled "University of North Alabama Emergency Procedures." This document contains instructions on the following situations:

- reporting emergencies
- general evacuation procedures
- civil disturbance or demonstrations
- explosion, aircraft crash or similar incident
- tornado
- earthquake
- medical and first aid
- chemical or radiation spill
- bomb threat
- fire
- first aid instructions
- violent or criminal behavior
- utility failure
- sexual assault
- building specific plans

APPENDIX A
GLOSSARY OF TERMS

Emergency action plan

A plan describing how employees will respond to different types of emergencies, taking into account the specific worksite layout, structural features, and emergency systems.

Exit

The portion of a means of egress that is separated from all other spaces of the building or structure by construction or equipment. It provides a protected way of travel to the exit discharge.

Exit access

The portion of a means of egress that leads to an exit.

Exit discharge

The portion of a means of egress between the termination of an exit and a public way.

High hazard contents

Materials that are liable to burn with extreme rapidity and generate poisonous fumes or explosions in case of fire.

Low hazard contents

Materials of low combustibility so that no self-propagating fire can occur. Consequently, the only probable danger requiring the use of emergency exits will be from panic, fumes, or smoke, or fire from some external source.

Means of egress

A continuous and unobstructed way of exit travel from any point in a building or structure to a public way. It consists of three separate and distinct parts: the way of exit access, the exit, and the way of exit discharge.

Ordinary hazard contents

Materials that are liable to burn with moderate rapidity and generate a considerable volume of smoke but from which neither poisonous fumes nor explosions are to be feared in case of fire.