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## **EVACUATION PLAN FOR RESIDENCE BUILDINGS**

Residential Life, Campus and Conference Services

**Policy/Guideline**

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### **1.0 Purpose**

- 1.1 The following document outlines the evacuation protocols and procedures currently in place in the UNBF Residence Community. Given the nature of our community's year (8 months – September to April – as University residences and 4 months – May to August – as a Conference Services business) the plan is slightly different in terms of the parties involved (and their responsibilities) at different times of the year. Below the key points of our plan are outlined. Please Note: All of our residences and apartment buildings are alarmed and have sprinkler systems.

### **2.0 Applicability**

- 2.1 Fredericton Campus

### **3.0 Definitions**

- 3.1 Non Applicable

### **4.0 Implementation**

- 4.1 DURING THE REGULAR UNIVERSITY / SCHOOL TERM (SEPTEMBER TO APRIL):
- 4.1.1 Occupants are responsible for leaving the building in a timely and orderly fashion when an alarm sounds. Emergency exit routes are identified in each room on wall cards. In elevator buildings, including McLeod, the Suite-Style and Joy Kidd, occupants shall not enter an elevator after the alarm sounds but shall evacuate through the stairwells.
- Proctors and Dons (our live-in staff) are encouraged to facilitate this process, but are NOT expected to stay behind or physically ensure all rooms are empty / all students have cleared the building. UNB Security and Traffic is also involved in this process, often working with local authorities such as the Fire Department in checking the building.
- 4.1.2 Proctors and House Dons may help persons with disabilities to evacuate, using a 'buddy system' of sorts. Other students on the same floor as a person with a disability are also encouraged to check on those students if it is safe to do so. However, Proctors and House Dons are not required to be in the building at all times, so this 'buddy system' does have gaps. In addition to this system, students

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## EVACUATION PLAN FOR RESIDENCE BUILDINGS

Residential Life, Campus and Conference Services

Policy/Guideline

---

who identify themselves as having a disability are also placed in rooms with special alarms, etc., that ensure they are properly warned when an alarm is sounded.

- 4.1.3 Each residence has a designated meeting spot outside the building at which evacuated residents are instructed to gather. These locations are covered in Fall Training for our RLCS staff and then conveyed to residents in mandatory House / Floor meeting that take place at the beginning of each year. The meeting locations for our residence buildings are as follows:

- 4.1.3.1 AITKEN HOUSE - All residents of Aitken will gather on the north lawn facing the front doors of Aitken House.
- 4.1.3.2 BRIDGES HOUSE - All residents of Bridges will gather on the south lawn facing Bridges House (between Bridges and the SUB).
- 4.1.3.3 HARRISON HOUSE - All residents of Harrison will gather on the south lawn facing Harrison House (between Harrison and the SUB).
- 4.1.3.4 JONES HOUSE - All residents of Jones will gather on the north lawn facing the front doors of Jones House.
- 4.1.3.5 JOY KIDD HOUSE - All residents of Joy Kidd House will gather on the west lawn facing MacKay Drive.
- 4.1.3.6 LADY BEAVERBROOK RESIDENCE - All residents of LBR will gather on the grassed area in front of the main entrance (facing south) on Dineen Drive.
- 4.1.3.7 LADY DUNN HALL - All residents of Lady Dunn will gather in the upper parking lot.
- 4.1.3.8 MACKENZIE HOUSE - All residents of MacKenzie will gather on the lower lawn of the SUB facing MacKenzie House.
- 4.1.3.9 MAGEE HOUSE - All residents of Magee will gather in the parking lot behind the building.
- 4.1.3.10 MAGGIE JEAN CHESTNUT - All residents of MJC will meet in the MJC Parking Lot.
- 4.1.3.11 MCLEOD HOUSE - All residents of McLeod will gather in the parking lot behind the building.
- 4.1.3.12 NEILL HOUSE - All residents of Neill will gather in the parking lot in front of the Residence Administration Building.
- 4.1.3.13 NEVILLE-JONES HOUSE - All residents of Neville-Jones will gather on the north lawn facing Neville House.
- 4.1.3.14 NEW SUITE-STYLE RESIDENCE - All residents of the New Suite-Style Residence will gather on the west lawn facing MacKay Drive.



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## EVACUATION PLAN FOR RESIDENCE BUILDINGS

Residential Life, Campus and Conference Services

Policy/Guideline

---

4.1.3.15 TIBBITS HALL - All residents of Tibbits will gather in the upper parking lot.

### 4.2 DURING THE SUMMER / CONFERENCE BUSINESS PERIOD (MAY TO AUGUST):

4.2.1 Occupants are responsible for leaving the building in a timely and orderly fashion when an alarm sounds. Emergency exit routes are identified in each room on wall cards. In buildings with elevators, including McLeod, the Suite-Style and Joy Kidd, occupants shall not enter an elevator after the alarm sounds but shall evacuate through the stairwells.

Summer Monitors (our live-in staff) are encouraged to facilitate this process but are NOT expected to stay behind or physically ensure all rooms are empty / all students have cleared the building. UNB Security and Traffic is also involved in this process, often working with local authorities such as the Fire Department in checking the building.

4.2.2 In buildings housing camps or other organized groups, group leaders will assist with the evacuation of their groups; however, group leaders are not in the building at all times. Students and guests who identify themselves as having a disability are placed in rooms with special alarms, etc. that ensure they are properly warned when an alarm is sounds.

4.2.3 The gathering places for residences are the same during the summer as during the academic year. (Please see above for specifics.)

4.2.4 UNB Security & Traffic personnel and/or local authorities are considered responsible to signal that residents can reoccupy the building. Summer Monitors do NOT have the authority to authorize re-entry.

### 4.3 EVACUATING OCCUPANTS WITH DISABILITIES

4.3.1 Occupants with disabilities, including mobility, sight or hearing, will be encouraged to identify themselves to RLCCS staff on check-in. Such occupants, along with the rooms to which they are assigned, will be identified to UNB Campus Security as such. The list of "Current Occupants with Disabilities" shall be regularly updated by RLCCS and emailed to the Director of Security and Traffic.

Occupants with mobility disabilities or other disabilities which preclude their descending stairways without assistance, on the sounding of the firm alarm shall

a) if there is no evident smoke, proceed to the head of the nearest stairwell and await assistance to descend, or

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## **EVACUATION PLAN FOR RESIDENCE BUILDINGS**

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**Policy/Guideline**

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b) if there is evident smoke, wait in their room/s for assistance

UNB Campus Security personnel who are first responders to a fire alarm or other building evacuation shall take responsibility for the evacuation of occupants with disabilities. Such UNB Campus Security personnel shall recruit up to three individuals at the scene to ensure the evacuation of occupants with disabilities.

In the case of evacuation of an occupant with a mobility-related disability, UNB Campus Security personnel shall meet that individual, either at the head of the stairwell of the floor on which that individual is housed (a) above) or at that individual's room (b) above) in order to physically assist that individual to descend the stairwell. Individuals recruited at the scene by the UNB Security personnel first-responder may include other UNB Security personnel, fire department personnel, able bodied occupants, summer monitors, proctors, Dons or others at the scene.

### **5.0 Interpretation and Questions**

- 5.1 Any questions on this policy may be directed to Residential Life, Campus & Conference Services.