

## General Instructions for Completing Emergency Evacuation Plans

Emergency evacuation plans are required by the Idaho Fire Code, section 404.3.2

According to the Idaho Fire code, each unit, area, and/or building on campus must have a plan developed with area-specific information to comply with the code requirements and provide a safer working environment for students and employees.

Department supervisors are responsible for employee knowledge and training with regard to the Emergency Evacuation Plan. Fire Safety training is offered through the office of Environmental Health and Safety; and online training is available on the EHS NetLearning@uidaho website. For more information, call EHS at (208) 885-6524 (5-6524), email [safety@uidaho.edu](mailto:safety@uidaho.edu), or visit our website at [www.uidaho.edu/ehs](http://www.uidaho.edu/ehs).

### To develop your plan:

**Fill in required information** (highlighted areas), and only add limited pertinent information.

1. The plan should be simple and easily understood.
2. The plan is lengthy, and may contain private, HIPAA and/or FERPA confidential information. Therefore, we ask that you consider this plan confidential and maintain it in a secure location.
3. Complete the highlighted sections with department specific information as noted. If your department has a plan currently, you may be able to cut and paste information into the state approved document.
4. Use the table on page 11 to list self-identified disabled persons who request notification or evacuation assistance. UI does not and cannot mandate disclosure. It is purely optional.
5. Use the table on page 12 to account for faculty, staff, and students at the Evacuation Assembly Location.
6. Test your plan-have staff review pertinent emergency information and evacuation procedures, and then practice by having a drill and using the exit routes or other procedures in your plan. EHS offers assistance if requested by your department.

### Add egress maps for your area(s).

- Some areas have multiple floors or buildings. Each plan is specific to a floor or building which allows for easy exit route determination in the event of an emergency.
- If you require assistance with acquiring egress maps or developing them, please call EHS at 5-6524.

The Fire Safety Specialist (EHS) is responsible for assuring and assisting with annual plan updates/revisions, training, and fire alarm drills. If your department would like assistance with completing and implementing the Emergency Evacuation Plan for your area, please contact us at (208) 885-6524 (5-6524), or email [safety@uidaho.edu](mailto:safety@uidaho.edu).