FREEHAFER HALL (FREH)

BUILDING EMERGENCY PLAN

Date Revised: October 2015
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SECTION 1: Introduction

Each University building must have a Building Emergency Plan (BEP) for 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. Please send your final BEP electronically to the Emergency Preparedness Office at rdwright@purdue.edu.

Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, send an email to 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.

The BEP is designed to provide students, faculty, staff and visitors basic warning notification system, shelter-in-place, and building evacuation emergency information for natural and human-caused incidents.

As a member of the Purdue Community, you should also be familiar with the Purdue Emergency Procedures Guide. This flip-style guide describes procedures to follow in a variety of emergencies.

If you have any questions about the BEP, contact your Building Deputy, designated BEP developer, or the Director Campus Emergency Preparedness & Planning (494-0446).

SECTION 2: User Items

2.1 Emergency Contact Information

<table>
<thead>
<tr>
<th>Building Deputy</th>
<th>Alternate Building Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Karissa Heckman</td>
<td>Sue Provo</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>4-7147</td>
<td>4-7146</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
<tr>
<td><a href="mailto:kerdie@purdue.edu">kerdie@purdue.edu</a></td>
<td><a href="mailto:sprovo@purdue.edu">sprovo@purdue.edu</a></td>
</tr>
<tr>
<td>Office/Room Number</td>
<td>Office/Room Number</td>
</tr>
<tr>
<td>Ground Floor, Central Files</td>
<td>1st floor (near mailroom)</td>
</tr>
</tbody>
</table>

2.2 Contacts: Non-Emergency

- Fire: Purdue Fire Department (PUFD) 4-6919
- Police: Purdue Police Department (PUPD) 4-8221
- Radiological and Environmental Management (REM) 4-6371
- Physical Facilities Services 4-9999
- Emergency Preparedness Office 4-0446
2.3 Automatic External Defibrillator (AED)

AEDs are portable electronic devices that automatically diagnose 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.

<table>
<thead>
<tr>
<th>AED Location</th>
<th>Contact Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety &amp; Security</td>
<td>Tom Cooper*</td>
<td>4-1432</td>
</tr>
<tr>
<td></td>
<td>Mike Koppes*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dave Kish*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mary Stair*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adam LaRocca*</td>
<td></td>
</tr>
</tbody>
</table>

* Denotes staff that has been trained to assist with AED

For questions about AED’s or to report a purchase of one, contact Lt. John Guerra with PUFD (4-0958).

2.4 Response to Alarms

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

(Seek additional information by all possible means: Purdue homepage, TV, radio)

2.5 Emergency Evacuation Procedures

**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 evacuate the building using the nearest designated exit routes.
- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- 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.
- After exiting the building, occupants are to go directly to their designated EAA and follow guidance provided by the building deputy (or designated safety representative) and/or emergency responders.
- No one may re-enter building until authorized to do so by public safety officials.
General Evacuation Procedures

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or dangerous procedure shut down operations and evacuate as soon as possible.
- When you evacuate, take keys, coat, purse, and any other critical personal items with you to the EAA if possible. Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note the location of trapped / injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- **Use STAIRWAYS only; do not use elevators.**
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you just evacuated.
- Remain in EAA until roll is taken and instructions are given.
- Do not reenter the building until authorized public safety personnel (police/fire) give “All-Clear” instructions.

Building Specific Evacuation Procedures / Emergency Assembly Area

- **Due to safety reasons, refrain from assembling near the WADE utility plant.**
- Do not obstructing emergency personnel and/or emergency vehicles.
- Proceed to areas designated by your specific department in your BCP.

<table>
<thead>
<tr>
<th>Department</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comptroller</td>
<td>grassy area South of FREH, east of WADE</td>
</tr>
<tr>
<td>Director of Business Management</td>
<td>sidewalk of Steely Street: North of Freh</td>
</tr>
<tr>
<td>FREH Operations</td>
<td>sidewalk of Steely Street: 1 lot North of FREH</td>
</tr>
<tr>
<td>Human Resources</td>
<td>east door of LYNN</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>northeast corner of Grant and Williams street</td>
</tr>
<tr>
<td>ITaP</td>
<td>gravel lot; near steps closest to parking lot</td>
</tr>
<tr>
<td>Marketing &amp; Media</td>
<td>far back parking lot, N of UPOF</td>
</tr>
<tr>
<td>Payroll &amp; Tax</td>
<td>parking lot closest to LYNN</td>
</tr>
<tr>
<td>Physical &amp; Capital Planning</td>
<td>east of front entrance, across the street, by Waterford apartments</td>
</tr>
<tr>
<td>Physical Facilities: CPM</td>
<td>gravel parking lot north side; top of stairs (B Lot)</td>
</tr>
<tr>
<td>Physical Facilities: EES</td>
<td>far back parking lot</td>
</tr>
<tr>
<td>Physical Facilities: PFFA</td>
<td>grassy area south of FREH, east of WADE</td>
</tr>
<tr>
<td>Procurement</td>
<td>gravel lot north of FREH</td>
</tr>
<tr>
<td>Risk Management</td>
<td>parking lot south near grassy area in front of FREH</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>Mike Koppes’ parking spot</td>
</tr>
<tr>
<td>Treasury Operations</td>
<td>northwest corner of the gravel parking lot</td>
</tr>
</tbody>
</table>

In cases of inclement weather, individuals may get inside their personal vehicles or proceed to the inside of LYNN.
2.6 Emergency Shelter in Place Procedures

**Shelter in place:** 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 public safety or other emergency response personnel provide additional guidance, or inform you it is safe to leave.

**Types**
You may be required to shelter in place for:
- tornado warning (or other severe weather events)
- hazardous materials release
- civil disturbance (such as an active shooter or building intruder), or
- as directed by police personnel for any other situation that requires you to find protection within a building

**When to Shelter in Place**
Immediately seek shelter in the nearest facility or building—preferably in a room with no windows—when:
- the All-Hazards Outdoors Emergency Warning Sirens are heard
- directed by public safety department personnel

**General Procedures**
Purdue ALERT will be used to notify the Purdue community of a “shelter in place” situation:

- **TORNADO WARNING:** immediately go to a safe location in your building
  - Outdoor warning sirens will activate for approximately 3 minutes, and a text message will be sent (emails typically will not be sent out).
  - Proceed to the **ground floor** and position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head. Do not utilize elevators in order to get to the basement.
**NOTE**: Proceed to meeting areas designated in BCP:

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Central Files vault</td>
</tr>
<tr>
<td>Compensation</td>
<td>Central Files vault</td>
</tr>
<tr>
<td>Comptroller</td>
<td>Ground floor break room (basement East side)</td>
</tr>
<tr>
<td>Director Business Management</td>
<td>SW corner down from G-1 and G-2 conference rooms</td>
</tr>
<tr>
<td>Employee Relations</td>
<td>outside of ground floor supply room</td>
</tr>
<tr>
<td>FREH Operations</td>
<td>Central Files vault</td>
</tr>
<tr>
<td>HR Academic</td>
<td>along East wall, to the left of the break room</td>
</tr>
<tr>
<td>HRITS</td>
<td>along the East wall, to the left of the break room</td>
</tr>
<tr>
<td>HRSC</td>
<td>Central Files vault</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>NE corner of basement (near second column from stairwell at the front of the building)</td>
</tr>
<tr>
<td>ITaP</td>
<td>ITaP offices</td>
</tr>
<tr>
<td>Marketing &amp; Media</td>
<td>ground floor break room (basement East side)</td>
</tr>
<tr>
<td>Payroll &amp; Tax</td>
<td>G-1 conference room</td>
</tr>
<tr>
<td>Physical &amp; Capital Planning</td>
<td>inside ground floor storage room</td>
</tr>
<tr>
<td>Physical Facilities: CPM</td>
<td>along carpeted wall area back of G1 and G2</td>
</tr>
<tr>
<td>Physical Facilities: EES</td>
<td>area near entrance to CF vault</td>
</tr>
<tr>
<td>Physical Facilities: In-House Design</td>
<td>gather near column E102</td>
</tr>
<tr>
<td>Physical Facilities: PFFA</td>
<td>directly outside ground floor break room</td>
</tr>
<tr>
<td>Procurement</td>
<td>ground floor break room (basement East side)</td>
</tr>
<tr>
<td>Risk Management</td>
<td>near ground floor break room bathroom</td>
</tr>
<tr>
<td>Talent Acquisition</td>
<td>ground floor break room (basement East side)</td>
</tr>
<tr>
<td>Treasury Operations</td>
<td>entrance area of CF vault</td>
</tr>
<tr>
<td>VP Human Resources</td>
<td>along East wall, to the left of the break room</td>
</tr>
</tbody>
</table>

- If time permits, occupants of wood-frame or brick buildings with wood floors should go directly to a concrete building, preferably with a basement.
- Occupant with visitors should direct them to take appropriate actions.
- Try to obtain additional clarifying information by all possible means (e.g. Purdue homepage, TV, radio, email, etc.)

- **HAZARDOUS MATERIALS (HAZMAT)**: an accidental release of toxic chemicals in the air quality may be threatened; staying inside provides more protection
  - Close all windows and doors.
  - Move to the shelter in place location.
  - Do not go outside or attempt to drive unless specifically instructed to evacuate.
  - Do not use elevators as they may pump air into or out of the building.
  - Occupant with visitors should direct them to take appropriate actions.
  - Occupant should assist others with accessible needs if possible.
  - Try and obtain additional clarifying information by all possible means (e.g. Purdue homepage, TV, radio, email, etc.)
➢ **CIVIL DISTURBANCE:** immediately go to a safe location in your building (normally public safety or All-Hazards Outdoors Sirens will be the notification method)

- Outdoor warning sirens will activate for 3 minutes, & text message sent
- If possible, take refuge in a room that can be locked.
- If possible, close and lock building or room doors. If unable to lock the door, secure it by any means possible.
- The room should also provide limited visibility to anyone that is outside of it.
- Hide under a desk, in a closet, or in the corner.
- 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.)
- Report any suspicious activity if you can do so without jeopardizing your safety; call 911 if possible.

**Building Specific Shelter in Place Procedures and Locations**

If you are directed to shelter in place, but are unaware of the specific reason, 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:

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>EMERGENCY ASSEMBLY AREA (EAA) – SHELTER IN PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather Related (Tornado Warning)</td>
<td>FREH ground floor corridors, offices, or restrooms</td>
</tr>
<tr>
<td>HAZMAT Release</td>
<td>Find unaffected office/work areas; close windows &amp; doors.</td>
</tr>
<tr>
<td>Civil Disturbance—active shooter</td>
<td>See below for additional information</td>
</tr>
</tbody>
</table>

**SITUATIONAL AWARENESS:** is vital with any civil disturbance. Each building occupant is encouraged to develop an individual emergency plan regarding what they would do if there is a need to shelter in place. Although there are not specific guidelines occupants should follow, there are things each person should be aware of. Shelter-in-place in a room that can be locked; rooms w/o locks can also be utilized:

<table>
<thead>
<tr>
<th>Rooms with locks</th>
<th>Rooms without locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2</td>
<td>G1</td>
</tr>
<tr>
<td>G3</td>
<td>1-4</td>
</tr>
<tr>
<td>Mailroom</td>
<td>2-0</td>
</tr>
<tr>
<td>1-1</td>
<td>2-3</td>
</tr>
<tr>
<td>1-2</td>
<td>2-4</td>
</tr>
<tr>
<td>1-3 Restrooms</td>
<td></td>
</tr>
<tr>
<td>1-5</td>
<td></td>
</tr>
<tr>
<td>1-6</td>
<td></td>
</tr>
<tr>
<td>2-1</td>
<td></td>
</tr>
<tr>
<td>2-2</td>
<td></td>
</tr>
<tr>
<td>2-5</td>
<td></td>
</tr>
</tbody>
</table>
• Doors can be barricaded with furniture, desks, file cabinets, tables, chairs, or the largest/heaviest items available. **NOTE:** Exterior building doors will NOT typically be locked.

• Exterior door key holders: Building Deputy, Floor Operations, & Administrative Assistant to the Director of Business Management.
  - Exterior doors-SKD66 & Hex or Allen key (used to release crash bar handle)
  - Mailroom and loading dock doors-SKD3
  - Place call to ID Card Office @60445 to request handicap door be locked

• If you are unable to shelter in a room, do your best to **cover** (something of substantial thickness/weight that could stop a bullet—vending machines, copy machines, file cabinets) and **conceal** (something that will block you from the view of the shooter(s)—underneath cubicle desk) yourself until the all-clear is provided from campus safety.

• Turn off lights, computer monitors, and close window blinds (if applicable).

• Keep as quiet as possible. Stay low, near a wall away from doors and windows. Place your back against an impenetrable wall if possible (e.g., brick or cinderblock).

• Place all cellular phones on silent mode.

• Call 911 as soon as possible, and give your exact location to the police. Tell them how many there are with you and if anyone needs medical attention.

• Be observant: Describe the assailant in detail if you have observed him/her/them first-hand.

• Do not open the door to any voice commands, even if you recognize the voice.

• Wait until you are certain public safety is present before opening the door. If unsure, call 911 to confirm that law enforcement officers have arrived.

2.7 All-Clear Procedures

• Do not re-enter the building until the all-clear announcement is given by a Purdue public safety personnel.

• The All-Hazards Outdoor Warning Sirens will **NOT** be used to send an all clear signal. Seek additional information by all means possible (TV, text alert, radio, etc.).

2.8 Class suspension or Campus closure

• The President of the University, or in his absence, the Chief Financial Officer and Treasurer and the Executive Vice President for Academic Affairs and Provost jointly, will make a decision to declare class suspension or campus closure.

• Information will be forwarded to the campus community by Marketing and Media.

SECTION 3: Building Information

3.1 Building Description

• Masonry building with a flat roof composed of two main floors and a basement.

• Primary use is for administration; 450 occupants.
3.2 Building Departments / Floor Locations

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>1st Floor</th>
<th>2nd Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREH Operations (Central Files)</td>
<td>Accounting Services</td>
<td>Internal Audit</td>
</tr>
<tr>
<td>Information Technology (ITaP)</td>
<td>Business Services &amp; Human Resources Business Office</td>
<td>Physical &amp; Facilities</td>
</tr>
<tr>
<td>Marketing and Media</td>
<td>Comptroller</td>
<td>Risk Management</td>
</tr>
<tr>
<td></td>
<td>Director, Business Managers</td>
<td>Safety &amp; Security</td>
</tr>
<tr>
<td></td>
<td>FREQH Operations (Floor Services)</td>
<td>Supplier Diversity Development</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td>Treasury Operations</td>
</tr>
<tr>
<td></td>
<td>Managerial Accounting Services</td>
<td>Vice President: Physical Facilities</td>
</tr>
<tr>
<td></td>
<td>Payroll &amp; Tax Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procurement Services</td>
<td></td>
</tr>
</tbody>
</table>

3.3 Building Critical Operations

Critical operations are any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. 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. This information must be readily available to first responders to assist them in their emergency response efforts. Employees may need to notify PUFD about the following critical operations:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Department</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAP Data Storage Room</td>
<td>Ground Floor</td>
<td>ITAP</td>
<td>Jon M. Miller</td>
<td>6-7763</td>
</tr>
</tbody>
</table>

3.4 Building Alarms

- Alarms and strobe flashers.
- Evacuation alarm: fire alarm bell.
- Elevator alarm: bell/buzzer (not as loud as fire alarm)

**NOTE:** If you hear the elevator alarm, contact Physical Facilities (4-9999) during work hours; PUPD (4-8221) after hours.

SECTION 4: BEP Responsibilities and Requirements

4.1 Department Head or Designated Representative

- Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
- Review plan prior to submission to the Campus Emergency Preparedness & Planning Office.
4.2 BEP Developer (Building Deputy or designee)

- Prepare, coordinate, and distribute the BEP to building occupants.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current.
- List all Critical Operations in the BEP for first responder reference and use.
- Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
- Assist in building evacuation.
- Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
- 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.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

4.3 Building Occupants

- Know the evacuation routes and EAA location(s).
- Participate in exercises/drills.
- Attend department training sessions.
- All building occupants must be familiar with the BEP. Direct questions to the building deputy, department safety coordinator, or safety committee representative. Keep the following tips and be familiar with the following as you read through the document:
  - The Purdue Emergency Warning Notification System—Purdue ALERT.
  - Evacuation routes, exit points, and location to report for roll call after evacuation.
  - When and how to evacuate the building.
  - When and where to shelter-in-place within the building.
  - Locations of emergency materials such as 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).

4.4 Training

- 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.
• 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 & Planning Office. The Campus Emergency Preparedness & Planning Office will assist in exercise development as needed.

• 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 to develop a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. Please contact the Director, Campus Emergency Preparedness & Planning at 4-0446 with any questions.

4.5 BEP Requirements

• The BEP must be reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness & 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.

• If there are no significant changes that warrant a BEP revision, send an email to the Emergency Preparedness Office 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.

• Contact the Director, Campus Emergency Preparedness & Planning for any assistance.

SECTION 5: Evacuation Guidelines Requesting Additional Assistance

General Policy: Check on people with additional needs during an evacuation. A “buddy system” where people with additional needs arrange for co-workers to alert and assist them in an emergency is recommended.

• 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.

• 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.

• 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.

• 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/US Postal Service.

APPENDICES

Appendix A: 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 Safety Committee: A group composed of several department building occupants, generally chaired by the BD, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires pre-planning 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, 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
The office serves as the focal point for emergency preparedness questions and issues; 4-0446

Radiological and Environmental Management
Information on safety topics, including hazard evaluations and employee training; 4-6371

Physical Facilities
Installation and repair of facility safety equipment; maintenance services; 4-9999

Purdue University Police
Information on personal safety in the workplace; 4-8221

Purdue University Fire
Information on training and services; 4-6919
Appendix C

VOLUNTARY REGISTRY FOR PERSONS REQUESTING ADDITIONAL ASSISTANCE

Once all information has been entered completely, please send form by campus/postal mail 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_______

<table>
<thead>
<tr>
<th>Emergency Notification</th>
<th>Type of Assistance Requested</th>
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<tbody>
<tr>
<td>Fire / Building Evacuation: __________________________</td>
<td></td>
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<tr>
<td>Severe Weather: __________________________</td>
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<tr>
<td>Shelter-in-place: __________________________</td>
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<td>Other (specify): __________________________</td>
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DATE SUBMITTED: ___________
REVIEWED BY: ___________

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Appendix D: Supplemental Evacuation Guidelines for Accessible Needs

The following guidelines have been adopted to assist in planning for the evacuation of people with accessible needs:

I. In all emergencies, after an evacuation has been ordered
   - Evacuate if possible.
   - **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
   - Check on people with additional needs during an evacuation. A “buddy system,” where people with accessible needs arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
   - **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.
   - 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.

   **If you have an accessible need and are unable to use stairways**
   - Stay calm, and try 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:
     - Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
     - Request persons exiting by way of the stairway to notify the fire department of your location.
     - Await emergency responders.

II. Power Outages
   - If an outage occurs during the day and people with assessable needs 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.
   - 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
   - Occupants should be invited to volunteer ahead of time to assist people with accessible needs in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
   - Two or more trained volunteers, if available, should conduct the evacuation.
   - **ALWAYS ask** people with accessible needs 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.
• 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 accessible needs and volunteers. Wheelchairs will be evacuated later if possible.
• 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

• Blindness or Visual Impairment
  o Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
  o 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.
  o Give other verbal instructions or information (i.e. elevators cannot be used).

• Deafness or Hearing Impairment
  o 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.
  o Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

• Mobility Impairment
  o It may be necessary to help clear the exit route of debris (if possible).
  o If people with mobility impairments cannot exit, they should move to a safer area:
    ▪ Most enclosed stairwells.
    ▪ An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
  o Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
  o 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.
  o 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

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 accessible needs should consider what they would do and whether they need to take additional steps to prepare.
### Appendix E: Revision Log

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<tr>
<td>05/13/2014</td>
<td>BD</td>
<td>05/13/2014</td>
<td>Updated document to include specific evacuation and shelter-in-place locations; added guidelines to consider for active shooter; updated department names and contact information.</td>
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<tr>
<td>04/8/2015</td>
<td>BD</td>
<td>04/8/2015</td>
<td>Updated document removing a department no longer housed in the building; added names to AED list.</td>
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<tr>
<td>10/23/2015</td>
<td>KH</td>
<td>10/23/15</td>
<td>Updated document to remove outdated information, and added key information to lock exterior entrances.</td>
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