University of Connecticut
Stamford Campus
Emergency Evacuation Procedures

**Purpose:** To provide for a safe and orderly evacuation of the UConn Stamford Campus in the event of an emergency or other condition that requires occupants of the building to vacate for their safety.

**Procedures:** Whenever the fire alarm system is activated or any other alert notifications process requiring evacuation, all persons in the building shall immediately proceed to the nearest fire exit stairway and leave the building. Take your personal belongings, which include books and backpacks, handbags, and other personal items. Do not re-enter the building until it has been determined that it is safe to do so.

**DO NOT USE THE ELEVATORS OR THE CENTER STAIRWAY**

**University staff (employees) should:**
* Check your immediate work area and restrooms near your work area for persons remaining in these areas;
* If physically able, assist persons with disabilities who are unable to use the fire exit stairs, to the landing inside the nearest fire exit stairwell. Proceed to the nearest building exit and notify the responding emergency service personnel of the location of the disabled person.

**Faculty members who are conducting a class when the fire alarm system is activated should:**
* Immediately instruct individuals in the class to proceed to the nearest fire exit stairway and leave the building, taking all personal belongings.
* If physically able, assist persons with disabilities who are unable to use the fire exit stairs, to the landing inside the nearest fire exit stairwell. Proceed to the nearest building exit and notify the responding emergency service personnel of the location of the disabled person.

**Rally points:**
Persons who exit the building on Franklin Street should proceed north on Franklin Street to the rear of Saint Andrews’s church. Persons who exit on Washington Blvd. should proceed north on Washington Blvd. to the front of Saint Andrews’s church. Persons who exit the building on Broad Street should proceed in a safe direction towards Saint Andrews church. Faculty and staff should attempt to account for everyone in their place of work. If someone is missing, notify emergency personnel.

**Reentry:**
Emergency service personnel will notify campus police when it is safe to re-enter the building. As a reminder, reentry may not be possible the same day depending on the severity of the incident so faculty, staff and students should take their personal belongings with them as they exit the building.

**Faculty, Staff and Student Office Doors:**
In order for emergency services personnel to ensure everyone is evacuated, all faculty, staff and student office doors that have a window must have a minimum of six inches of “see through” space from the top or bottom of the window. This will enable emergency personnel to look into the office to see if someone needs assistance should the emergency cause harm or injury that constrains the faculty, staff and student from evacuating their office.