

# Standard Operating Procedures

Division of Comparative Biomedicine

University of South Florida

SOP#: 907

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<b>TITLE:</b>	<b>Fire Evacuation Plan</b>
<b>SCOPE:</b>	All Animal Program Personnel
<b>RESPONSIBILITY:</b>	Facility Managers, All Animal Program Personnel
<b>PURPOSE:</b>	To Outline the Fire Evacuation Plan Within Animal Facilities.

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## I. PURPOSE

1. The purpose of this procedure is to establish a plan for the safe evacuation of personnel from the facility/building in the case of a fire or other emergency.

## II. RESPONSIBILITY

1. The Facility Safety Officer, i.e., the Facility Manager is responsible for establishing a ***Fire Evacuation Plan*** at each facility and to ensure their staff is familiar with this plan.
2. It is the responsibility of the animal care and research staff to be familiar with the ***Fire Evacuation Plan***.

## III. PROCEDURES

1. Each facility site is to have a fire evacuation map posted by the entry doors and by all fire extinguishers within the facility. The map should be a floor plan of the facility with the location of exit doors and fire extinguishers identified. Arrows should be drawn on the map through the corridors indicating the quickest exit route.
2. Vivarium staff shall be trained as to the quickest exit from the building based on their room assignments. Research staff shall be informed of fire evacuation procedures and all exit locations during their orientation to the animal facility.
3. In the event of a fire alarm, it is the facility manager's responsibility to ensure that all personnel in the vivarium area have evacuated the building, including research staff. If a member of the research staff refuses to leave, don't try to convince them. Note the room number they are in and notify someone from the fire department.
4. A rally point is designated outside the building where the staff meets. This area should be at least 100 feet from the building.
5. EVERY ALARM SHOULD BE TAKEN SERIOUSLY. Do not re-enter the building until an official of the fire department has granted permission.

Approved:

Date: