

**UNIVERSITY OF ARIZONA**  
**FIRE ALARM POLICY for BUILDING OCCUPANTS**  
**McClelland Hall – BUILDING #108**

In the event of a fire or fire alarm, The University of Arizona requires all occupants of university buildings to NOTIFY appropriate groups of the fire, and EVACUATE the building.

**NOTIFICATION PROCEDURE**

**If you discover a fire, or if you smell or see smoke:**

- ❑ Activate the building's fire alarm by pulling a manual fire alarm station. These devices are located at all stairwell doors and exits from the building.
- ❑ Follow the evacuation procedures outlined below.

**EVACUATION PROCEDURE**

**If you hear the fire alarm sirens or see the fire alarm strobes flashing:**

- ❑ Evacuate the building immediately via closest exit or stairs. **DO NOT USE THE ELEVATORS.** If you are working in a laboratory, as quickly as possible, shut down any lab procedures involving heated reactions before you leave. As you leave your work area, **close all doors**, including any that have been propped open.
- ❑ Move away from the building so you are not between it and where the fire department will respond. All building occupants that exit the building must congregate in one of the evacuation points outlined below:

**Evacuation Point #1** – South of the Speedway/Olive Underpass near Museum of Art

**Evacuation Point #2** – Zone 1 parking lot across Helen Street north of the houses

- ❑ Report any details of the fire to the University of Arizona Police Department (621-8273) after evacuating. State that you are calling about the McClelland Hall - **BUILDING #108**.
- ❑ Remain outside the building, at the designated evacuation points, until UAPD personnel give the **"ALL CLEAR"**. **ONLY PEOPLE LOCATED AT THE DESIGNATED EVACUATION POINTS WILL BE NOTIFIED WHEN THE BUILDING MAY BE RE-OCCUPIED.** If you evacuate to another location, you may not receive the "ALL CLEAR" notice.

It is very important that you **NEVER ENTER A BUILDING IF YOU HEAR THE FIRE ALARM SIREN OR SEE THE FIRE ALARM STROBES FLASHING.** A fire or other emergency could be in progress and you may be putting yourself in danger.

It is even more important that you **NEVER RE-ENTER A BUILDING YOU HAVE EVACUATED UNTIL YOU HAVE HEARD THE "ALL CLEAR"**. Both UAPD and Tucson Fire Department will silence the fire alarm sirens when they arrive at a building so they can communicate over their radios. Just because you may hear the fire alarm siren turn off doesn't mean the building can be re-entered. Wait at the designated evacuation point for notice from UAPD that you can go back into the building.

**UNIVERSITY OF ARIZONA**  
**EVACUATION POLICY FOR DISABLED PERSONS**  
**McClelland Hall – BUILDING #108**

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Before a fire alarm happens, supervisors should specifically make sure that any disabled employee is informed of the closest safe refuge area locations and evacuation procedures in the event of an emergency. All other staff members should also be informed of the evacuation procedure for disabled persons.

- ❑ If a disabled person is able to exit the building without use of the elevator (i.e. the person is on the ground level of the building) then they should exit the building and proceed to one of the evacuation areas.
- ❑ If a disabled person is located on an upper floor or in the basement, they should proceed to the nearest *enclosed or exterior* stairwell.
- ❑ The disabled person should remain in the stairwell. **DO NOT ATTEMPT TO CARRY ANYONE UP OR DOWN THE STAIRS!** Enclosed stairwells are safe refuge areas for people who cannot evacuate, because the stairwells have a higher fire resistant construction than the surrounding building and a separate ventilation system. Exterior stairs are protected by the fire rated walls of the building. It is acceptable for a staff member to remain with a disabled person **ONLY** if there is another staff member evacuating that can report to Tucson Fire Department (TFD) or UAPD the location and number of people in a stairwell.
- ❑ Make sure any doors to the stairwell are closed. Open doors will violate the safe "envelope" and might allow smoke, and possibly fire, into the stairwell.
- ❑ Once outside, staff should inform an emergency responder (TFD or UAPD) that someone is in a stairwell and the location of that particular stairwell. Tucson Fire Department will make the determination to evacuate people in stairwells if necessary.
- ❑ After UAPD has given the "**ALL CLEAR**", the co-worker or supervisor should go immediately to the safe refuge area and notify the disabled person.