FIRE AND EVACUATION PROCEDURES

The Intramural-Recreational Sports Department has incorporated into its operations a viable and useful fire safety program. This program is designed to protect you, the continuity of operations, and property.

Elements of this program include:
1. EMERGENCY PROCEDURES - R A C E
2. EVACUATION PROCEDURES
3. RE-ENTERING THE BUILDING
4. FIRE PREVENTION
5. MULTIPLE AGENCY COORDINATION

An alert and educated staff is the University’s most valuable resource for fire protection. Know the emergency procedures and be aware of the location of fire extinguishers and fire exits.

1. EMERGENCY PROCEDURES
   Be assertive! Take charge of the emergency situation. This is your building! Do not allow patrons and other non-staff people make decisions for you or the department.

   If you detect fire or even smell smoke, you should take the following steps:

   A) REPORT THE SITUATION to the Manager on Duty.

   B) THINK R.A.C.E. (Rescue, Alarm, Contain, Extinguish)

      R: RESCUE  persons in immediate danger.

      A: ALARM:  Notify the appropriate rescue unit. The Following is the proper procedure for calling the police, fire or rescue squad. Dial 9-911 and identify yourself:

      “This is (your name and position). I am calling from (your facility) at UVA. We have had (an accident/injury/fire and specify the type of accident/injury, if known). We need a (paramedic, fire or police unit). They should enter the building at (give specific directions by using landmarks when possible).”

      DO NOT HANG UP... BE THE LAST TO HANG UP!

   It is your responsibility to know your exact location and how to describe it to someone who may not be familiar with the Grounds. Speak slowly and clearly. Wait for any questions the dispatcher may have. Do not hang up until you receive word that a unit is being sent to your area. Be the last to hang up. When possible, have an attendant go out and meet the unit and assist as needed. Document the date, time, and the name of the dispatcher on your shift.

   C: CONTAIN the fire at the point of origin by closing doors.
   If the fire is larger than a trash can fire, or is unconfined, evacuate the area; CLOSE, BUT DO NOT LOCK doors behind you. At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks.

   If A Fire Or Other Emergency Is Identified:
   • Pull the nearest fire alarm immediately.
   • Move to a phone away from any fire or smoke danger.
   • Call 9-911 to advise there is a fire of (approximate size) and location.
   • Evacuate the building as described under EVACUATION PROCEDURES.
**E: EXTINGUISH** the fire by using portable fire extinguishers.

If The Fire Is Trash Can Size Or Smaller And Contained (Not Spreading):

Call to and send the closest worker to retrieve the nearest fire extinguisher. **DO NOT LEAVE THE FIRE UNATTENDED.** If the size grows beyond containment, follow the procedures indicated under the **CONTAIN** section.

**PULL** pin from extinguisher and hold extinguisher 4-6 feet from fire. **AIM, SQUEEZE & SWEEP (PASS)** the extinguisher hose back and forth until spray puts fire completely out, with no smoke left, or until extinguisher is emptied (lasts about 8 seconds). Aim toward the base of the flames.

If fire is not completely out after full use of the extinguisher, obtain another extinguisher and repeat the procedure.

If a hazardous material emergency arises instead of or in addition to a fire emergency, call the Fire Department as mentioned. Also request additional support personnel and hazardous waster service from the Office of Environmental Health & Safety by calling 2-4911.

**REMEMBER:** You are NOT a paid firefighter! Your main objectives in a fire situation are:

* Report the situation.
* Notify the Fire Department
* Contain the Fire
* Exit the facility.

2. EVACUATION PROCEDURE

Whenever The Alarm Sounds, Or You Are Advised By A Fire Department Official To Evacuate, You Must:

A. **CLOSE, BUT DO NOT LOCK DOORS** as you leave.
B. Direct patrons to exit the building by the **nearest safe exit**. Follow any directions given to you by the Fire Department.
C. Before exiting through any closed door, **check for heat and the presence of fire behind the door** by feeling the door with the back of your hand. If the door feels warm or hot to touch, advise everyone to proceed to another exit.
D. Upon exiting the building, **move at least 20 feet away to the designated areas to assemble** from any building walls or overhangs. Do not block any driveways, since Fire Department personnel will need access to these areas.

If the fire alarm system has not been activated, but you discover signs of fire or the need for an emergency evacuation, manually pull one of the alarms and begin evacuation procedures.

Since the public address system will not be heard over the sound of the alarm, you will have to go into each area and inform the participants to evacuate immediately. No one is permitted to take a shower, retrieve items from a locker, finish their workout, etc. Everyone should assemble at the parking lots unless otherwise directed.

* **DO NOT PROP DOORS OPEN!**

**EVACUATION EXITS BY FACILITY:**
### AQUATIC & FITNESS CENTER

*The designated areas to assemble are the parking lots on the West and East sides of the building.*

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locker Rooms</td>
<td>Pool Doors</td>
<td>Emergency Stairwell #1 or Loading Dock Doors</td>
</tr>
<tr>
<td>Swimming Pools</td>
<td>Pool Doors</td>
<td>Loading Dock Doors</td>
</tr>
<tr>
<td>Multipurpose Room</td>
<td>Emergency Stairwell #1</td>
<td>Pool Doors</td>
</tr>
<tr>
<td>Fitness-Main Level</td>
<td>North Weight Room Doors</td>
<td>Whitehead Road Doors</td>
</tr>
<tr>
<td>Fitness-Upper Level</td>
<td>North Emergency Stairwell</td>
<td>Whitehead Road Doors</td>
</tr>
<tr>
<td>Administrative Office</td>
<td>Emergency Stairwell #1</td>
<td>Stairwell by Elevator to Whitehead Road Doors</td>
</tr>
<tr>
<td>Poolside Cafe</td>
<td>Cafe’s Fire Exit Doors</td>
<td>Alderman Road Doors</td>
</tr>
<tr>
<td>T.J.’s Locker</td>
<td>Store’s Fire Exit Doors</td>
<td>Alderman Road Doors</td>
</tr>
</tbody>
</table>

### NORTH GROUNDS RECREATION CENTER

*The designated area to assemble is the parking lot.*

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>North side door</td>
<td>Northwest side door</td>
</tr>
<tr>
<td>Main Lobby</td>
<td>Front entrance</td>
<td>Rear Lobby door</td>
</tr>
<tr>
<td>Multipurpose Rooms</td>
<td>East door to road</td>
<td>West door to hill</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>Rear lobby door</td>
<td>Front lobby door</td>
</tr>
<tr>
<td>Weight Room &amp; Racquetball Courts</td>
<td>Multipurpose room doors</td>
<td>Front lobby door</td>
</tr>
</tbody>
</table>

### MEMORIAL GYMNASIUM

*The designated area to assemble is Lower Nameless adjacent to the Lady Astor Tennis Pavilion.*

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Lobby</td>
<td>Front Doors</td>
<td>West doors in gymnasium</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>West doors in gymnasium</td>
<td>Front Doors</td>
</tr>
<tr>
<td>Dance Room</td>
<td>Front Doors</td>
<td>West doors in gymnasium</td>
</tr>
<tr>
<td>Weight/Fitness Rooms</td>
<td>Pool exit door</td>
<td>Front Doors</td>
</tr>
<tr>
<td>Track</td>
<td>Front Doors</td>
<td>South doors from track; West gym doors</td>
</tr>
<tr>
<td>North Classrooms/Offices</td>
<td>Front Doors</td>
<td>South doors from track; West gym doors</td>
</tr>
<tr>
<td>South Labs/Offices</td>
<td>West Gymnasium Doors</td>
<td>South-West pool exit</td>
</tr>
<tr>
<td>Lady Astor</td>
<td>Front Doors</td>
<td></td>
</tr>
</tbody>
</table>

### SLAUGHTER RECREATION CENTER

*The designated area to assemble is the parking lot.*

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Side doors (East/West)</td>
<td>Main Gymnasium door</td>
</tr>
<tr>
<td>Main Lobby</td>
<td>Front exit</td>
<td>Side entrances</td>
</tr>
<tr>
<td>Multipurpose Rooms</td>
<td>Multi-purpose Room 2 exit</td>
<td>East corridor exit</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>East corridor exit</td>
<td>Front exit</td>
</tr>
<tr>
<td>Weight Room</td>
<td>Weight room doors</td>
<td>Front exit; east corridor exit</td>
</tr>
<tr>
<td>Racquetball Courts</td>
<td>West corridor exit</td>
<td>Front exit</td>
</tr>
</tbody>
</table>

### 3. RE-ENTERING THE BUILDING

Permission to re-enter any evacuated area will only be given by the Fire Department after any present and potential threat to human safety/health or the environment have been controlled or eliminated. Until such notice is given, no one is allowed to re-enter the facility. The cessation of the alarm is **NOT AN ALL CLEAR TO RE-ENTER THE BUILDING.**

### 4. FIRE PREVENTION
To reduce the potential for a fire as well as protecting your own life and property, be alert to any of the following hazards within the facility as you make your rounds:

A. Corridors, exit doors and stairwells that are partially or completely obstructed.
B. Electrical cords, clothing items, bags, and other workout gear placed on the floor along the walls, support columns or general walking areas.
C. Electrical cords on exercise machines or in work station areas such as computers, cash registers, Griffin System machines, etc. that are frayed or contain exposed writing.
D. Electrical receptacles that may be “overloaded” from machines in the fitness, office and work stations.
E. Exit signs not properly illuminated throughout the corridors, exit doors, offices, work station areas, public areas, etc.

5. MULTIPLE AGENCY COORDINATION
The success in minimizing loss of life or property damage in an emergency rests on the coordinated efforts of the facility student staff, Charlottesville Fire Department, UVA Police Department, and the Office of Environmental Health & Safety. Each area contributes a vital share to the viability and effectiveness of this fire safety plan.

A. FACILITY SUPERVISORS
   1) Responsible for full implementation and maintenance of the departmental fire safety plan.
   2) Gray paneled maps of evacuation routes are posted in areas of high visibility throughout the facility.

B. CHARLOTTESVILLE FIRE DEPARTMENT
   1) Responsible for the safe overall conduct of the fire emergency situation including tactical and support operations.
   2) Responsible for clearing the incident and ensuring that any present or potential threat has been either controlled or eliminated.

C. UVA POLICE DEPARTMENT
   1) Responsible for all security and public safety at the scene.
   2) Coordinates with other law enforcement agencies as necessary.
   3) Responsible for initiating and/or assisting in evacuation procedures.

D. OFFICE OF ENVIRONMENTAL HEALTH & SAFETY
   1) Responsible for identifying the chemical nature of any spilled or released materials.
   2) Responsible for assessing the possible danger to human health and/or environment.
   3) Responsible for advising appropriate authorities of proper cleanup and decontamination requirements prior to reoccupation of the area.

FIRE SAFETY PLAN SUMMARY:

1. ALERT patrons of the situation
2. REPORT the situation
3. RESCUE persons in immediate danger
4. NOTIFY 9-911
5. CONTAIN the fire at the point of origin
6. EXTINGUISH the fire
7. EVACUATE the building
INCLEMENT WEATHER CONDITIONS

Severe thunderstorms can produce violent/dangerous lightning and in some cases, tornadoes. Become alert if supervising during a severe thunderstorm.

- Keep tuned to the local radio station (107.0 WINA) for updates. If storm becomes severe call the University Police for accurate updates.

WARNING

1) Announce in a calm manner that there is a TORNADO WARNING, and that patrons should proceed to the appropriate locker room.
2) Keep people away from glass and mirrors
3) Avoid large-span roofed areas.
4) Wait until the police or fire department has given an all clear signal.
5) STAY CALM!

Recreation facilities usually remain open despite the rare occasion that classes may be cancelled because of snow or ice. Intramural-Recreational Department staff will determine to either keep the facilities open with adjusted hours or close the facilities due to weather conditions.

BOMB THREAT CALLS

1. Handling Bomb Threat Calls
   a) Refer to the UVA Bomb Threat Checklist for specific details.
   b) Keep the caller on the line as long as possible and get as much information as you can.
   c) Try to remember the EXACT WORDING of the threat.
2. Call the 911 Joint Dispatch Center
   a) Give the name of the person reporting the bomb threat and the person receiving the call.
   b) Give your location and the location where the bomb is supposed to be, if different.
   c) Give the time that the bomb is supposed to go off.
   d) UVA Police will respond to your location and obtain all information of the call.
3. **Notify the Facility Manager**
   a) Provide information concerning the alleged location of the bomb and the time it is supposed to go off.
   b) Advise that you have already called 911.
   c) Provide any additional information that may be needed.

4. **Evacuation Decision**
   a) If the decision is made to evacuate the building, follow the evacuation procedures under FIRE & EVACUATION PROCEDURES (in another section of this manual).

5. **Building Access**
   a) Once the evacuation decision is made, further access to the building must be prevented.
   b) UVA Police will assist with the evacuation and help prevent access to the building as personnel limitations allow. Volunteers or assigned faculty, staff or students may be required to cordon off buildings or areas.

6. **Building Search**
   a) If the police determine that the bomb is serious or potentially hazardous, only police and other authorized personnel will be permitted to search the building.
   b) If the shift commander believes it be advantageous, authorized personnel may be accompanied by assigned personnel who are familiar with the building.

7. **Suspicious Packages Or Items**
   a) If a suspicious package or item is received or noticed, it should not be touched or opened.
   b) The officer on the scene should be notified or call 911 from a telephone in a different area.
   c) Follow all directions from responding police officers or fire officials.

8. **Radiation, Chemical & Biological Threats**
   a) Follow the same directions as for bomb threats.
   b) Notify the 911 Center of the nature of the threat.
   c) Follow the directions from responding hazardous material handling personnel as well as police officers and fire officials.