Newcomb Evacuation Plan

There is no public address system in Newcomb Hall. When the fire alarm system is activated horns and strobe lights will alert people in every area to the emergency.

A general fire alarm demands the evacuation of Newcomb Hall.

Role of Newcomb Student Managers
During all hours of operation, the Newcomb Student Manager will be responsible for the coordinated evacuation of the facility.

Immediate Action by Manager
If it is necessary to evacuate the entire building:

1. Go directly to the fire panel located on the Basement level outside of the Maintenance Office and work through the designated procedure for operating this system.
2. Direct a student staff member to begin evacuation of third floor meeting rooms and activity spaces and to listen for instructions over the radio.
3. If a detected fire appears manageable, seek to extinguish the flames using the nearest fire extinguisher. See guidelines on fire extinguisher use.
4. Call 911; redundancy is desirable here. Call 911 again if the fire department has not arrived within 10 minutes of the alarm.
5. Page Tony Santana or a Maintenance staff member regarding the incident.

Immediate Action by Student Employees

1. Assess their environment
2. Determine safe exit strategies
3. Secure resources
4. Gather belongings
5. Clear their areas
6. Exit

If you are certain it is necessary and safe for you to do so, then:

• Work with a student staff member to sweep each floor, running at a safe speed through all occupied rooms, alerting all persons of the danger and encouraging them to leave, indicating the nearest safe exit.
• If anyone refuses to leave, note where he/she is and inform the police when they arrive.
• Close but do not lock doors as you travel.

Upon exiting the building

• Have patrons remain at least 100 feet away from building walls. Do not allow them to block driveways and access areas.

• When the evacuation is finished, the Manager will liaison with Newcomb professional and/or student staff on the West Plaza concrete near Brown College and the Manager will work to be sure all staff has safely exited the building.

• The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police will decide when to turn control of the scene back to the facility tenant(s).
Newcomb Evacuation Plan

Professional Staff Members: Floor Sweeps & Assembly of Employees

Floor Sweeps are implemented to ensure that during normal working hours all Newcomb employees are accounted for. 

*Floor Sweep Designees and the Assistant Director for Operations or designee will carry their radios for communication outside the building, but will keep radio traffic to a minimum.*

Evacuation locations for employees and members of the public:

**Hume Fountain or Plaza/Brown College**

- **Fourth Floor Sweep Designee** - the Event Planning Assistants or designee – are responsible for the evacuation of all fourth floor office personnel. They are to assemble in the Hume Fountain area.

- **Second and Third Floor Sweep Designee** – an Event Assistant or designee – is responsible for people on the third floor and the second floor activity and vending areas. They are to assemble at the Hume Fountain.

- **Second Floor Dining Sweep Designee** – Will evacuate according to the UVa Dining evacuation plan.

- **First Floor Sweep Designee**: Information Desk staff member or designee will be responsible for the evacuation of 1st floor student and staff offices. They are to assemble beyond the Plaza, on the concrete near Brown College.

- **Basement Floor Sweep Designee** – the Housekeeping Supervisor or designee – for the basement office and vending areas. They are to assemble beyond the Plaza, on the concrete near Brown College.

*Once the evacuation begins, the Assistant Director for Operations or designee will initiate radio communication to notify floor wardens to whom final staff counts should be reported.*

**Exterior Door Monitors**

Once the building is evacuated, designated staff members are assigned to the four main exterior entrance of Newcomb to ensure that no one gains access to the facility until the building has been cleared. Door Monitors should remain a safe distance away from the facility while still being able to inform patrons of this situation.

1st Floor Main: Info Desk Staff Member;  
2nd Floor South: Housekeeping Staff Member;  
3rd Floor North: Housekeeping;  
3rd Floor South: Event Planning Office Staff Member

- After assembly, those staff members responsible for sweeping each floor– or designee – should take a count of all staff members (both professional and students) located at each evacuation point (**Hume Fountain or Plaza/Brown College**).

- Working with the Director or Assistant Directors of each Newcomb area or designee (e.g. Business Services, Operations, Programs/Services/Student Involvement and Administration) note the total number of persons present in your location, out of the total number present at work that day (e.g. 4 out of 4 for Business Services, 2 out of 12 for Operations, etc.)

- Once a comprehensive count is complete, radio the Assistant Director for Operations or designee with the five area counts for your evacuation location. After both evacuation locations have reported, all staff members should be accounted for through their physical presence or designation on the ‘Out List.’

Nobody is allowed back into the building until the Newcomb Hall Maintenance Manager or designee, the Fire Department Commanding Officer, or the University Police Department has declared it safe.