NEIL ARMSTRONG HALL OF ENGINEERING
BUILDING EMERGENCY PLAN

Date Adopted: 2007

Date Revised: Summer 2017

Prepared By: College of Engineering, RPM
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Section 1

1.1 Introduction

A) 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. Please send your final BEP electronically to the Emergency Preparedness Office at rdwright@purdue.edu.

B) 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 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) 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.

D) As a member of the Purdue Community, you should also be familiar with the Purdue Emergency Procedures Guide. This flip-style guide describes the procedures to follow in a variety of emergencies. A copy of the Guide can be view electronically on the Emergency Preparedness website: http://www.purdue.edu/emergency_preparedness/

E) If you have any questions about the BEP, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.
Section 2: User Items

2.1 Emergency Contact Information:

<table>
<thead>
<tr>
<th>A)</th>
<th>Building Manager or Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Phil Qualio</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(765) 496-9757</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:pqualio@purdue.edu">pqualio@purdue.edu</a></td>
</tr>
<tr>
<td>Office/Room Number</td>
<td>ARMS 1128</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B)</th>
<th>Facility Manager, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Kerry Ticen</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(765) 494-3871</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:kticen@purdue.edu">kticen@purdue.edu</a></td>
</tr>
<tr>
<td>Office/Room Number</td>
<td>WANG 4030</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C)</th>
<th>Safety Manager if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Kerry Ticen</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(765) 494-3871</td>
</tr>
<tr>
<td>Email Address</td>
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</tr>
<tr>
<td>Office/Room Number</td>
<td>WANG 4030</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D)</th>
<th>List any other contacts, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Donna Ahlen</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(765) 496-9501</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:ahlendj@purdue.edu">ahlendj@purdue.edu</a></td>
</tr>
<tr>
<td>Office/Room Number</td>
<td>ARMS 2013</td>
</tr>
</tbody>
</table>

2.2 Non-emergency Contact Numbers:

A) Fire: Purdue Fire Department (PUFD) 494-6919
B) Police: Purdue Police Department (PUPD) 494-8221
C) Radiological and Environmental Management: 494-6371
D) Physical Facilities Services: 494-9999
E) Emergency Preparedness Office 494-0446
2.3 Automatic External Defibrillator (AED)
   A) 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.
   B) Many departments have purchased AED (s) and placed them in locations
throughout their building. If your facility has an AED (s), please fill out the
following table:

<table>
<thead>
<tr>
<th>AED Location</th>
<th>Contact Person</th>
<th>Contact Person’s Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   C) For any questions about AED’s or to report a purchase of one, please contact
Lt. John Guerra with Purdue Fire at 765-494-0958.
   D) Go to: www.purdue.edu\fire  click Inspections, to access an electronic form to
self report your AED quarterly inspections.

2.4 Response to Alarms:

**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 seek additional clarifying information by all possible means…Purdue Homepage, TV, radio, email, etc.*

2.5 Detailed Emergency Evacuation Procedures

   A) Evacuation Policy:

   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.
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) 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.
4) All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
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.
6) No one may re-enter building until authorized to do so by fire or police department officials.

B) General Evacuation Procedures—If you hear the fire alarm or are instructed to leave the building:

1) Immediately obey evacuation alarms and orders. Tell others to evacuate.
2) No one may remain inside a building when an evacuation is in progress.
3) Classes in session must evacuate.
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.
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 TO NOT DELAY EVACUATION.**
6) Close doors as rooms are vacated.
7) Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
8) Note location of trapped and injured victims and notify emergency responders.
9) Walk calmly but quickly to the nearest emergency exit.
10) **Use stairways only. Do not use elevators.**
11) Keep to the right side of corridors and stairwells as you exit.
12) Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
13) Remain in EAA until roll is taken and instructions are given.
14) Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.
C) **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.

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.

1. Evacuate immediately upon notification
2. Notify others on your way out
3. If possible, help those needing assistance
4. Report to Emergency Assembly Area (EAA)

D) **Emergency Assembly Area Location (after you have evacuated your building)**

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. Be prepared to provide first responder personnel as much information as you know.

1) Primary location (should be outside, in an area away from the building):

Please gather in the area east of the Purdue University Student Health Center (PUSH) and west of Hampton Hall of Civil Engineering (HAMP) as indicated by the green safe-zone oval shown on the map below. *Please stay clear of all emergency vehicles and personnel.*
2.6 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.

A) Types: You may be required to Shelter In Place for events such as:

1) Tornado warning or other severe weather events.
2) Hazardous materials release.
3) Active shooter, building intruder, or civil disturbance.
4) As directed by police personnel for any other situation that requires you to find protection within a building.

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

1) You hear the All Hazards Outdoors Emergency Warning Sirens.
2) When directed by police or fire department personnel.

C) 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.

1) If you are “sheltering” due to a tornado warning, immediately go to a safe location in your building.
   (i) 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.
   (ii) 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.
   (iii) 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.
   (iv) Any occupant who encounters a student or visitor should direct them to take appropriate actions.
(v) Any occupant that encounters a physically disabled individual should assist them if possible.
(vi) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

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:

(i) Close all windows and doors.
(ii) Move to the shelter in place location.
(iii) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
(iv) Do not use elevators as they may pump air into or out of the building.
(v) Any occupant who encounters a student or visitor should direct them to take appropriate actions.
(vi) Any occupant that encounters a physically disabled individual should assist them if possible.
(vii) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

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).

(i) If possible, take refuge in a room that can be locked.
(ii) 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.
(iii) The room should also provide limited visibility to anyone that is outside of it.
(iv) Hide under a desk, in a closet, or in the corner.
(v) 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.)
(vi) Report any suspicious activity if you can do so without jeopardizing your safety…Call 911 if possible.
D) **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.

**SEVERE WEATHER:**
The Shelter-In-Place location for Armstrong Hall is the **Lower Level of the building.** When the All-Hazards Emergency Warning Sirens sound or if notified by the Purdue ALERT system, calmly proceed to the basement level of Armstrong Hall. Lecture halls B061, B071, and 1010 are preferred for occupants to gather, in order to communicate among the group. Please be prepared to kneel facing the wall, covering your head to protect yourself from any potential debris. Stay in these sheltered locations until local emergency officials have given the all clear announcement.

**CIVIL DISTURBANCE / ACTIVE SHOOTER:**
Seek immediate shelter, preferably in a room that can be locked, barricaded, or secured. 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.

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:

<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>Basement corridors, basement offices, basement restrooms</td>
</tr>
<tr>
<td></td>
<td>Or the lowest level of the building (stay away from windows and doors)</td>
</tr>
<tr>
<td>Hazardous Materials (HAZMAT)</td>
<td>Remain or find an unaffected office or work area and close windows and doors.</td>
</tr>
<tr>
<td>Release</td>
<td></td>
</tr>
<tr>
<td>Civil Disturbance—active shooter</td>
<td>Seek a safe location, preferable a room without windows that can be locked or secured by barriers.</td>
</tr>
</tbody>
</table>

2.7 **All-Clear Procedures**

A) Do not re-enter the building until the all-clear announcement is given by a Purdue Police or Fire Officer.

B) The All Hazards Outdoor Warning Sirens will **not** be used to send an all clear signal. Seek additional information by all means possible to include TV and radio channels.
2.8 Class suspension or Campus closure

The President of the University, or in their 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.
Section 3: Information for Emergency Responder

3.1 Building Deputy/Alternate Building Deputy Information

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

**Building Name:** Neil Armstrong Hall of Engineering

<table>
<thead>
<tr>
<th>Building Deputy (BD):</th>
<th>Phil Qualio</th>
<th>Email: <a href="mailto:pqualio@purdue.edu">pqualio@purdue.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BD Campus Address:</strong></td>
<td>ARMS 1128</td>
<td></td>
</tr>
<tr>
<td><strong>BD Telephone No.:</strong></td>
<td>(765) 496-9757</td>
<td></td>
</tr>
<tr>
<td><strong>Alternate BD or Bldg Contact person:</strong></td>
<td>Kerry Ticen</td>
<td>Email: <a href="mailto:kticen@purdue.edu">kticen@purdue.edu</a></td>
</tr>
<tr>
<td><strong>Alternate BD Campus Address:</strong></td>
<td>WANG 4030</td>
<td></td>
</tr>
<tr>
<td><strong>Alternate BD Telephone No.:</strong></td>
<td>(765) 494-3871</td>
<td></td>
</tr>
<tr>
<td><strong>Alt. Phone:</strong></td>
<td>(765) 404-0055</td>
<td></td>
</tr>
</tbody>
</table>

3.2 Building Description

Armstrong Hall contains 4 floors (1 lower level, 1 at grade, and 2 above grade); major uses are instruction, research, and administration.

3.3 Building Departments

List all departments with employees in your building.

<table>
<thead>
<tr>
<th>Department</th>
<th>Safety Coordinator</th>
<th>Phone</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautics &amp; Astronautics</td>
<td>Jennifer LaGuire</td>
<td>4-5120</td>
<td>ARMS</td>
<td>3200</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Kerry Ticen</td>
<td>4-3871</td>
<td>WANG</td>
<td>4030</td>
</tr>
<tr>
<td>Engineering Education</td>
<td>Jill Folkerts</td>
<td>4-1503</td>
<td>ARMS</td>
<td>B122</td>
</tr>
<tr>
<td>EPICS</td>
<td>Jorge Martinez</td>
<td>4-0629</td>
<td>ARMS</td>
<td>1210</td>
</tr>
<tr>
<td>Materials Engineering</td>
<td>Shannon Heidrich</td>
<td>4-9718</td>
<td>ARMS</td>
<td>2200</td>
</tr>
<tr>
<td>Minority Engineering Program</td>
<td>Darryl Dickerson</td>
<td>4-3974</td>
<td>ARMS</td>
<td>1255</td>
</tr>
<tr>
<td>Women In Engineering Program</td>
<td>Elizabeth Holloway</td>
<td>4-3889</td>
<td>ARMS</td>
<td>1235</td>
</tr>
</tbody>
</table>
3.4 Building Safety Committee

If your building has a safety committee, please list committee members and positions (chair, vice-chair, other officers, members, etc.).

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Department</th>
<th>Phone</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil Qualio (ARMS Chair)</td>
<td>College of Engineering</td>
<td>6-9757</td>
<td>ARMS</td>
<td>1128</td>
</tr>
<tr>
<td>Kerry Ticen (CoE Chair)</td>
<td>College of Engineering</td>
<td>4-3871</td>
<td>WANG</td>
<td>4030</td>
</tr>
<tr>
<td>Jennifer LaGuire</td>
<td>Aeronautics &amp; Astronautics</td>
<td>4-5120</td>
<td>ARMS</td>
<td>3200</td>
</tr>
<tr>
<td>Jill Folkerts</td>
<td>Engineering Education</td>
<td>4-1503</td>
<td>ARMS</td>
<td>B122</td>
</tr>
<tr>
<td>Jorge Martinez</td>
<td>EPICS</td>
<td>4-0629</td>
<td>ARMS</td>
<td>1210</td>
</tr>
<tr>
<td>Shannon Heidrich</td>
<td>Materials Engineering</td>
<td>4-9718</td>
<td>ARMS</td>
<td>2229</td>
</tr>
<tr>
<td>Darryl Dickerson</td>
<td>Minority Engineering Program</td>
<td>4-3974</td>
<td>ARMS</td>
<td>1255</td>
</tr>
<tr>
<td>Elizabeth Holloway</td>
<td>Women In Engineering Program</td>
<td>4-3889</td>
<td>ARMS</td>
<td>1235</td>
</tr>
</tbody>
</table>

3.5 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 Purdue Fire 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>Hazardous Materials</td>
<td>B160</td>
<td>Materials Engineering</td>
<td>Jeffrey Youngblood</td>
<td>6-2294</td>
</tr>
</tbody>
</table>

...
3.6 Building Alarm(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, biosafety 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:
  - A loud electronic sound accompanied with bright flashing strobe lights, both of which are found throughout the facility. The alarm warns building occupants of a fire that has broken out inside the building. If the fire alarm sounds, immediately exit the building and gather in the Emergency Assembly Area (reference section VI, number 4 for additional information).

➢ Fume Hood:
  - A high pitched alarm found on each individual fume hood. If a fume hood alarm sounds, calmly exit the room and notify the proper laboratory technician.

➢ Elevator:
  - A loud buzzing alarm that is heard only in the local elevator. If the elevator doors do not open, calmly press the “Push For Help” button, which will call the campus police department for assistance.
Section 4: BEP Responsibilities and Requirements

4.1 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.

4.2 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.

4.3 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.

4.4 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.

4.5 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.
Section 5

5.1 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 (coworkers) 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.
Section 6

Building Occupant & First Responder Right To Know

1. School of Engineering Education

   a. Artisan Lab ARMS B103:

   The following is a list of hazards and issues that first responders should be aware of:

   1) 45 KVA 60 htz 3 Phase Transformer is on the Floor behind the Flow Water Jet Machine.
   2) Assorted wood materials are stored in the corner with the other stock.
   3) The room is equipped with a dust collection system. The duct work may have residual wood sanding dust collected in spots interior on the ducting tube.
   4) Many hand tools (cordless type) are stored in the upright cabinet in the room. Each has a battery pack attached. These produce hazardous gasses in case of fire.
   5) All equipment is locked out unless an operator is using it. All other times the equipment is locked and you must be trained on the equipment before you can turn it on.

The room contains:
- Large Gantry Type Router Machine
- 40,000 PSI Flow Water Jet Machine
- Table Saw
- Miter Saw
- Band Saw
- Planer
- Horizontal Saw
- Drill Press
- Assorted Powered Hand Tools
- Assorted Mechanical Hand Tools

Community Right to Know

The MSDS Binder in this room contains MSDS’s for the following:
- Kool Rite Metal Working Fluid
- Cab-o-sil fumed silica
- WD-40
- SAE 30 oil
- Fast Laquer Thinner
- Cardinal 2000 Series Aerosol Paint
- Texaco Rando HD Hydro Oil
- Mobil Vactra #2 Way Oil
- Mobile SHC 634
- A-9 Aluminum Cutting Fluid
- Chuck-EEZ
- Gorilla Glue
- Flat Black Enamel Paint
NOTE: This does not mean all of these are stored in the Artisan Lab. Simply, these are the MSDS’s for items that MAY be used in the lab. *The door is placarded with the appropriate hazard warnings.*

b. **Fabrication Lab ARMS B089:**
The following is a list of hazards and issues that first responders should be aware of:

1) Two compressed gas cylinders. One 100% Argon the other 75% Argon / 25% Helium.
2) Both cylinders are secured to the welding cart by chain.
3) One small container of LYE that is located in the chemical storage cabinet next to the office.
4) This area has a fume extraction system over the weld table.

The room contains:
- 3 CNC Machining Centers (Vertical Milling Machines)
- 2 CNC Lathes
- One Drill Press
- One Band Saw
- One Surface Grinder
- One Pedestal Grinder
- One Lincoln 375 Tig Welder
- Assorted Hand Operated Power Tools (Cordless Type)

**Community Right to Know**
The MSDS Binder in this room contains the MSDS’s for the following:
- Kool Rite 2290 Metal Working Fluid
- Texaco Rando HD
- CAB-O-SIL fumed silica
- WD-40
- SAE 30 motor oil
- Fast Lacquer Thinner
- Cardinal A2000 way lube oil
- Mobil Vactra #2 way lube oil
- Mobil SHC 634 machining oil
- A-9 cutting oil
- Chuckeaze grease
- Gorilla Glue
- Flat Black Enamel
- Greased Lightning
- Lye
- Isopropyl Alcohol 91%
• Windex
• Hammer Drill Driver Kit
• 18V Circular Saw Kit
• Grinding Wheel

NOTE: This does not mean these items are stored in the Fabrication Lab. Simply it means they can be used in this area.

The door is placarded with the appropriate hazard warnings.

c. Unclean Room ARMS B097:
Following is a list of hazards and issues that first responder should be aware of:

1) Flammable Storage Cabinet – With mostly Paint aerosol cans and other flammables.
2) Paint Booth with residual paint over-spray.
3) One Fire Rated Container of used aerosol paint cans (empty)
4) One Fire Rated Container of used rags.

The room contains:
• Dust collection system.
• Dust collection system storage drums that MAY contain wood shavings and/or saw dust.
• Paint Booth
• Flammable Storage Cabinet.
• Community Right to Know
• The MSDS binder in this room contains the MSDS’s for the following:
  • Kool Rite Metal Working Fluid
  • Spray Booth Coating
  • CAB-O-SIL fumed silica
  • WD40
  • SAE 30 oil
  • Fast Laquer Thinner
  • Cardinal 2000 Series Aerosol Paint
  • Texaco Rando HD Hydro Oil
  • Mobil Vactra #2 way lube
  • Mobil SHC 634
  • A-9 Aluminum Cutting Fluid
  • Chuck EEZ
  • Gorilla Glue
  • Flat Black enamel paint
  • Lye
  • Greased Lightening
  • Isopropyl Alcohol 91%
  • Windex

NOTE: This room DOES contain our FLAMMABLE STORAGE CABINET. All of our flammable materials are stored in it for the Fabrication lab, the Artisan Lab and the Unclean Room.

The door is placarded with the appropriate hazard warnings.
2. **First-Year Engineering Emergency Response Plan (Armstrong Lower Level)**

This emergency response plan is intended for the First-Year Engineering Instructional Support Team (IST) and the Artisan & Fabrication Lab (AFL) and encompasses the following spaces in the basement of Armstrong Hall: B061, B098, AFL (B089, B097, B103), B122, and the immediate areas.

### Situation: Evacuation

#### Possible Issues: Fire, hazardous material, etc.

When notice is received, the IST will do the following:

1. Go to each room (B098, B061, AFL) and inform occupants of situation and the evacuation procedure, per

2. **Table 1** (IST member room assignments below).

3. Verify that all rooms are empty and lock all doors using keys or the keypad in ARMS B122.

4. Evacuate the building, per the route in

5. **Table 1**.

6. Upon reentering the building, return doors to “card only” status using the keypad in ARMS B122.

---

**Note:** Once doors are locked using the keypad in B122, the card readers will be inoperable. Entry to these rooms will require a key.

### Table 1: Building evacuation processes.

<table>
<thead>
<tr>
<th>B122</th>
<th>B098</th>
<th>B061</th>
<th>AFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gather all critical personal belongings and exit the building via the <strong>stairs by B122</strong>.</td>
<td>Gather all critical personal belongings and exit the building via the <strong>stairs by B122</strong>.</td>
<td>Gather all critical personal belongings and exit the building via the <strong>stairs by Amelia’s</strong>.</td>
<td>Gather all critical personal belongings and exit the building via the <strong>stairs between ARMS B071 and the restrooms</strong>.</td>
</tr>
<tr>
<td>Meet in the grassy area between the Johnson Hall of Nursing and the Civil Engineering Building.</td>
<td>Meet in the grassy area between the Johnson Hall of Nursing and the Civil Engineering Building.</td>
<td>Meet in the grassy area between the Johnson Hall of Nursing and the Civil Engineering Building.</td>
<td>Meet in the grassy area between the Johnson Hall of Nursing and the Civil Engineering Building.</td>
</tr>
</tbody>
</table>
Situation: Shelter-in-Place

Possible situations: Shots fired on campus, hazardous material spill or release, accidental release of toxic chemicals, etc.

When notice is received, the IST will do the following:

1. Go to each room to close doors, inform instructors, and secure the area (IST member room assignments below).
   - Room occupants will take action per Table 2.
   - Once area is secured, no one is to be allowed to enter any room for any reason.

2. Lock the following doors using keys or the keypad in ARMS B122 once IST members have reported that all rooms are secured over radio, roughly 2-3 minutes after leaving B122:
   - B122
   - B098
   - AFL
   - Note: B061 will be locked manually by the person securing the room.

3. From B122, monitor the situation and provide information to others via two-way radio or phone.

4. When all-clear is issued via PUPD or campus notification:
   - IST will return doors to “card only” status using the keypad in ARMS B122.
   - It is recommended that students be released from class, per instructor discretion. Assignment due dates and course schedule will be modified to accommodate changes to the schedule.

Table 2: Actions to be taken by room occupants during shelter-in-place.

<table>
<thead>
<tr>
<th>B122</th>
<th>B098</th>
<th>B061</th>
<th>AFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST monitors situation and provides updates via two-way radio or phone.</td>
<td>Stop lecture and prepare for additional instructions.</td>
<td>Stop lecture and prepare for additional instructions. If possible, notify those in the Amelia’s area that a shelter-in-place has been issued. Allow some time for those to enter B061 and then close doors.</td>
<td>Turn off all machines, stop working on projects, and prepare for additional instructions.</td>
</tr>
</tbody>
</table>
Situation: Shelter-in-Place with Active Shooter in Immediate Area

When notice is received, the IST will do the following:

1. Lock the following doors using keys or the keypad in ARMS B122:
   - B122
   - B098
   - AFL
   - Note: B061 will be locked manually by the person securing the room

2. Go to each room to close doors, inform instructors, and secure the area (IST member room assignments below).
   - Room occupants will take action per It is recommended that students be released from class, per instructor discretion. Assignment due dates and course schedule will be modified to accommodate changes to the schedule.
   - Table 3.
   - Once area is secured, no one is to be allowed to enter the room for any reason.

3. From B122, monitor the situation and provide information to others via two-way radio or phone.

4. When all-clear is issued via PUPD or campus notification:
   - IST will return doors to “card only” status using the keypad in ARMS B122.
   - It is recommended that students be released from class, per instructor discretion. Assignment due dates and course schedule will be modified to accommodate changes to the schedule.

Table 3: Actions to be taken during shelter-in-place with Active Shooter in Immediate Area.

<table>
<thead>
<tr>
<th>B122</th>
<th>B098</th>
<th>B061</th>
<th>AFL</th>
</tr>
</thead>
</table>
| IST monitors situation and provides updates via two-way radio. | **1.** Move to a secure location in the lab:  
  - Teams 1 – 7: Move to East (smaller) storage area in the Design Studio  
  - Teams 8 – 30: Move to West (larger) storage area in the Design Studio  
  - Innovation Studio: Remain in the Innovation Studio with the door locked.  
  - Demonstration Studio: Move to West (larger) storage area in the Design Studio  
  - Power down all A/V system and turn off all lights. | **1.** Move to a secure location in the classroom.  
  - Students move to back three rows and sit on floor  
  - Power down A/V system and turn off all lights. | **1.** Turn off all machines.  
  - 2. Move to a secure location in the lab.  
  - All occupants to move to back office areas with doors closed and locked  
  - 3. Turn off all lights. |
Situation: Shelter-in-Place – Severe Weather/Tornado

When notice is received, the IST will do the following:

1. Go to each room (B098, B061, AFL), inform occupants of situation and any action to take (IST member room assignments below).

Go to the shelter-in-place location listed in

2. Table 1.
3. Monitor official communications via two-way radio, and provide updates to room occupants as needed.
4. When the all-clear is issued, notify occupants of each room.

Table 1: Actions to be taken in case of tornado.

<table>
<thead>
<tr>
<th>B122</th>
<th>B098</th>
<th>B061</th>
<th>AFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to the interior office area and close the interior door.</td>
<td>Move away from glass windows and sit on the floor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Because B098 is a safe area, other building occupants may take shelter in this area.</td>
<td>Remain in room.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Because B061 is a safe area, other building occupants may take shelter in this area.</td>
<td>Turn off all machines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Move to back office area, away from all machines and sharp objects.</td>
</tr>
</tbody>
</table>

Note: The following are designated as additional shelter-in-place locations in Armstrong: B061, B071, lower portion of 1010. Other Armstrong occupants will be sheltering in these locations.
Situation: Medical emergency

1. **Immediately call 911.** Provide the following information:
   a. Your name and phone number
   b. Nature of the emergency
   c. Location of the emergency (Building and Room Number)
   d. The extent of the accident/injury and number of people involved: Is the victim conscious, breathing, bleeding, etc.?
   e. Whether chemical or radioactive materials are involved

2. If possible, send someone to the building entrance to meet emergency personnel.

3. The individual making the call should continue 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.

**Notes:**

- Provide first aid or CPR only if properly trained.
- Students with minor illnesses or injuries are eligible for minor care at PUSH.

Adapted from the Purdue Emergency Procedures Guide – 2013
ENX Two-Way Radios & Communication

In the event of any of the above incidents, IST will communicate via two-way radio. Radios are allocated for use as follows:

- Two in B098, one each in B061, AFL, and B122
- Four in ARMS 1300 (ENE office suite)

While the primary location of use is above, the two-way radios are stored powered on and in cradles in the following locations:

- Three in B122, one each in B098 and AFL
- Four in ARMS 1300 (ENE office suite)

This allows IST easy access to the radio before moving to their assigned location.

Communication between the first floor and basement can be unreliable using the radios, so it is important that communication is initiated between floors via another means (i.e. phone). A designated person from the first floor will contact ARMS B122 upon notification of an emergency situation. ARMS B122 will then communicate updates via two-way radio to all others in the basement lab spaces.

Staff assignments for all noted situations

<table>
<thead>
<tr>
<th>Folkerts</th>
<th>ARMS B098</th>
</tr>
</thead>
<tbody>
<tr>
<td>Womack</td>
<td>ARMS B098</td>
</tr>
<tr>
<td>Whitford</td>
<td>ARMS B061</td>
</tr>
<tr>
<td>Hegewald</td>
<td>ARMS B122</td>
</tr>
<tr>
<td>Bell</td>
<td>ARMS B122</td>
</tr>
<tr>
<td>Huddleston</td>
<td>ARMS B089/B103 (AFL)</td>
</tr>
</tbody>
</table>

Release & Communication Procedures
• Whenever classes are cancelled, all FYE events on those days will also be cancelled (i.e., office hours, training, etc.).
• Instructors have the discretion to cancel class following a traumatic situation. If in doubt, the recommendation is to cancel.
• IST will coordinate and communicate adjustments to global course assignments (i.e., homework, project milestones).
• Instructors will adjust due dates for ICAs and quizzes as needed in their section. Whenever possible, it is recommended that instructors be slightly generous in adjusting these due dates.

References or Related Resources

| Purdue emergency preparedness plan | https://www.purdue.edu/emergency_preparedness/flipchart/index.html |
3. School of Materials Engineering

a. Extreme Hazards Areas

Areas with > 50 L of hazardous materials. Each room rating is based on the highest rated NFPA diamond hazard for hazardous materials with the following quantities.

- Health: >1 L for toxic materials
- Fire: >4 L flammables
- Reactivity: >100 mL for explosive materials and special hazards

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Fire</th>
<th>Health</th>
<th>React</th>
<th>Special</th>
<th>Dept</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research</td>
<td>2103</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>Oxy, Acid, Alk, Neuro</td>
<td>MSE</td>
<td>Lia Stanciu</td>
<td>496-3552</td>
</tr>
<tr>
<td>Chemical Synthesis</td>
<td>B160</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Oxy, Acid, Alk, Cor, W</td>
<td>MSE</td>
<td>Jeff Youngblood</td>
<td>496-2294</td>
</tr>
</tbody>
</table>

b. Hazards Areas

Areas with < 50 L of hazardous materials. Each room rating is based on the highest rated NFPA diamond hazard for hazardous materials with the following quantities.

- Health: >1 L for toxic materials
- Fire: >4 L flammables
- Reactivity: >100 mL for explosive materials and special hazards

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Fire</th>
<th>Health</th>
<th>React</th>
<th>Special</th>
<th>Dept</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microscopy Prep Lab</td>
<td>2132</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Oxy, Acid, Alk</td>
<td>MSE</td>
<td>John Howarter</td>
<td>496-3103</td>
</tr>
<tr>
<td>Soft Materials Lab</td>
<td>B206</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
<td>MSE</td>
<td>Carlos Martinez</td>
<td>494-3271</td>
</tr>
<tr>
<td>SEM/TEM Prep Lab</td>
<td>B214</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td></td>
<td>MSE</td>
<td>Jan Eberle</td>
<td>494-3797</td>
</tr>
</tbody>
</table>

c. High Value Areas

High Value Areas are those areas with high value equipment (i.e. necessary to building functions or high monetary value)

<table>
<thead>
<tr>
<th>Operation</th>
<th>Room</th>
<th>Department</th>
<th>Responsible Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schuhmann Lab</td>
<td>2172</td>
<td>MSE</td>
<td>Jeff Youngblood</td>
<td>496-2294</td>
</tr>
<tr>
<td>X-ray Diffraction</td>
<td>2093</td>
<td>MSE</td>
<td>John Howarter</td>
<td>494-63103</td>
</tr>
<tr>
<td>MTS Testing Lab</td>
<td>B146</td>
<td>MSE</td>
<td>Rod Trice</td>
<td>494-6405</td>
</tr>
<tr>
<td>Electron Microscopy</td>
<td>B2XX suite</td>
<td>MSE</td>
<td>Jan Eberle</td>
<td>494-3797</td>
</tr>
</tbody>
</table>
APPENDICES

Appendix A: Acronyms and Term Definitions

Acronyms

AAE: School of Aeronautics & Astronautics  
BD: Building Deputy  
BEP: Building Emergency Plan  
CoE: College of Engineering  
EAA: Emergency/Evacuation Assembly Area  
ENE: School of Engineering Education  
EPG: Emergency Procedures Guide  
EPICS: Engineering Projects In Community Service  
MEP: Minority Engineering Program  
MSE: School of Materials Engineering  
PUFD: Purdue University Fire Department  
PUPD: Purdue University Police Department  
REM: Radiological and Environmental Management  
WIEP: Women In Engineering Program

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, 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/

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 C

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

Date Submitted: ___________
Reviewed by: ______________

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 D: 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.

Appendix E: Revision Log

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<td>05/16/13</td>
<td>Phil Qualio</td>
<td>05/16/13</td>
<td>Converted to new BEPv3</td>
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<tr>
<td>04/21/14</td>
<td>Phil Qualio</td>
<td>04/21/14</td>
<td>Updated Facility Manager and Safety Contacts</td>
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<tr>
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<td>Phil Qualio</td>
<td>08/18/14</td>
<td>Added FYE Emergency Response Plan</td>
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<td>Updated contacts and building alarm information</td>
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