



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E

**EMERGENCY MASS EXIT  
EVACUATION POLICY  
(NON-RESIDENCE HALL  
BUILDINGS)**

**Policy #** AF.009.1

**Responsible Executive:** Vice President for  
Administration  
and Finance  
**Responsible Office:** Environmental Health  
& Safety  
**Originally Issued:** 8/16/2022  
**Latest Revision:** 8/16/2022

- I. [Policy Statement](#)
- II. [Purpose of Policy](#)
- III. [Applicability](#)
- IV. [Definitions](#)
- V. [Policy Procedure](#)
- VI. [Enforcement](#)
- VII. [Policy Management](#)
- VIII. [Exclusions](#)
- IX. [Effective Date](#)
- X. [Adoption](#)
- XI. [Appendices, References, and Related Materials](#)
- XII. [Revision History](#)

## I. Policy Statement

In compliance with 34 C.F.R. 668.46(g), the University of Louisiana at Lafayette (“University”) will utilize this Policy to describe the University’s Emergency Mass Exit Evacuation Plan of non-residence hall buildings in order to promote the safety and well-being of all University students and Employees in classroom and non-classroom settings throughout campus.

## II. Purpose of Policy

This Policy guides the Emergency response of University personnel and resources during an Emergency Mass Exit Evacuation of a non-residence hall building; however, nothing in this Policy shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this Policy.

This Policy may be activated in response to a broad range of Emergency incidents leading to an Emergency Mass Exit Evacuation, including (but not limited to):

- Bomb Threats;
- Fires and Explosions;
- Mass Casualty Incidents;
- Natural Disasters;
- Severe Weather;
- Hazardous Material Releases; and

- Extended Power Outages.

## **A. Requisite Syllabus Statement**

In an effort to publicize the University's Emergency Mass Exit Evacuation procedures, Teaching Faculty are required to include the following statement on the Syllabus for each course instructed by the Teaching Faculty member:

### ***Syllabus Statement***

#### ***Emergency Evacuation Procedures***

*A map of this floor is posted in the building hallway marking the evacuation routes, fire extinguisher locations, emergency assembly area, and the designated rescue area – which is where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Students who need assistance should identify themselves to the teaching faculty.*

## **B. Emergency Mass Exit Evacuation Testing**

The Office of Environmental Health and Safety (“EHS”) is charged with conducting Emergency Mass Exit Evacuations tests. Efforts to test Emergency Mass Exit Evacuations are ongoing throughout the year and are conducted in a variety of ways including:

1. Routine fire drills for campus buildings; and
2. Annual testing of the Emergency Notification System.

The University documents all testing Emergency Mass Exit Evacuation exercises or drills it conducts. The documentation includes the time and date of the drill, the evacuation beginning and end time, and whether the drill was announced or unannounced. All individuals within a building being tested are required to evacuate the building during any scheduled or unscheduled drill.

## **C. Teaching Faculty Responsibilities with Respect to Students**

In preparation of an Emergency Mass Exit Evacuation and/or an Emergency Mass Exit Evacuation testing situation, Teaching Faculty shall:

1. Supervise their classroom and assist classroom students in any Emergency Mass Exit Evacuation which occurs in Teaching Faculty member's University building.
2. Include the Syllabus Statement referenced in Section II.A. herein on every class syllabus.
3. Request that students with Functional Needs identify their chosen assistants. In the event the student with Functional Needs has not identified assistants, the Teaching Faculty member shall request class volunteers.
4. If requested by a student with Functional Needs, the Teaching Faculty member shall provide help in locating a Designated Rescue Area (“DRA”).

#### D. Employees with Functional Needs Responsibilities

If an Employee has Functional Needs, the Employee shall preplan their own Mass Emergency Exit Evacuation strategy. Employees with Functional Needs should identify themselves to their Departmental Safety Coordinator so that they will be included in the [Building Emergency Action Plan](#).

#### E. Students with Functional Needs Responsibilities

In preparation of an Emergency Mass Exit Evacuation, students with Functional Needs shall:

1. Be responsible for preplanning actions to use during an Emergency Mass Exit Evacuation.
2. Identify themselves to each of their Teaching Faculty, indicating the nature of their Functional Needs and the magnitude of assistance required. The responsibility to initiate Emergency Mass Exit Evacuation related discussions rests solely with each “at risk” student.
3. Know campus Mass Emergency Exit Evacuation routes (which are posted on each floor of a University building), assess their ability to evacuate in accordance with the route, and if there are any issues with the route, to communicate to Teaching Faculty and Teaching Faculty assistants. Students who may not be capable of evacuation according to the Mass Emergency Exit Evacuation routes or need assistance in planning their Mass Emergency Exit Evacuation should contact the Director of the Office of Disability Services at [ods@louisiana.edu](mailto:ods@louisiana.edu) or (337) 482-5252.
4. Find the necessary assistants to help in an Emergency Mass Exit Evacuation. If unable to find assistants, students should request the help of the Teaching Faculty to identify willing assistants.
5. Personally instruct all assistants in the correct method of rendering assistance both in any training sessions and during an actual Mass Emergency Exit Evacuation.

### III. Applicability

This Policy applies to Employees, students, individuals affiliated with the University by contract or otherwise (including, but not limited to, non-employees, such as vendors and independent contractors, volunteers, student organization advisors), and visitors.

### IV. Definitions

1. **Departmental Safety Coordinator**: is an Employee assigned by Employee’s Dean or Department Head to serve as an essential Employee and in a role that is knowledgeable of this Policy and assists in Emergency Mass Exit Evacuations.
2. **Designated Rescue Area (“DRA”)**: is an area on each floor of a University multi-level building that is in or adjacent to the stairwell landings closest to the elevator(s) and has been identified as a place for an individual with Functional Needs to wait for assistance and whereby University Police Department (“ULPD”) will bring EVACU-TRAC to assist with the evacuation of the individual with Functional Needs.
3. **Emergency**: is a sudden state of danger, requiring immediate action.

4. **Emergency Mass Exit Evacuation**: is any Emergency that affects an entire building or buildings, and which will disrupt the overall operations of the University and which requires all individuals within a building or buildings to vacate to the area(s) deemed fit by Emergency personnel.
5. **Employee**: is a temporary, part-time, or full-time Teaching Faculty, non-Teaching Faculty, staff, or administrator of the University.
6. **Evacuation Chair (“EVACU-TRAC”)**: is an evacuation chair used to move people with a disability or injury down stairways quickly and safely during an Emergency Mass Exit Evacuation.
7. **Functional Needs**: are those individuals with severe auditory, visual, mobility, or other impairments which place them “at risk” during an Emergency Mass Exit Evacuation.
8. **Syllabus**: is an outline of the subjects in a course of study.
9. **Teaching Faculty**: is an individual hired and paid by the University to conduct classroom, lectures, or teaching activities.

## V. Policy Procedure

Particular procedures that the University takes in response to Emergency Mass Exit Evacuations vary by the particular Emergency at hand. It is therefore impossible to provide a detailed response plan in this Policy for every Emergency that could possibly arise. In an effort to provide this information in the most generic of forms it is broken down into Emergency Mass Exit Evacuations generally and Functional Needs Emergency Mass Exit Evacuations.

### A. **Emergency Mass Exit Evacuation Procedures**

1. Individuals witnessing or involved with an Emergency situation at the University can notify emergency services by dialing 911 or (337) 482-6447.
2. When 911 or (337) 482-6447 is called, ULPD will be alerted and dispatched to the scene, and if appropriate, local emergency services will be called.
3. This Policy designates ULPD as the initial contact for reporting all Emergency situations.
4. All individuals are required to evacuate if a fire alarm sounds or if directed to do so by ULPD during any scheduled or unscheduled drills or Emergency Mass Exit Evacuation.
5. Faculty and Departmental Safety Coordinators will be directed by ULPD to assist in any Emergencies resulting in an Emergency Mass Exit Evacuation in order to supervise and/or manage the incident where appropriate. Typically, ULPD will determine and designate a staging area for Employees to be briefed on the situation and incident objectives.
6. Throughout an Emergency Mass Exit Evacuation, the University will continue to use its Emergency Notification System, social media, and the (337) 482-2222 emergency line to disseminate information concerning any such Emergency response and the Emergency Mass Exit Evacuation.
7. If an Emergency situation begins to escalate, appropriate institutional administrative personnel will be notified by ULPD and necessary action will be initiated to respond to conditions as they unfold.

## **B. Functional Needs Emergency Mass Exit Evacuations**

When individuals with Functional Needs are identified in a Mass Emergency Exit Evacuation, a decision must be made regarding the method chosen to accomplish an Emergency Mass Exit Evacuation. Immediate Mass Emergency Exit Evacuation of a building shall be accomplished in accordance with the following:

1. Preferred Methods for Mobility Impaired Individuals on Non-Ground Level Floors: Mobility impaired individuals in wheelchairs on non-ground level floors have the option of either being removed from their wheelchairs and evacuated leaving the wheelchair behind or being evacuated while remaining in the wheelchair. Should the latter option be chosen, several assistants will be necessary to carry the wheelchair (with the person in it) up or down stairs and over obstacles.
2. Less Preferred Method for Mobility Impaired Individuals on Non-Ground Level Floors: For mobility impaired individuals in wheelchairs on non-ground level floors, the less preferred method of Emergency Mass Exit Evacuation is to have the individual assisted to a DRA by an assistant.
3. Mobility impaired persons in wheelchairs on ground level floors can evacuate along with other persons.
4. Visually impaired individuals should have a sight assistant guide them to safety.
5. Hearing impaired individuals should be told individually of the Emergency and how to respond as soon as the Emergency is identified. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others, although all buildings are equipped with audible and visual alarm fire alarm notification.

## **VI. Enforcement**

Individuals who fail to adhere to this Policy may be reported for non-compliance to the Office of Student Rights and Responsibilities (students) or the Office of Human Resources (employees) and disciplined under the appropriate Code of Conduct provisions. The University may utilize existing policies, including but not limited to policies related to behavior that endangers self or others, for enforcement when intentional or unintentional violations of this Policy occur.

## **VII. Policy Management**

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Environmental, Health, and Safety Director is the Responsible Officer for this Policy. The Environmental, Health, and Safety Office is the Responsible Office for this Policy.

## **VIII. Exclusions**

N/A

## **IX. Effective Date**

This Policy shall be effective as of the date of adoption of this Policy.

## X. Adoption

This policy is hereby adopted on this 8/16/2022.

DocuSigned by:

*Joseph Savoie*

1405E1487C93461...

**Dr. E. Joseph Savoie**  
**President**

## XI. Appendices, References, and Related Materials

- ✦ [Building Emergency Action Plan](#)
- ✦ [Emergency Notification System](#)
- ✦ [Run, Hide, Fight: Surviving an Active Shooter Event](#)
- ✦ [Hurricane/Tropical Storm Preparedness](#)
- ✦ [EHS Section 13 – University Emergency Preparedness](#)
- ✦ [34 C.F.R. 668.46\(g\)](#)

## XII. Revision History

- ✦ AF.009.1: Original adoption date of Policy: 8/16/2022.