



USF SARASOTA-MANATEE EMERGENCY EVACUATION PROCEDURES QUICK REFERENCE GUIDE

FREQUENTLY ASKED QUESTIONS:

Question:

Does USF Sarasota-Manatee have any information about how I should respond in the case of an emergency and who I can contact if I need more information?

Answer:

Yes, USF Sarasota-Manatee has adopted a comprehensive Emergency Action Plan. The complete plan is posted on the campus website and is also available for your review from your department Emergency Action Marshall or the offices of Facilities Planning & Management (SMC-B128). **It is strongly recommended that you familiarize yourself with the Emergency Action Plan.** This USF Sarasota-Manatee Emergency Evacuation Procedures Quick Reference Guide is intended only to provide answers to frequently asked questions related to evacuation procedures that are described in the Emergency Action Plan.

Question:

Who is responsible to assist me if I am asked to evacuate the building?

Answer:

You will follow the directions of persons who have volunteered to assist. The key persons frequently mentioned in this guide are as follows:

Emergency Action Coordinator (EAC) is the person responsible to oversee the execution of all facility evacuations and has full authority to make necessary decisions to ensure the success of each evacuation. Geoff Copeland with Facilities Planning & Management is the EAC.

Emergency Action Marshals (EAM) are persons assigned to each department or college who are responsible for providing information to staff and faculty in their department. In the event of an evacuation or emergency, the EAM will follow the directives of the Emergency Action Coordinator (EAC) and the procedures outlined in the Emergency Evacuation Plan to ensure a safe, orderly, and accountable evacuation of USF Sarasota-Manatee facilities. EAM additional responsibilities include:

1. Search of confined areas (public rest rooms, etc.) if time safely permits.
2. Provide assistance to employees, students and visitors in making a quick egress of their assigned area.
3. Direct employees, students and visitors to assigned evacuation relocation points.
4. Survey assigned stairway entrances to identify personnel who may require special egress assistance.
5. Assure that all employees, students and visitors are evacuated and are safely accounted for.
6. Familiarization with the adopted Emergency Action Plan.

The following persons are the Emergency Action Marshals (EAM). Please contact the EAM in your department or college if you have any questions about the evacuation procedures described in this guide. If they are unable to provide a complete answer to your question, they will refer you to the Emergency Action Coordinator.

Emergency Action Marshalls (USFSM)

DEPARTMENT	PRIMARY	SECONDARY
Campus Security	Mark Kanous	Dee Provost
Phone Number	359-4545	359-4545
Academic Affairs (C3)	Dina Kathman	Sarah Smith
Phone Number	359-4504	359-4619
Academic Affairs (Info Commons – C203)	Dale Drees	Kendi Judy
Phone Number	359-4215	359-4225
University Advancement	Pam Gleason	Michael Ayres
Phone Number	359-4603	359-4632
College of Arts & Sciences	Darryl Waddy	Cindy Kish
Phone Number	359-4616	359-4708
CHTL	Amanda Kulaw	Katerina Annaraud
Phone Number	359-4563	359-4693
Student Services (north side of main corridor)	Richelle Heise	Mary Beth Wallace
Phone Number	359-4322	359-4342
Student Services (south side of main corridor)	Sean Grosso	Toni Ripo
Phone Number	359-4264	359-4703
Student Government Association (SGA)	Darren Gambrell	Bryan Valentine
Phone Number	359-4263	359-4268
Technology Services	Chip Doerr	Brian Mudd
Phone Number	359-4634	359-4349
Facilities Planning & Management	Beverly Pinder	Sue Barbour
Phone Number	359-4518	359-4637
Business Office (including Cashier, Human Resources, Purchasing)	Carolyn Dyson	Patricia White
Phone Number	359-4224	359-4466
College of Business	Ann Flynn	Peggy Ragan
Phone Number	359-3354	359-4304
College of Education	Amber Lee	Christopher Bolgiano
Phone Number	359-4531	359-4395

Chief Executive Office	Lynn Evensen	Elaine Tiberini
Phone Number	359-4340	359-4720
OR&L Facility Services	Frank Spinelli	Scott Hillibrand
Phone Number	941-737-9331	941-549-3138
Reception (1st Floor)	Barbara Thomas	TBA
	359-4566	

Emergency Action Marshalls (USFSM-NP)

DEPARTMENT	PRIMARY	SECONDARY
USFSM-NP	Jessica Szempruch	Dr. Lora Kosten/Jenna Thiel

Question:

What can I do now to prepare for an evacuation?

Answer:

Just as you do at home, be aware of your responsibilities and be prepared to act before an emergency occurs. At a minimum, you need to do the following:

1. Familiarize yourself with the complete Emergency Action Plan.
2. Familiarize yourself with your assigned evacuation exit route and relocation point.
3. Familiarize yourself with the exit map locations located throughout the building. You may not be in your assigned area when an evacuation order is issued and you will need to follow the evacuation route for that assigned area of the building.
4. Familiarize yourself with the location of your assigned Severe Weather Safe Spot.

Question:

Where is the evacuation route and relocation point information posted?

Answer:

The evacuation route information is posted at numerous locations throughout the building, including all classrooms. You will exit the building through the primary exit stair and door to the assigned relocation point. Occupants of Buildings A and B will relocate to North Parking Lot N2, and occupants of Buildings C and D will relocate to South Parking Lot S3. The following is a comprehensive list of locations where evacuation maps and relocation points can be found:

Emergency Action Map Locations (USFSM)

Facility Location	Map Location of Exit Route	Relocation Points
Jonathan's Café (A1)	North wall	North Side Parking Lot N2
SGA/Career Center Suite (A1)	Suite exit door walls @ A107 & A110	North Side Parking Lot N2
Facilities Planning & Management (B1)	B128 exit door wall	North Side Parking Lot N2
Business Office (B1)	Suite exit door walls @ B109	North Side Parking Lot N2
Rotunda Reception (C1)	Rotunda Reception Desk	South Side Parking Lot S3
Student Services (C1)	Suite exit door walls @ C127, C138, C107, & C119	South Side Parking Lot S3
Selby Auditorium	Selby Gallery	South Side Parking Lot S3
Classrooms	Posted in each room	Various

CHTL (A3)	Suite exit door walls @ A313	North Side Parking Lot N2
College of Arts & Sciences (C2)	Suite exit door walls @ C237, & C244	South Side Parking Lot S3
College Business Administration (C2)	Suite exit door walls @ C211, C230, & C224	South Side Parking Lot S3
Technology Services(A3)	Suite exit door walls @ A304 & A309	North Side Parking Lot N2
College of Education (B3)	Suite exit door walls @ B306	North Side Parking Lot N2
Administrative (C3)	Suite exit door walls @ C310, C309, C320, C308, & C334	South Side Parking Lot S3

Emergency Action Map Locations (USFSM-NP)

Facility Location	Map Location of Exit Route	Relocation Points
USFSM-NP	Classroom 203 - north & south exit door	Grass lot near gazebo
USFSM-NP	Classroom 204 exit door	Grass lot near gazebo
USFSM-NP	Classroom 205 exit door	Grass lot near gazebo
USFSM-NP	Classroom 206 exit door	Grass lot near gazebo
USFSM-NP	Reception Corridor 207 exit door	Grass lot near gazebo
USFSM-NP	Seminar Room 213 exit door	Grass lot near gazebo

Question:

What do I do to report an emergency?

Answer:

USF Campus Police and campus security officers are in charge of emergency response. They have provided information to all departments and colleges on the recommended procedures. You should familiarize yourself with those procedures and be prepared to act promptly in the event that you need to report an emergency. **In the case of a critical or life-threatening emergency, you should immediately call 911. You should also notify the main reception desk (359-4565 or 359-4566) so that emergency personnel can be quickly dispatched to the site of the emergency.**

Question:

How will I be made aware that I need to evacuate the building?

Answer:

An evacuation notice may be initiated in several ways. It may begin with the activation of the building fire alarm system, a PA system notification, a telephone notification, a personal computer notification or notification by an area Emergency Action Marshall (EAM).

Question:

What do I do when I am notified to evacuate the building?

Answer:

You need to follow the directions of your Emergency Action Marshall (EAM). **You must immediately leave the building** in a calm and orderly manner via the assigned stair and exit route. Go directly to the relocation point for your department or college, and check in with your EAM. **You will not be permitted to use the elevators to evacuate the building.**

Question:

What if I am disabled or otherwise unable to use the stairway?

Answer:

All persons requiring special egress assistance are to proceed to the entrance of the assigned egress stairway and await assistance from the Emergency Action Marshall assigned to that stairway.

Question:

Who is responsible for directing students from the classrooms?

Answer:

If classes are in session, it is the responsibility of the faculty member to point out posted classroom egress routes to their students and to immediately direct their students to those routes. Emergency Action Marshals will be posted at the exit stairs on each floor to direct students out the building and to an assigned relocation point.

Question:

When will I be allowed to return to the building?

Answer:

You will be permitted to re-enter the building as soon as the Emergency Action Coordinator (EAC) and emergency responders determine it is safe and issues an all-clear order. The EAC will notify your department or college EAM. If you need to leave the campus prior to issuance of the all-clear order, you need to notify your EAM. **You will not be permitted to re-enter the building until the all-clear order is issued.**

Question:

Are there other types of evacuations?

Answer:

Yes, you may be asked to evacuate your area due to impending severe weather or other emergency condition. If these situations occur, a take-cover notification will be announced. Upon the announcement of a take-cover order, you should proceed immediately to the designated safe spot and remain there until the Emergency Action Coordinator issues an all-clear announcement. The following is a list of the Severe Weather Safe Spot locations:

Severe Weather Safe Spots (USFSM)

Facility Location	Safe Spot
Building A	Interior hallway, away from west window walls and mini-rotunda; stairwells
Building B	Interior hallway, away from main rotunda and mini-rotunda; stairwells
Building C	Interior hallway, away from west window walls and main rotunda; stairwells
Building D	Interior gallery hallway away from window walls; stairwells

Severe Weather Safe Spots (USFSM-NP)

Facility Location	Safe Spot
USFSM-NP	Classroom 204
USFSM-NP	Stairwells

Question:

What about hurricane evacuations?

Answer:

The intent of this information is to prepare you to respond to unforeseen and immediate emergencies. It is **not** meant to address the more long-range issue of hurricane preparedness. USF Sarasota-Manatee hurricane preparedness is a coordinated response by multiple campus departments and USF Tampa that begins several days before the impact of a storm. In the event of an approaching hurricane, you will receive specific updated information from the campus administration well in advance of a storm.

Questions:

Does USF plan any drills or practice sessions?

Answer:

Yes, we plan to have at least two evacuation drills per year. The drills may be attended by the State Fire Marshall, USF Tampa Environmental Health and Safety representatives, and local emergency responders. You will typically have no advance notice of the drill. We will also conduct periodic training sessions with the Emergency Action Marshals and welcome their feedback for improvements to the evacuation process.

ref: EmergAcQuickRef.doc

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