

What You Need To Know About Your Building Safety Systems

Now is a good time to re-familiarize yourself with the following important information regarding the building safety systems on campus:

Fire Alarm

- You **MUST** evacuate the building **EVERY** time the fire alarm horns and strobes are activated.
- Please call University Police at 482-6447 or dial 911 if the fire alarm is activated. Do not assume that they already have been notified.
- If you suspect that a fire has started in the building, proceed to the nearest exit and pull any one of the pull stations located at every building exit door in the building.
- If the fire alarm panel (the red box) is making a beeping noise, but the horns in the hallways are **NOT** sounding, this means that the alarm is in trouble and it is not necessary to evacuate the building. Please notify the Facility Management Department at 482-6440 to report the trouble.

Elevators

- Do not use the elevator in the event of a building fire. Proceed to the nearest stairway to exit the building.
- If you become stuck in an elevator, please remain calm. All of the University's elevators have many multiple redundant safety systems that will prevent the elevator from falling.
- Use the phone in the elevator to call for help. Pressing the button will connect you with University Police
- Do not attempt to pry open the doors on your own. You are much safer remaining in the elevator car.
- It may take as long as an hour for the elevator technician to arrive (usually much less), but the University has trained personnel available 24 hours a day to respond and stay with you until the elevator technician arrives.

Evac-Trac Units

- During a building emergency, in the event an elevator becomes disabled, the University has equipment in the building that can be used to evacuate persons down the stairs that either have disabilities or become disabled during the course of the emergency. This equipment is referred to as the Evac-trac units.
- The Evac-trac units are commonly located at the top landing of the stairwell closest to the elevator in each building. They are kept in a neutral colored metal cabinet.
- All University Police officers are uniquely trained to operate the Evac-trac units safely.
- If you encounter someone that is disabled during an evacuation, do not attempt to use the Evac-Trac on your own. Assist the disabled person to a stairwell, and dial 911 to ensure University Police know where you are.

For questions or concerns regarding this notice, please contact Joey Pons at 337-482-5357 or safetyman@louisiana.edu