



**BIRCK
NANOTECHNOLOGY
CENTER**

BUILDING EMERGENCY PLAN

Section I: User Information

Updated: February 13, 2020



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1. CONTACT INFORMATION

1.1. Emergency Contact Information

In event of an emergency, call **911**

BNC emergency number: 496-3333 (Calls all three managers)

Building Manager: Mark Voorhis 4-3036 mvoorhis@purdue.edu

Office: BRK 1214

Safety Officer: Stephen Jurss 6-8337 sejurss@purdue.edu

Office: BRK 2289

Process & Equipment Manager: Ron Reger 4-6667 rreger@purdue.edu

Office: BRK 2289

Process Gas Engineer: Kenny Schwartz 6-1174 kfschwar@purdue.edu

Office: BRK 2287B

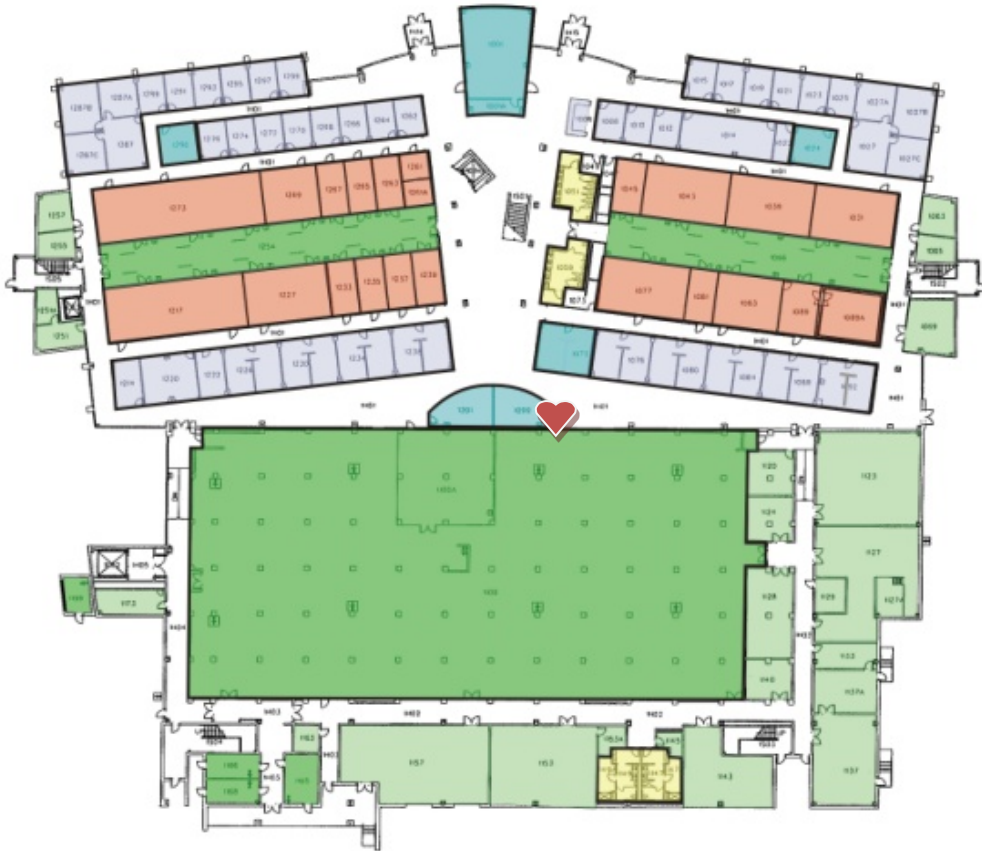
1.2. OTHER CONTACT INFORMATION – NON-EMERGENCY

- | | |
|---|----------|
| 1.1. Fire: Purdue Fire Department (PUFD) | 494-6919 |
| 1.2. Police: Purdue Police Department (PUPD) | 494-8221 |
| 1.3. Radiological and Environmental Management: | 494-6371 |
| 1.4. Physical Facilities Services: | 494-9999 |
| 1.5. Emergency Preparedness Office | 494-0446 |
| 1.6. Emergency Room: St. Elizabeth West | 423-6271 |

2. Automatic External Defibrillator (AED)

An Automated External Defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

AEDs are located on the first and second floors of the facility on the north end of the atrium, and in the cleanroom. Stephen Jurss is the contact person for the AEDs, sejurss@purdue.edu, 496-8337.



3. RESPONSE TO ALARMS

3.1. Evacuation Policy:

- 3.1.1. Purdue policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must **promptly** evacuate the building using the nearest designated exit routes.
- 3.1.2. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- 3.1.3. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- 3.1.4. All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
- 3.1.5. After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.
- 3.1.6. No one may re-enter building until authorized to do so by fire or police department officials.

3.2. General Evacuation Procedures--If you hear the fire alarm or are instructed to leave the building:

- 3.2.1. Immediately obey evacuation alarms and orders. Tell others to evacuate.
- 3.2.2. No one may remain inside a building when an evacuation is in progress.
- 3.2.3. Classes in session must evacuate.
- 3.2.4. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- 3.2.5. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA. **REMEMBER, IN CASE OF A FIRE, IT IS IMPORTANT NOT TO DELAY EVACUATION.**
- 3.2.6. Close doors as rooms are vacated.
- 3.2.7. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- 3.2.8. Note location of trapped and injured victims and notify emergency responders.
- 3.2.9. Walk calmly but quickly to the nearest emergency exit.
- 3.2.10. Use stairways only. **Do not use elevators.**
- 3.2.11. Keep to the right side of corridors and stairwells as you exit.
- 3.2.12. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- 3.2.13. Remain in EAA until roll is taken and instructions are given.
- 3.2.14. Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

EVACUATION

REMEMBER, WHEN YOU HEAR:

- FIRE ALARMS and TOXIC GAS MONITORING SYSTEM ALARMS immediately evacuate the building and move to a safe location
- ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

3.3 Specific BNC Evacuation Procedures – Use the procedure below unless otherwise directed.

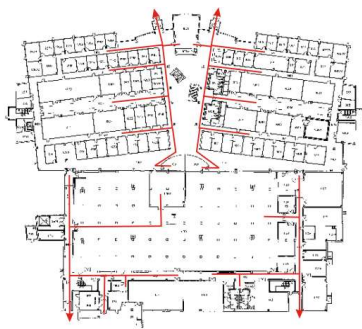
3.3.1 Evacuation Alarm

There are two BNC evacuation alarms, the fire alarm and the toxic gas alarm. If you hear either of these alarms:

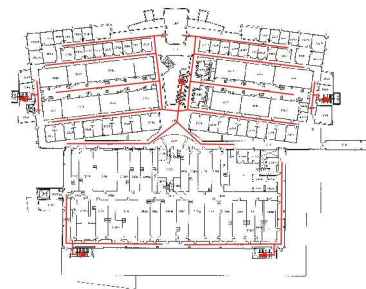
- **Exit the building immediately through the nearest emergency exit.**
Note: If you are in the cleanroom, do not degown. Exit through an emergency exit and then exit the building.
- **Push an evacuation alarm button as you pass it.** This ensures that the proper notification is given to Purdue University Fire Department.



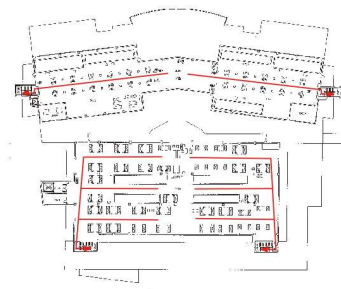
3.3.2 BNC EXIT PATHS



FIRST FLOOR

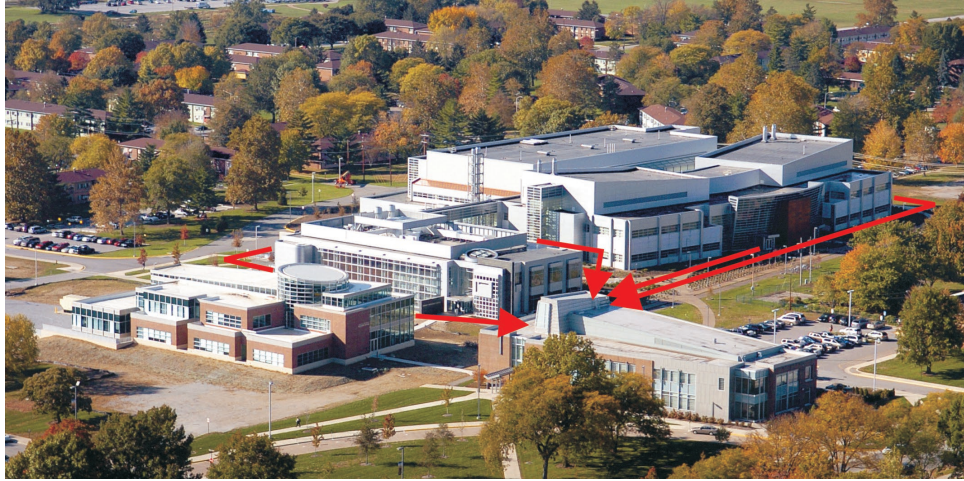


SECOND FLOOR



THIRD FLOOR

- **Proceed to the lobby area of the Burton Morgan Entrepreneurship Center**, located to the northeast of the Birck Nanotechnology Center. Remain in that area until a roll is taken to ensure that everyone has evacuated the facility.



- **Do not re-enter the Birck Nanotechnology Center until an ALL CLEAR has been given by a uniformed Purdue Police officer or Purdue Firefighter.**

3.3.2 PERSONNEL IN CLEANROOM:

1. If fire alarm sounds, turn off energy sources to equipment ONLY if you can do so without delaying exit or putting yourself in danger.
2. Evacuate cleanroom using nearest emergency exit. Do not take time to degown while in the cleanroom; remove cleanroom jumpsuit when you have reached a safe location.
3. Exit building using STAIRWAY (Do NOT use elevator) to first level, then exit from nearest emergency exit.
4. Proceed to assembly location and sign in at EAA to verify safe exit from facility.

3.3.3 PERSONNEL IN ALL OTHER AREAS

1. If fire alarm sounds, turn off energy sources to equipment ONLY if you can do so without delaying exit or putting yourself in danger.
2. If on second or third floor, use STAIRWAY (Do NOT use elevator) to reach first floor, then exit from nearest emergency exit. If on first floor, exit from nearest emergency exit.
3. Proceed to assembly location and sign in at EAA to verify safe exit from facility.

Note: Please choose your route to the assembly location such that you are not putting yourself in danger. If you exit the rear of the building, please proceed around Bindley Biosciences Center or go east to Intramural Drive and then north to Burton Morgan.

3.3.4 EMERGENCY ASSEMBLY AREA (EAA)

The Emergency Assembly Area (this is where roll-call and head count are performed) is in the Venture Café near the lobby of the Burton Morgan Entrepreneurship Center, northeast of the

BNC. For an after-hours emergency, Purdue University Police have been instructed to unlock the Burton Morgan Entrepreneurship Center building.

4. ALL CLEAR PROCEDURE

Do not re-enter the building until the all-clear announcement is given by a uniformed Purdue Police or Fire Officer. Do not re-enter the building based on guidance from any other person.

5. Detailed Emergency Shelter-in-Place Procedures

Shelter in place means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

5.1. **Types:** You may be required to Shelter-in-Place for events such as:

- 5.1.1. Tornado warning or other severe weather events.
- 5.1.2. Hazardous materials release.
- 5.1.3. Active shooter, building intruder, or civil disturbance.
- 5.1.4. As directed by police personnel for any other situation that requires you to find protection within a building.

5.2. **When to Shelter in Place:** You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- 5.2.1. You hear the All Hazards Outdoors Emergency Warning Sirens.
- 5.2.2. When directed by police or fire department personnel.

5.3. **General Procedures:** Purdue ALERT, the University's emergency warning notification system, will be used to notify the Purdue community of a "shelter-in-place" situation.

- 5.3.1. If you are "sheltering" due to a **tornado warning**, immediately go to a safe location in your building.
 - 5.3.1.1. Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.

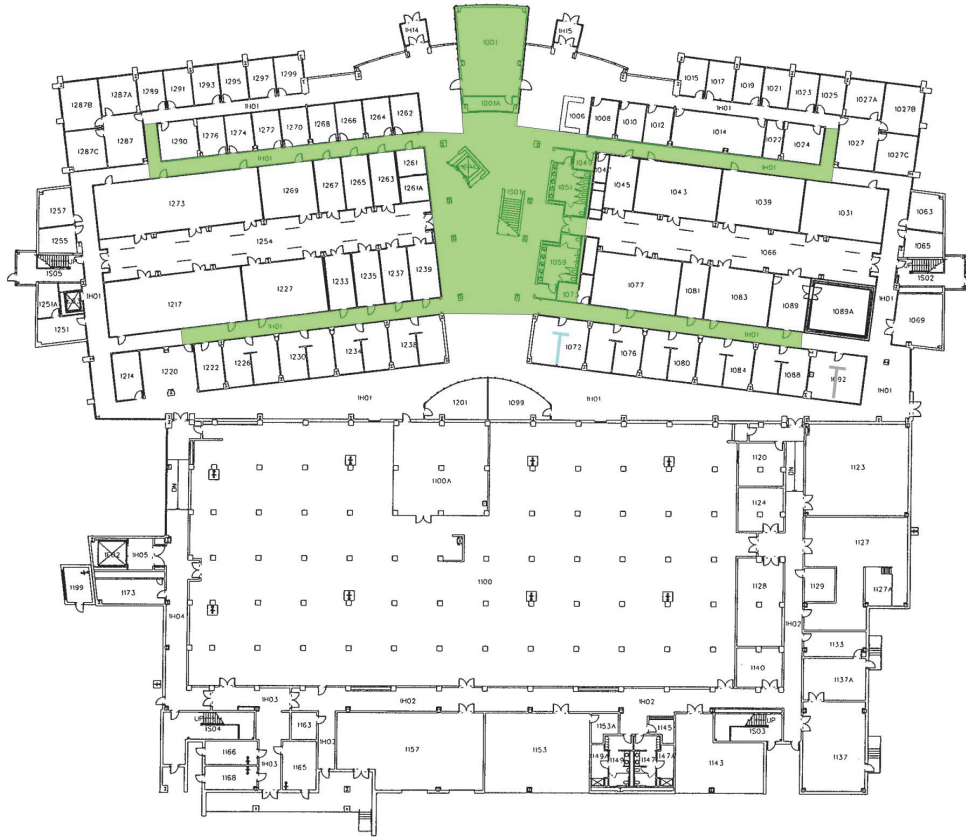
- 5.3.1.2. In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- 5.3.1.3. If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
- 5.3.1.4. Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- 5.3.1.5. Any occupant that encounters a physically disabled individual should assist them if possible.
- 5.3.1.6. Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

- 5.3.2. If you are “sheltering” due to a **hazardous materials (HAZMAT)** accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:
 - 5.3.2.1. Close all windows and doors.
 - 5.3.2.2. Move to the shelter in place location.
 - 5.3.2.3. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
 - 5.3.2.4. Do not use elevators as they may pump air into or out of the building.
 - 5.3.2.5. Any occupant who encounters a student or visitor should direct them to take appropriate actions.
 - 5.3.2.6. Any occupant that encounters a physically disabled individual should assist them if possible.
 - 5.3.2.7. Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)
- 5.3.3. If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**normally the police department or the All Hazards Outdoors Sirens will be the notification method**).
 - 5.3.3.1. If possible, take refuge in a room that can be locked.
 - 5.3.3.2. If possible, close and lock the building’s or room’s door (s). If unable to lock the door, secure it by any means possible.
 - 5.3.3.3. The room should also provide limited visibility to anyone that is outside of it.
 - 5.3.3.4. Hide under a desk, in a closet, or in the corner.
 - 5.3.3.5. After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)
 - 5.3.3.6. Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.
- 5.4. **Building Security System response**
 - 5.4.1. All exterior doors will lock
 - 5.4.2. Access to building is by card-access system
 - 5.4.2.1. All BNC users can gain access with their BNC ID or Purdue ID

6. Tornado Alarm

The tornado alarm indicates that there is an active tornado somewhere nearby. If you hear this alarm:

- **Proceed to an approved tornado shelter location**
- **Remain in that location until the All Clear has been sounded.**



First Floor Only

7. Class suspension or Campus closure

The President of the University, or in his absence, the Executive Vice President for Business and Finance, Treasurer and the Executive Vice President for Academic Affairs and Provost jointly, will make a decision to declare class suspension or campus closure. Additional information will be forwarded to the campus community by the Marketing and Media Office.

8. Detailed Emergency Procedures

Purdue's Emergency Procedures Handbook will be referenced for all emergencies. A copy of the Handbook is attached to this BEP.

Supplemental information regarding emergency systems is located in the BNC Operating Policies and Procedures Manual. This is available at nano.purdue.edu => facilities => operations.

The BEP focuses on three basic and immediate warning notifications:

8.1.1. **Fire Alarms** mean to immediately evacuate the building through the nearest emergency exit and proceed to the Emergency Assembly Area, the Venture Café in the Burton Morgan Entrepreneurship Center. Alert others to the emergency and ask if they will need help in evacuation. Do not use elevators.

8.1.2. **Toxic Gas Alarms** mean to immediately evacuate the building through the nearest emergency exit and proceed to the Emergency Assembly Area, the Venture Café in the Burton Morgan Entrepreneurship Center. Alert others to the emergency and ask if they will need help in evacuation. Do not use elevators.

***NOTE:** The Venture Café is used as the Emergency Assembly Area. This gathering point is used to ensure that all people have safely evacuated the building, so it is critical that you come to this location so that you can be logged as being out of the building.*

8.1.3. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (Shelter In Place) in a safe location within closest facility/building. Alert others to the emergency and ask if they will need help in evacuation. Do not use elevators.

Additional warning notifications will follow using the Purdue Emergency Warning Notification System.

***NOTE:** In the event of a campus emergency civil disturbance or active shooter, the doors of the BNC will be locked. Access to the building will be by BNC ID swipe card or Purdue ID swipe card if you are a trained occupant/user of the BNC.*

8.2. INITIATION OF AN EVACUATION

An evacuation can be initiated manually or automatically.

An automatic evacuation alarm is sounded if the Toxic Gas Monitoring (TGM) System has detected the presence of a hazardous gas in the facility, if the doubly-contained piping system has a catastrophic breach, or if the building smoke detectors sense the presence of smoke in the facility.

The evacuation alarm can be sounded manually by pulling a red fire-alarm station or by pressing the red button in a yellow Emergency Gas Shutoff station. If the red button is pressed in the gas shutoff station, hazardous gases to the facility are automatically shut off.

8.3. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

- a. General Policy (reference Appendix 1, Emergency Procedures Handbook for specific information that may be useful in developing your specific policy/procedures for your building):
- b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- c. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
- d. **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- e. Faculty and staff who are mobility impaired should let the building deputy or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Office	Laboratory	Phone

8.4. MEDICAL EMERGENCIES

- 8.4.1. **Call 911** or use Emergency Call Box and report incident.
- 8.4.2. 2.
- 8.4.3. Do not move the patient unless safety dictates.
- 8.4.4. Fire Department personnel are trained certified Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Purdue Police Department.
- 8.4.5. Request emergency medical assistance by calling the Emergency Dispatch Center at 911.
- 8.4.6. The individual making the call should make every effort to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.
- 8.4.7. The Purdue University Fire Department maintains an Advanced Life Support Transport Service. Medical emergencies should not be transported in personal or University vehicles. The ambulance is on call 24 hours a day.

APPENDIXES

APPENDIX A:

: BEP Responsibilities and Requirements

- **Department Head or Designated Representative**
 - A) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
 - B) Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

- **BEP Developer (building deputy or an individual designated by the department head)**
 - A) Prepare, coordinate, and distribute the BEP to building occupants.
 - B) Ensure the BEP is readily available and used during emergency incidents.
 - C) Review the **BEP annually** to ensure information and procedures are current.
 - D) List all ***Critical Operations*** in the BEP for first responder reference and use.
 - E) Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
 - F) Assist in building evacuation.
 - G) Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
 - H) Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
 - I) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
 - J) Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

- **Building Occupants**
 - A) Know the evacuation routes and EAA location(s).
 - B) Participate in exercises/drills.
 - C) Attend department training sessions.
 - D) All building occupants must be familiar with the BEP. **Read it carefully.** If you have any questions, consult your building deputy, department safety coordinator or safety committee representative. Keep the following tips in mind as you read through the document. *Be familiar with:*
 - 1) *The Purdue Emergency Warning Notification System—Purdue ALERT.*
 - 2) *Evacuation routes, exit points, and location to report for roll call after evacuating the building.*
 - 3) *When and how to evacuate the building.*
 - 4) *When and where to shelter in place within the building.*
 - 5) *Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.*

- 6) *Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification)*
- 7) *Additional building specific procedures and requirements.*

- **Training**

- A) Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.
- B) Building Deputies or BEP Developers are highly encouraged to annually exercise the BEP to validate procedures and to **ensure building occupants understanding**. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Emergency Preparedness and Planning Office. The Campus Emergency Preparedness and Planning Office will assist in exercise development as needed.
- C) Training Slide Presentation Template
 - 1) A Power Point Training Presentation template is located on the Emergency Preparedness website (http://www.purdue.edu/emergency_preparedness/) to assist the building deputy or designated representative develop a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set up and training objectives.** Please contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you have any questions.

- **BEP Requirements**

- A) The BEP must be reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Purdue Fire Department.
- B) If there are no significant changes that warrant a BEP revision, send an email to the Emergency Preparedness Office at rdwright@purdue.edu indicating the BEP has been reviewed and no changes are needed. The date of the email will be logged as the BEP Annual Review Date and will be inputted into the University BEP Tracking Form.
- C) Contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you need any assistance.

Appendix B

- **Evacuation Guidelines for People Requesting Additional Assistance**

- A) General Policy (reference Appendix D for specific information that may be useful in developing your specific policy/procedures for your building):

Expand on any specific procedures for occupants requiring additional assistance here.

- B) Check on people with additional needs during an evacuation. A “buddy system,” where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- C) **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
- D) **Always ask** someone requiring additional assistance how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- E) Faculty and staff who have mobility impairments should let the building deputy or designated building representative know the location of their usual work area and additional needs.
- F) An individual that requires additional assistance may fill out the “**Voluntary Registry for Persons Requesting Additional Assistance**” form located in Appendix C. Purdue Fire Department personnel will assist the individual in developing a personalized response plan for possible emergency incidents. Once all information has been entered on the form it should be hand carried to the Purdue Fire Department or sent by campus mail/U.S. Postal Service.

Appendix C: Acronyms and Term Definitions

Acronyms

BD: Building Deputy

BEP: Building Emergency Plan

EAA: Emergency/Evacuation Assembly Area

EPG: Emergency Procedures Guide

PUFD: Purdue University Fire Department

PUPD: Purdue University Police Department

REM: Radiological and Environmental Management

Term Definitions

All Hazards Outdoor Warning Sirens: Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the five sirens located on campus.) Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

Building Deputy: The building deputy is a University employee who has a defined role in each campus building. In an emergency, the building deputy should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter-in-place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

Department Safety Committee: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.

- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Emergency/Evacuation Assembly Area (EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University police department, Purdue fire department and REM. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

Appendix D: Resource List

Campus Emergency Preparedness and Planning Office: 765-494-0446

The office serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information:

http://www.purdue.edu/emergency_preparedness/

Radiological and Environmental Management: 765-494-6371

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://www.purdue.edu/REM>

Physical Facilities: 765-494-9999

Installation and repair of facility safety equipment; maintenance services can be found online at http://www.purdue.edu/buildings_grounds/

Purdue University Police: 765-494-8221

Information on personal safety in the workplace can be found online at <http://www.purdue.edu/police/programs/types/workplace.htm>

Purdue University Fire: 765-494-6919

Information on training and services <http://www.purdue.edu/fire>

APPENDIX E



DATE SUBMITTED: _____
REVIEWED BY: _____

**VOLUNTARY REGISTRY FOR PERSONS
REQUESTING ADDITIONAL ASSISTANCE**

Once all information has been entered completely, please send form by campus mail, U.S.P.S. or in person to:

Lt. John Guerra
Purdue Fire Department
1250 Third Street
West Lafayette, IN 47907

Name: _____	Assistance Location(s): _____
Email: _____	Assistance Location Phone: _____
Primary Phone: _____	Emergency Contact Name: _____
Address: _____	Emergency Contact Number: _____
Student _____	Staff _____ Faculty _____

Emergency Notification	Type of Assistance Requested
Fire / Building Evacuation: _____	_____
_____	_____
Severe Weather: _____	_____
_____	_____
Shelter-in-place: _____	_____
_____	_____
Other (specify): _____	_____
_____	_____

In the event of an emergency that may require the evacuation of a campus building, the following procedures are recommended:

- If you are able to evacuate, please do so at that time. Remember to use the stairs if able. Never use the elevator during a fire alarm.
- If not... shelter-in-place in an area with no immediate hazards and telephone 911. Advise the police dispatcher of your location. The use of 911 routinely identifies the location of the caller if you are calling from a Purdue University land-line phone. Even if the caller is unable to speak, the dispatcher will then automatically surmise that the caller may be in trouble and will respond accordingly.
- If you are unable to call 911, advise others around you of your location and have them inform emergency personnel of your location.
- If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system if available.)
- You are also encouraged to carry a sounding device like a small whistle, flashlight and cell phone to alert emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Having a plan and practicing it may save your life. Contact the Purdue Fire Department for arrangements or questions at (765) 494-6919.

For further assistance in your personal emergency preparedness activities, please contact the Purdue University Campus Emergency Preparedness & Planning Office at (765) 494-0446 or visit our website at:

www.purdue.edu/emergency_preparedness/

Appendix F: Supplemental Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by Purdue University to assist in planning for the evacuation of people with physical disabilities.

I. In all emergencies, after an evacuation has been ordered:

- A) Evacuate if possible.
- B) **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
- C) Check on people with additional needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
- D) **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
- E) ALWAYS **ASK** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- F) **If you have a physical disability and are unable to use stairways:**
 - 1) Stay calm, and take steps to protect yourself.
 - 2) If there is a working phone, call 911 and tell the police dispatcher where you are or where you will be moving to.
 - 3) **If** you must move, we recommend the following:
 - (i) Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
 - (ii) Request persons exiting by way of the stairway to notify the Fire Department of your location.
 - (iii) Await Emergency Responders.

II. Power Outages:

- A) If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, Building Deputies should be notified so they can advise emergency personnel.
- B) If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 and request evacuation assistance.

III. The following guidelines are general and may not apply in every circumstance.

- A) Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.

- B) Two or more trained volunteers, if available, should conduct the evacuation.
- C) ALWAYS **ASK** people with disabilities how you can help **before** attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- D) Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- E) Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified, depending on the disabilities of the people. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the Office of Institutional Equity.

IV. Tips to remember when interacting with people with specific disabilities

- A) Blindness or Visual Impairment
 - 1) Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
 - 2) DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
 - 3) Give other verbal instructions or information (i.e. elevators cannot be used).
- B) Deafness or Hearing Impairment
 - 1) Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
 - 2) Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.
- C) Mobility Impairment
 - 1) It may be necessary to help clear the exit route of debris (if possible).
 - 2) If people with mobility impairments cannot exit, they should move to a safer area, e.g.
 - (i) Most enclosed stairwells.
 - (ii) An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
 - 3) Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
 - 4) Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

- 5) If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

V. Summary

- A) Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.