

USF System

Fire and Emergency Evacuation Procedures

- Immediately evacuate the building via the nearest exit when the fire alarm is activated.
- If unable to evacuate due to a disability, shelter in the area of rescue / refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders.
- Instruct visitors and students to evacuate and assist them in locating the nearest exit.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to limit the potential spread of smoke and fire.
- Terminate all hazardous operations and power off equipment.
- Close all hazardous materials containers.
- Remain outside of the building until the building is released for reentry.
- Do not restrict or impede the evacuation.
- Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers. Avoid parking lots.
- Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/ refuge.
- Never assume that an alarm is a “false alarm”.

Treat all fire alarm activations as emergencies. Get out of the building!

Contact the USF Division of Environmental Health and Safety at (813) 974-4036 with any questions regarding fire and emergency evacuation drill procedures.