



**SCHLEMAN HALL OF STUDENT SERVICES:  
BUILDING EMERGENCY PLAN**

**Date Adopted: March 2006  
Prepared By: Karen Edgell (3/06)**

**Date Revised: July 21, 2009  
Revisions by: Michelle Davis**

---

## TABLE OF CONTENTS

SECTION I: PLAN DEVELOPMENT AND VALIDATION.....	3
SECTION II: YOUR BUILDING EMERGENCY PLAN.....	4
1. INTRODUCTION.....	4
2. RESPONSIBILITIES.....	4
3. BEP REQUIREMENTS.....	6
SECTION III: BUILDING INFORMATION.....	7
1. BUILDING DEPUTY/ALTERNATE BUILDING DEPUTY.....	7
2. BUILDING DESCRIPTION.....	7
3. BUILDING DEPARTMENTS.....	7
4. BUILDING SAFETY COMMITTEE.....	8
5. BUILDING CRITICAL OPERATIONS.....	8
6. BUILDING ALARM(S).....	9
7. BUILDING SERVICES & BUILDING MAINTENANCE.....	9
SECTION IV: NOTIFICATION PROCEDURES.....	10
1. EMERGENCY NOTIFICATION PROCEDURES.....	10
2. NON-EMERGENCY NOTIFICATION PROCEDURES.....	10
3. PURDUE ALERT.....	10
SECTION V: EMERGENCY PROCEDURES.....	12
SECTION VI: EVACUATION.....	13
1. EVACUATION POLICY.....	13
2. GENERAL EVACUATION PROCEDURES.....	13
3. BUILDING SPECIFIC EVACUATION PROCEDURES.....	14
4. EMERGENCY ASSEMBLY AREA LOCATION.....	17
5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES.....	18
SECTION VII: SHELTER IN PLACE.....	19
1. TYPES.....	19
2. WHEN TO SHELTER IN PLACE.....	19
3. PROCEDURES.....	19
4. BUILDING SPECIFIC SHELTER PROCEDURES AND LOCATIONS.....	21
APPENDICES.....	24
APPENDIX A: ACRONYMS & TERM DEFINITIONS.....	24
APPENDIX B: RESOURCE LIST.....	26
APPENDIX C. SCHLEMAN HALL OCCUPANT – EAA Areas.....	27
ATTACHMENTS.....	28
1. EMERGENCY PROCEDURES HANDBOOK.....	28

## SECTION I: PLAN DEVELOPMENT AND VALIDATION

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building deputy or an individual designated by the department head will develop the BEP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Preparedness and Planning Office.
3. If you have any questions about this plan, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.
4. This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: Building Deputy or Designated Individual  <i>Michelle Davis, Chair and Joanna Cook, Co-Chair Schleman Hall Safety Committee</i>
Reviewed by: Department Head (or Designated Individual)  <i>Thomas B. Robinson, Vice President for Student Services</i>
Reviewed by Campus Emergency Preparedness and Planning Office

Annual Review:
Annual Review:
Annual Review:

## SECTION II: YOUR BUILDING EMERGENCY PLAN

### 1. INTRODUCTION

a. *The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and human-made events.*

b. *All building occupants need to review and understand their Building Emergency Plan (BEP) information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency? are just a few of the questions the BEP should answer.*

c. *As a member of the Purdue Community, you should also be familiar with the **Purdue Emergency Procedures Handbook**. This manual describes the procedures to follow in a variety of emergencies. A copy of the **Handbook** is attached (attachment 1) to the BEP or you can view it electronically at [http://www.purdue.edu/fire/safety\\_handbook.pdf](http://www.purdue.edu/fire/safety_handbook.pdf).*

### 2. RESPONSIBILITIES

#### a. **Department Head or designated representative**

1) *Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.*

2) *Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.*

#### b. **BEP Developer (building deputy or an individual designated by the department head)**

1) *Prepare, coordinate, and distribute the BEP to building occupants.*

2) *Ensure the BEP is readily available and used during emergency incidents.*

3) *Review the **BEP annually** to ensure information and procedures are current.*

4) *List all **Critical Operations** in the BEP for first responder reference and use.*

5) *Attach a copy of the **Purdue Emergency Procedures Handbook** to the BEP.*

**SCHLEMAN HALL 2009-10**

---

6) *In the event of an emergency ensure emergency notification to emergency agencies takes place.*

7) *Assist in building evacuation.*

8) *Report to emergency assembly area (EAA) and account for evacuated personnel.*

9) *Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).*

10) *Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).*

11) *Include in the BEP any additional information as directed by the department head or the individual responsible for the building.*

**c. Building Occupants**

1) *Know the evacuation routes and EAA location(s).*

2) *Participate in annual exercises/drills.*

3) *Attend department training sessions.*

4) *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 in mind as you read through the document:*

➤ **Be familiar with:**

- ***the Purdue Emergency Warning Notification System—Purdue ALERT.***
- ***evacuation routes, exit points, and location to report for roll call after evacuating the building.***
- ***when and how to evacuate the building.***
- ***locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.***
- ***proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).***
- ***additional building specific procedures and requirements.***

**SCHLEMAN HALL 2009-10**

---

**3. BEP REQUIREMENTS**

*a. The BEP is 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. 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 if needed.*

*c. 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.*

**4. TRAINING SLIDE PRESENTATION TEMPLATE**

*A Power Point Training Presentation template is located on the Emergency Preparedness website ( [http://www.purdue.edu/emergency\\_preparedness/](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.*

**SCHLEMAN HALL 2009-10**

## **SECTION III: BUILDING INFORMATION**

### **1. BUILDING DEPUTY/ALTERNATE BUILDING DEPUTY**

*Please fill in the following areas. Tailor the form to the needs of your building*

**Building Name:** Schleman Hall of Student Services

**Building Deputy (BD):** Joanna Cook **Email:** [jrcook@purdue.edu](mailto:jrcook@purdue.edu)

**BD Campus Address:** 475 Stadium Mall Drive; Schleman Hall, Room 153

**BD Telephone No.:** 49-49449 **FAX No.:** 49-61109

**Alternate BD or Bldg Contact person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate BD Campus Address:** \_\_\_\_\_

**Alternate BD Telephone No.:** \_\_\_\_\_ **FAX No.:** \_\_\_\_\_

### **2. BUILDING DESCRIPTION**

*Describe the building (e.g., number of floors and major uses of building) here.*

Schleman Hall of Student Services is three stories tall and includes a basement level, which is occupied by staff, as well. The building houses several offices which assist potential students, parents, currently enrolled students, student organizations, and international students and scholars.

### **3. BUILDING DEPARTMENTS**

*List all departments with employees in your building.*

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Admissions	Jo Ann Brown; Dianne Bell	44724/41268	SCHL	102A; 109
Dean of Students	Jessica Mellady	41238	SCHL	207
Enrollment Management	Jean Austin	47120	SCHL	B65
Financial Aid	Bob Kerkhoff	47796	SCHL	363A
International Students & Scholars	Karen Lembcke	47084	SCHL	136
S.S. Technology & Assessment	Barb Steinmetz (Basement staff)	63997 BB 427-2783	SCHL	B37A
S.S. Technology & Assessment	Janet Moore (2 <sup>nd</sup> floor staff)	46624	SCHL	256
University Collections/BOSO	Kelly High	40602	SCHL	342
VPSS	Michelle Davis	41629	SCHL	299

**SCHLEMAN HALL 2009-10**

**4. BUILDING SAFETY COMMITTEE**

*All departments with employees in your building should be represented on your committee. List Committee members and positions (chair, vice-chair, other officers, members, etc.).*

<u>Name &amp; Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Kevin Ply	Fire Chief	49923	DMNT	
Joanna Cook, Vice-Chair	SCHL Hall Building Deputy	49449	SCHL	153
Dianne Bell	Admissions	41268	SCHL	109
Jo Ann Brown	Admissions	44724	SCHL	102A
Regina Brummett, ex officio member	REM	66406	CIVL	
Michelle Davis, Chair	VPSS	41629	SCHL	299
Bob Kerkhoff	Financial Aid	47796	SCHL	305
Jean Austin	Enrollment Management	47120	SCHL	B65
Karen Lembcke	International Students & Scholars	47084	SCHL	136
Jessica Mellady	Dean of Students	41238	SCHL	207
Janet Moore	S.S. Technology & Assessment	46624	SCHL	256
Tony Priest, ex officio member	Supervisor, Shipping & Receiving Clerks	66527	MMDC	143
Kelly High	University Collections/BOSO	40602	SCHL	342

**5. BUILDING CRITICAL OPERATIONS**

*In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. Employees may need to notify Purdue Fire about the following critical operations:*

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
File security	363	Division of Financial Aid	Bob Kerkhoff	4-7796
File security	B2	Division of Financial Aid	Bob Kerkhoff	4-7796
File security	107, B2	Admissions	Jeannie Sanson	6-6822
File security	352, 353, B020B & C, B2	University Collections	Carl Horner	4-5357

**SCHLEMAN HALL 2009-10**

---

**6. BUILDING ALARMS (s)**

*Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.*

**Fire Alarm:** High pitch pulsating ring. All staff should immediately leave the building and go to the designated Emergency Evacuation Assembly Area location. A building occupant is required by law to evacuate the building when the fire alarm sounds. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

**Elevator Alarm:** Ringing bell.

**7. BUILDING SERVICES & BUILDING MAINTENANCE**

*Indicate here who provides custodial services to your building along with contact information. A schedule of custodial services in this building may be obtained by contacting Physical Facilities Buildings and Grounds.*

**CUSTODIAL SERVICES**

**Daniel Roller, Crew Chief.**

Contact info:

E-mail: [dwroller@purdue.edu](mailto:dwroller@purdue.edu)

Phone: 49-47117

## SECTION IV: NOTIFICATION PROCEDURES

### 1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **911** from any public or campus telephone.

### 2. NON-EMERGENCY NOTIFICATION PROCEDURES:

a. Department phone numbers:

**Office of Admissions: 49-41776**

**Office of the Dean of Students: 49-41747**

**Office of Enrollment Management: 49-66893 or 49-40292**

**Division of Financial Aid: 49-45833**

**International Students and Scholars: 49-45770**

**Student Services Technology and Assessment: 49-44357**

**University Collections: 49-40602**

**Office of the Vice President for Student Services: 49-45776**

b. Fire: Purdue Fire Department (PUFD) - 494-6919

c. Police: Purdue Police Department (PUPD) - 494-8221

d. Closest medical facility: Student Health Center - 494-1700

e. Radiological and Environmental Management: - 494-6371

f. Physical Facilities Services: - 494-9999

g. Physical Facilities Zone Services: 494-0133

### 3. PURDUE EMERGENCY WARNING NOTIFICATION SYSTEM—Purdue ALERT

Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (***Shelter-In-Place***).

**SCHLEMAN HALL 2009-10**

---

- Fire alarms (**Evacuate** the building).
- An e-mail will be sent to all people with a **purdue.edu** address.
  - Building Deputies (BDs) should receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be “pushed out” to BDs then a Building Deputy Email Notification will be made. When BDs receive an emergency notification they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.
- Purdue University faculty, staff and students may sign up to receive an emergency notification text message. Reference the Purdue News Service web site, <http://news.uns.purdue.edu/mail.html>, to sign up for the text system.
- The Purdue home page ([www.purdue.edu](http://www.purdue.edu)) is the focal point of the most complete information in all campus-related emergencies.
- University Residences personnel will be notified. They, in turn, will activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- University News Service personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- Information will be posted on a Facebook group called “Purdue Emergency Notification.”
- The Boiler Television Emergency Notification System will broadcast emergency information.

**REMEMBER, WHEN YOU HEAR:**

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

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

## SECTION V: EMERGENCY PROCEDURES

1. **Purdue's Emergency Procedures Handbook will be referenced for all emergencies.** A copy of the Handbook must be attached to the BEP.
2. The BEP focuses on two basic and immediate warning notifications:
  - a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
  - b. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (**Shelter In Place**) in a safe location within closest facility/building.
    - "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.
3. Additional warning notifications will follow using Purdue ALERT...the campus emergency warning notification system.

## SECTION VI: EVACUATION

**1. EVACUATION POLICY:** 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** depart the building using designated exit routes.

a. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).

b. 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.

c. All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.

d. 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.

e. No one may re-enter building until authorized to do so by fire or police department officials.

**2. GENERAL EVACUATION PROCEDURES--If you hear the fire alarm or are instructed to leave the building:**

a. Immediately obey evacuation alarms and orders. Tell others to evacuate.

b. No one may remain inside a building when an evacuation is in progress.

c. Classes in session must evacuate.

d. 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.

e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.

f. Close doors as rooms are vacated.

g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

**SCHLEMAN HALL 2009-10**

---

- h. Note location of trapped and injured victims and notify emergency responders.
- i. Walk calmly but quickly to the nearest emergency exit.
- j. Use stairways only. **Do not use elevators.**
- k. Keep to the right side of corridors and stairwells as you exit.
- l. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- m. Remain in EAA until roll is taken and instructions are given.
- n. Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

**3. BUILDING SPECIFIC EVACUATION PROCEDURES**

*Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.*

**\*ELEVATORS ARE NOT TO BE USED.**

**\*\*Once the headcounts have been taken and everyone is accounted for, the Safety Coordinators or Department Head, as noted (or their back-ups) will proceed to the Command Center (red vehicle from which emergency personnel would coordinate their activities). Officers at the Command Center will be able to tell Safety Coordinators or Designee if and when it is safe to return to the building.**

**Office of Admissions:** Take personal items (coats, handbags, etc.) and exit at the closest, safest, door. Congregate near University Street in the west parking lot. Secondary location: west side of the Engineering Fountain. Jo Ann Brown or Dianne Bell will do a headcount, then proceed to the Command Center for instructions.

**Office of the Dean of Students (ODOS):** All primary contact personnel (Main Office: Jessica Mellady; Karen Mosson; Student Activities and Organizations and HORIZONS: Shirley Church; Testing Center: Cindy Fields; Pat Alberts; Office of Student Rights and Responsibilities (OSRR): Steve Akers; Barb Tuttle will be responsible for seeing that all staff and students have evacuated the ODOS areas in the event of an emergency.

ODOS staff will meet at the northeast corner inside the Armory. If the building is not available, we will meet outside the northeast corner of the Armory. A headcount of the staff in the Main Office, OSRR and the Testing Center will be

**SCHLEMAN HALL 2009-10**

---

taken by Jessica Mellady (in her absence: Karen Mosson). A headcount of the staff in the Student Activities and Organizations area and HORIZONS will be taken by Shirley Church. Steve Akers and/or Barb Tuttle will be responsible for making sure all students are able to evacuate the OSRR. In the event that the OSRR has a student who cannot use the stairs, the student will be placed at the bottom of the stairs closest to the OSRR. Steve and/or Barb will then notify emergency personnel regarding the location of the student and the emergency personnel will then retrieve the student.

Cindy Fields and/or Pat Alberts will be responsible for making sure all students are able to evacuate the Testing Center. In the event that the Testing Center has a student who cannot use the stairs, the student will be placed at the bottom of the stairs closest to the Testing Center. Cindy and/or Pat will then notify emergency personnel regarding the location of the student and the emergency personnel will then retrieve the student.

Once the headcounts have been taken and everyone is accounted for, Jessica Mellady and/or Shirley Church will proceed to the Command Center.

A current list of personnel will be placed on clipboards in the main ODOS areas as well as the Student Activities and Organizations area. A phone tree will be distributed to the Area Coordinators to be used in the event that the disaster affects subsequent workdays.

**Office of Enrollment Management:** Staff will meet near University Street in the west parking lot. Secondary location: West side of Engineering Fountain. A headcount will be conducted by Sarah Bauer (in her absence, Brent Drake), then Sarah (or Brent) will proceed to the Command Center for instructions. A clipboard of all staff is kept by the printers. It is maintained by Madonna Ritter. In the event of emergency, Sarah, Brent, or Madonna will take the clipboard to the designated meeting place. In addition to the names of all staff – including Graduate students and Work-Study students, a current calendar of work hours and class times will be on the clipboard. Sarah or Brent will ensure that all staff leave the building.

**Division of Financial Aid:** See attached DFA Emergency Planning Map; this gives location to emergency exit stairs. Primary location: area between Hovde Hall and Elliott Hall of Music; Secondary location: north end entrance to the Armory. A headcount will be taken by the designated captains for each area (back-up is the co-captain for each area): Director's area: Carol Cooper (co-captain). Loan area/student employment: Kirsten Reynolds (captain); Nancy Oswald (co-captain). Scholarship area: Ellen Barbour (captain); Sallie Cox (co-captain). Peer counselors/Call Center/Front Desk: Marcia Osman (captain); Trudi Horner (co-captain). Need Analysis/Pell/SSACI: Deb Watkins (captain); Brenda White (co-captain). Central Processing/Loan Area/Mail Clerk: Bob Kerkhoff (captain); Cathy Barker (co-captain). Data area/Q&A: Mark Chen (captain); Zelda Flye (co-captain). Captains/co-captains report to Joyce Hall; Hall will proceed to the Command Center for instructions.

**SCHLEMAN HALL 2009-10**

---

**International Students and Scholars:** ISS employees exit by the side door next to our offices and gather in an area on 475 Stadium Mall Drive between Schleman Hall and Forney Hall of Chemical Engineering; Secondary location: Engineering Mall Fountain. A headcount will be taken by Karen Lembcke (in her absence, Dawn Frye). Karen Lembcke or Sharon Winslow will go to the Command Center to obtain instructions for ISS staff.

**Student Services Technology and Assessment:** Primary location: Lee Gordon's reserved parking spot in the west parking lot; Secondary location: fountain in front of Hovde Hall. Call a Blackberry phone if you are unable to go to assembly area. Headcount for basement SSTA staff will be taken by Safety Coordinators: Barb Steinmetz (in her absence: Paul Targett). Headcount for 2<sup>nd</sup> Floor staff will be taken by Janet Moore (in her absence: Steve Baker). Safety Coordinators will then proceed to the Command Center (red vehicle from which emergency personnel will coordinate their activities).

**University Collections (including BOSO):** Everyone is to leave the building immediately by walking quickly to the nearest marked exit (stairs in middle of east hallway) as soon as the alarm goes off or when they have been told to leave by emergency personnel or departmental safety coordinator. If someone has a disability, a person(s) will be assigned in advance to help the disabled person down the steps. If it is impossible to move the disabled person down the steps, notify 911 and let them know what building you are in and where you will be. If at all possible, the best place to wait for emergency personnel is in the exterior enclosed stairwell. Once outside, everyone in UCO will meet at the west steps of Forney Hall of Chemical Engineering. (Secondary location: northwest corner of ENAD.) Kelly High (in her absence, Rick Shoaf or Rich Wells) will go to the Command Center for instructions. All staff are to remain in place until further notice is given.

**Office of the VPSS:** All staff will meet under the "bridge" between Hovde Hall and Elliott Hall of Music. (Secondary location: flagpole outside the Armory.) A headcount of all VPSS staff members will be conducted by Michelle Davis (in her absence: Sandy Monroe). A list of all VPSS office personnel will be maintained by the Safety Coordinator and will also be posted in Room 295 (copy room). A phone tree will be distributed to all staff to be used in the event that the disaster affects subsequent workdays.

**SCHLEMAN HALL 2009-10**

**FIRE PROCEDURES**

**SEE EVACUATION PLAN ABOVE. ELEVATORS ARE NOT TO BE USED.**

**All Departments:** When fire alarm sounds, all staff will immediately leave the building. Staff will be told to go to primary or secondary EAA location (see APPENDIX D). Appointed Safety Coordinator or other designated staff member, as noted, will conduct a headcount, then proceed to the Command Center for instructions. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

**4. EMERGENCY EVACUATION ASSEMBLY AREA LOCATION**

*Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know. Describe the EAA location(s) and your accounting procedures here. (SEE ATTACHED APPENDIX C)*

Department	Evacuation EAA-Primary	Evacuation EAA-Secondary	Shelter in place (SCHL Basement)	Headcount by:	To Command Center
Admissions	Near University Street in west parking lot	West side of Engineering fountain	West side of SCHL basement (hall running along B65A). Persons with disabilities should go to SCHL 109C.	JoAnn Brown or Dianne Bell	JoAnn Brown or Dianne Bell
Dean of Students	Northeast corner <u>inside</u> Armory	Northeast corner <u>outside</u> Armory	OSRR, Testing & Main Office→OSRR; SAO & HORIZONS→northeast corner of basement near ODOS storage	Jessica Mellady (or Karen Mosson) and Shirley Church	Jessica Mellady (or Karen Mosson) & Shirley Church
Enrollment Management	Near University Street in west parking lot.	West side of Engineering Fountain.	EM area of basement	Sarah Bauer (or Brent Drake)	Sarah Bauer (or Brent Drake)
Financial Aid	Between Hovde and ELLT	North end entrance to Armory	SCHL B38	Carol Cooper; Kirsten Reynolds (Terri Davis); Ellen Barbour (Sallie Cox); Marcia Osman, (Trudi Horner); Deb Watkins (Brenda White); Bob Kerkhoff (Nancy Oswalt); Mark Chen; (Zelda Flye)	Joyce Hall
International Students & Scholars	Stadium Mall between SCHL & Forney Hall of Chemical Engineering	Engineering Mall fountain	SCHL basement in front of restrooms	Karen Lembcke (or Dawn Frye)	Karen Lembcke (or Sharon Winslow)
S.S. Technology & Assessment	Lee Gordon’s reserved parking place in west parking lot	Fountain in front of Hovde Hall	All SSTA staff will remain in (or go to) SSTA Zone Managers Office., near B37A	Basement staff: Barb Steinmetz (or Paul Targett); 2 <sup>nd</sup> floor staff: Janet Moore (or Steve Baker)	Barb Steinmetz (or Paul Targett) and Janet Moore (or Steve Baker)
University Collections	Forney Hall	Northwest corner of ENAD	Next to restrooms on southeast side of hallway	Kelly High (or Rick Shoaf, Rich Wells)	Kelly High (Rick Shoaf or Rich Wells)
VP for Student Services	Under “bridge” between Hovde & ELLT	Flag pole outside Armory	West stairwell/ basement level	Michelle Davis (or Sandy Monroe)	Michelle Davis (or Sandy Monroe)

**SCHLEMAN HALL 2009-10**

---

**5. 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): *Expand on any specific occupant disability procedures here.*

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	Room	Phone

## SECTION VII: SHELTER IN PLACE

1. **TYPES:** You may be required to Shelter In Place for events such as:

- a. Tornado warning.
- b. Other severe weather events.
- c. Active shooter, building intruder, or civil disturbance.
- d. Hazardous materials release.
- e. As directed by police personnel for any other situation that requires you to find protection within a building.

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:

- a. You hear the All Hazards Emergency Warning Sirens.
- b. When directed by police or fire department personnel.

3. **PROCEDURES:** Purdue ALERT (reference section IV, paragraph 3 for additional information) will be used to notify the Purdue community of a “shelter in place” situation.

a. If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.

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.

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.

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.

4) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

**SCHLEMAN HALL 2009-10**

---

5) Any occupant that encounters a physically disabled individual should assist them if possible.

6) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

b. 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:

1) Close all windows and doors.

2) Turn heating/cooling systems (HVAC) off.

3) Move to the shelter in place location.

4) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

5) Do not use elevators as they may pump air into or out of the building.

6) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

7) Any occupant that encounters a physically disabled individual should assist them if possible.

8.) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

c. 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 Sirens will be the notification method**).

1) If possible, take refuge in a room that can be locked.

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.

3) The room should also provide limited visibility to anyone that is outside of it.

4) Hide under a desk, in a closet, or in the corner.

**SCHLEMAN HALL 2009-10**

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.)

6) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

**4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS**

*Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter in place procedures here. Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. You can enter as much information as needed.*

If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident. Once you have determined the type of emergency, follow the below chart:

<b>EMERGENCY</b>	<b>EMERGENCY ASSEMBLY AREA (EAA)—SHELTER IN PLACE</b>
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms or the lowest level of the building (stay away from windows and doors).
HAZMAT	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance—active shooter	Seek a safe location, preferably a room without windows that can be locked or secured by barriers.

A tornado is defined as a violent rotating column of air extending to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advanced warning or siren activation. In some circumstances, it may be necessary to move to a concrete building.

**\*ELEVATORS ARE NOT TO BE USED**

**\*\*All staff are to remain in place until an all clear is made by Emergency Personnel and conveyed by Safety Coordinators.**

**If you have a physical disability and are unable to use stairways:**

- Stay calm, and take steps to protect yourself.
- If there is a working phone, call 911 and tell the police dispatcher where you are **or** where you will be moving to.
- **If** you must move, we recommend the following:
  - a) Move to an enclosed exit stairway or restroom, while taking care not to block the exit of building personnel.
  - b) Request persons exiting by way of the stairway to notify the Fire Department of your location.
  - c) Await Emergency Responders.

---

**SCHLEMAN HALL 2009-10**

---

**Office of Admissions:** Congregate on the west side of Schleman Hall basement in the hallway running along Room B-65A (currently Sarah Bauer's office) going on back towards the far southwest corner of the building. Jo Ann Brown and/or Dianne Bell will conduct a headcount.

**Office of the Dean of Students:** All staff within the ODOS will report to the basement. The OSRR staff, Testing Center staff, and Main Office staff will report to the OSRR. A headcount will be taken by Jessica Mellady (in her absence: Karen Mosson). The Student Activities and Organizations staff and the HORIZONS staff will report to the northeast corner of the basement near the ODOS storage area. A headcount will be taken by Shirley Church.

**Office of Enrollment Management:** Staff will remain in the Enrollment Management area of the basement. A headcount will be taken by Sarah Bauer (in her absence, Brent Drake). Staff will remain in place until an all clear has been announced.

**Division of Financial Aid:** Staff will immediately take nearest stairs exit and go to SCHL B38. A headcount will be taken by the designated captains for each area (back-up is the co-captain for each area): Director's area: Carol Cooper (co-captain). Loan area/student employment: Kirsten Reynolds (captain); Terri Davis (co-captain). Scholarship area: Ellen Barbour (captain); Sallie Cox (co-captain). Peer counselors/Call Center/Front Desk: Marcia Osman (captain), Trudi Horner (co-captain). Need Analysis/Pell/SSACI: Deb Watkins (captain); Brenda White (co-captain). Central processing/Secretarial/Mail Clerk: Bob Kerkhoff (captain); Nancy Oswalt (co-captain). Data area/Q&A: Mark Chen (captain); Zelda Flye (co-captain). Captains/co-captains report to Joyce Hall that all staff are accounted for.

**International Students and Scholars:** Staff will meet in the basement of Schleman Hall right in front of the bathrooms. A headcount will be taken by Karen Lembcke (in her absence, Dawn Frye).

**Student Services Technology and Assessment:** All SSTA staff are to proceed to area near Schleman B-37A (2<sup>nd</sup> floor SSTA staff will use the west stairs to go to the basement). Call WT manager office 63997 if you are unable to go to the assembly area. A headcount of basement SSTA staff will be taken by Barb Steinmetz (in her absence: Paul Targett). Headcount of 2<sup>nd</sup> floor staff will be taken by Janet Moore (in her absence: Steve Baker). All staff are to remain in place until an all clear is made by Emergency Personnel and conveyed by Safety Coordinators.

**University Collections (including BOSO):** All staff are to go to the basement by walking quickly to the nearest marked exit (stairs in middle of east hallway) as soon as the siren is heard or when told by emergency personnel or departmental safety coordinator. If someone has a disability, a person(s) will be assigned in

**SCHLEMAN HALL 2009-10**

---

advance to help the disabled person down the steps. If it is impossible to move the disabled person down the steps, notify 911 and let them know what building you are in and where you will be. If at all possible, the best place to wait for emergency personnel is in the exterior enclosed stairwell.

UCO staff should meet next to the restrooms on the southeast side of the hallway for headcount by Kelly High (in her absence: Rich Wells or Rick Shoaf) and further instructions as to when they can return to their areas.

**Office of the VPSS:** staff will use the west stairs to go to the basement stairwell at the bottom of the steps. Michelle Davis (in her absence, Sandy Monroe) will take a headcount.

## APPENDICES

### APPENDIX A: Acronyms and Term Definitions

#### Acronyms

**BD:** Building Deputy

**BEP:** Building Emergency Plan

**EAA:** Emergency/Evacuation Assembly Area

**PUFD:** Purdue University Fire Department

**PUPD:** Purdue University Police Department

**REM:** Radiological and Environmental Management

#### Term Definitions

**All Hazards 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.

**SCHLEMAN HALL 2009-10**

---

**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, REM, Physical Facilities, etc. 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 B: 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/](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/physicalfacilities/Buildings\\_Grounds/building\\_services.php](http://www.purdue.edu/physicalfacilities/Buildings_Grounds/building_services.php)

**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>

SCHLEMAN HALL 2009-10

APPENDIX C

**SCHLEMAN HALL OCCUPANT—EMERGENCY/EVACUATION ASSEMBLY AREA (EAA)  
(MEETING LOCATIONS IN CASE OF AN EMERGENCY)**

Department	Evacuation EAA-Primary	Evacuation EAA-Secondary	Shelter in place (SCHL Basement)	Headcount by:	To Command Ctr
Admissions	Near University Street in west parking lot	West side of Engineering fountain	West side of SCHL basement (hall running along B65A). Persons with disabilities should go to SCHL 109C.	JoAnn Brown or Dianne Bell	JoAnn Brown or Dianne Bell
Dean of Students	Northeast corner <u>inside</u> Armory	Northeast corner <u>outside</u> Armory	OSRR, Testing & Main Office→OSRR; SAO & HORIZONS→northeast corner of basement near ODOS storage	Jessica Mellady (or Karen Mosson) and Shirley Church	Jessica Mellady (or Karen Mosson) and Shirley Church
Enrollment Management	Near University Street in west parking lot.	West side of Engineering Fountain.	EM area of basement	Sarah Bauer (or Brent Drake)	Sarah Bauer (or Brent Drake)
Financial Aid	Between Hovde and ELLT	North end entrance to Armory	SCHL B38	Carol Cooper; Kirsten Reynolds (Terri Davis); Ellen Barbour (Sallie Cox); Marcia Osman, (Trudi Horner); Deb Watkins (Brenda White); Bob Kerkhoff (Nancy Oswald); Mark Chen; (Zelda Flye)	Joyce Hall
International Students & Scholars	Stadium Mall between SCHL & Forney Hall of Chemical Engineering	Engineering Mall fountain	SCHL basement in front of restrooms	Karen Lembcke (or Dawn Frye)	Karen Lembcke (or Sharon Winslow)
S.S. Technology & Assessment	Lee Gordon's reserved parking place in west parking lot	Fountain in front of Hovde Hall	All SSTA staff will remain in (or go to) SSTA Zone Managers Office., near B37A	Basement staff: Barb Steinmetz (or Paul Targett); 2 <sup>nd</sup> floor staff: Janet Moore (or Steve Baker)	Barb Steinmetz (or Paul Targett) and Janet Moore (or Steve Baker)
University Collections	Forney Hall	Northwest corner of ENAD	Next to restrooms on southeast side of hallway	Kelly High (or Rick Shoaf, Rich Wells)	Kelly High or (Rick Shoaf, Rich Wells)
VP for Student Services	Under "bridge" between Hovde & ELLT	Flag pole outside Armory	West stairwell/ basement level	Michelle Davis (or Sandy Monroe)	Michelle Davis (or Sandy Monroe)

## **ATTACHMENT 1**

**ATTACH A COPY OF THE PURDUE EMERGENCY PROCEDURES HANDBOOK (EPH) TO THE BEP.**

**The EPH is located at:**

[http://www.purdue.edu/fire/safety\\_handbook.pdf](http://www.purdue.edu/fire/safety_handbook.pdf)