



Environmental Health and Safety

128 A Facilities Drive | P.O. Box 1510 | Pembroke, NC 28372
T: 910.521.6792 | T: 910.775.4772 | uncp.edu/safety | safety@uncp.edu

Press Box: 16 Curt Locklear Drive

This plan establishes fire and life safety procedures to ensure all University buildings are evacuated in a safe and orderly manner. The cause for building evacuation could be related to fire, unplanned release of hazardous materials, severe weather, or other hazardous conditions. The building emergency evacuation plan should be reviewed in conjunction with the, [Building Evacuation Plan](#), [Evacuation Procedures for People with Disabilities](#), and any department specific emergency guidelines. The Environmental Health and Safety Office or Safety Monitor should be contacted for more information.

Fire and Life Safety Information

Evacuation Assembly Location

- 1 Sidewalk north of building
- 2 Sidewalk south of building

Area(s) of Refuge
N/A

Emergency Access

The normal emergency access route for emergency services will be via University Road

Equipment

Fire alarm system, automatic sprinklers, portable fire extinguishers, and an AED are located within the building.

Shelter Location

Interior rooms away from windows

Building Occupancy
Administrative



Fire Evacuation Procedures

The University of North Carolina at Pembroke building evacuation plan facilitates actions during building workplace emergencies. The following information provides a standardized process for evacuating a building. Students, faculty, and staff are required to review this information initially and encouraged annually. Students, faculty, and staff are also encouraged to locate fire alarm pull stations, fire extinguishers and the nearest exit route.

1. If you smell smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, immediately call 911 and Campus Police at 910.521.6235.
2. Upon discovering a fire, immediately pull a building fire alarm pull station to sound the fire alarm.
3. Upon activation of the building fire alarm, building occupants should evacuate using the nearest safe exit route. **DO NOT USE THE ELEVATOR.**
4. Mobility impaired individuals on upper floors should proceed to the nearest "fire-safe" stairwell for assistance by emergency response personnel. Contact Campus Police 910.521.6235 and provide the location for rescue assistance.
5. Building occupants should evacuate to the designated assembly location (see above) at least 150 feet from the building and report your location to your supervisor.
6. Each building evacuee shall not re-enter the building until authorized personnel indicates it is safe to re-enter.
7. The Emergency Team Members are responsible for assisting in safe and orderly building evacuation.

Fire Safety Procedures

The building evacuation assembly location(s) are listed [here](#). The building evacuation floor plan map(s) should be available in readily accessible locations within the building. If building evacuation floor plan map (s) are not available, please contact the Environmental Health and Safety Office or your building Facility Manager.

Major Hazards and Control Procedures:

1. Flammable Liquids: Flammable liquids stored inside buildings must be stored in minimal quantities and only in approved flammable cabinets when not in use.
2. Combustible Storage: Combustible materials must be properly stored so as to not create a fire hazard.
3. Housekeeping procedures control accumulation of combustible waste. Combustible waste is removed from work areas on a bi-annual basis.
4. All building work areas are protected by a building fire alarm system and portable fire extinguishers.
5. Heat producing equipment and fuel sources are routinely evaluated and maintained to prevent accidental ignition of combustible materials.

The Director of Operations and Maintenance is responsible for building maintenance, fire protection equipment, fire alarm systems, and controlling fuel hazard sources.