

***UAA University Police Department***  
INCIDENT ACTION PLAN FOR EMPLOYEES & STUDENTS  
**“Fire Alarm- Academic Building”**



**GENERAL SAFETY**

- Know the location of fire alarm pull stations in your area
- Don't block open or obstruct fire doors
- Become familiar with evacuation exits in your area
- Don't hesitate to activate a pull station when you see smoke or flames

**WHEN AN ALARM SOUNDS**

- Quickly gather your belongings and exit the building
- Use fire extinguishers to aid in building evacuation
- Call UPD at 786-1120, since a local alarm may not automatically notify emergency responders
- Use stairwells, since elevator service is automatically shut off during alarms
- If you have a mobility issue and cannot use stairs, remain on the stairwell landing with the landing door closed until an emergency responder can assist with evacuation
- Once outside, stay at least 50 feet from building in case of explosion and flying debris

**FACULTY RESPONSIBILITIES**

- Instruct your class where emergency exits are located
- If you have a mobility issue and are working after hours, notify UPD of your presence in the building
- When an alarm sounds, direct the class to gather at a point designated by you at least 50 feet from the building
- Ensure that everyone in the class has evacuated the area
- Designate an individual to meet the fire department with any information about the size & location of the fire and location of anyone trapped inside
- Those with physical impairments should have a designated buddy to assist them to a refuge area (usually a fire rated stair well landing)
- Notify fire department responders of the location of those in refuge areas. Novices are not permitted to lift, carry, or transport individuals down the stairs