



## **MSEE**

# **MATERIALS AND ELECTRICAL ENGINEERING BLDG.: BUILDING EMERGENCY PLAN**

**Date Adopted: 01/01/06**

**Date Revised:**

**Prepared By: MSEE Building Safety Committee**

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# YOUR BUILDING EMERGENCY PLAN

As a member of the Purdue Community, you should be familiar with the Purdue Emergency Procedures Handbook ([http://www.adpc.purdue.edu/PhysFac/pdf/safety\\_handbook.pdf](http://www.adpc.purdue.edu/PhysFac/pdf/safety_handbook.pdf)). This manual describes the procedures to follow in a variety of emergencies.

As a building occupant, you need to be familiar with your specific building emergency plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Safety Committee representative. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911)
- Additional responsibilities, specific to your building

## I. BUILDING INFORMATION

**Building Name:** Materials and Electrical Engineering Bldg (MSEE)

**Building Deputy (BD):** Dave Rowe

**Email:** [rowed@purdue.edu](mailto:rowed@purdue.edu)

**BD Campus Address:** Room 004, EE Bldg.

**BD Telephone No.:** 49-46228

**Pager No.:** 26-4410

**Alternate BD:** Steve Devault

**Email:** [devault@purdue.edu](mailto:devault@purdue.edu)

**Alternate BD Campus Address:** Room 241B, EE Bldg.

**Alternate BD Telephone No.:** 494-6677

**Pager No.:** 26-4411

### **BUILDING DESCRIPTION:**

As pictured in the floor plans on the following pages, the MSEE building has five levels (Sub-Basement, Basement, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>) plus an attic containing air-handling equipment. Use of the building is multifunctional. There are two classrooms, B10 and B12, with seating capacities of 50 and 100, respectively. Five departments share the MSEE building and a description of each department's facilities is described below:

### **MSE**

The third floor of MSEE has a variety of laboratory suites housing chemical research, mechanical testing, and analysis. The sub-basement is primarily for vibration sensitive analysis techniques using a variety of expensive equipment. There are also offices and office suites for faculty, students, and staff on the sub-basement, first, and third floors.

### **ECN**

Rooms 130H and 214 contain numerous racks of computer equipment, and individual racks may contain uninterruptable power supplies which maintain a 120V electrical output for up to one hour after building power has been lost. These UPS units contain internal sealed lead-acid batteries. The MSEE 130 area, and the entire second floor along the eastern side of MSEE, has raised floor tiles. There are live electrical outlets under these floor tiles. Approximately 40KVa of electrical power is distributed via conduit under the raised floor of MSEE130H, with the source being a power distribution cabinet in the southeast corner of 130H.

### **NUCL**

Room SO40 contains ceramic processing equipment, radioactive and toxic materials used in special hoods, high temperature furnaces and testing equipment, and materials characterization equipment.

### **MSEE Floor Plans**

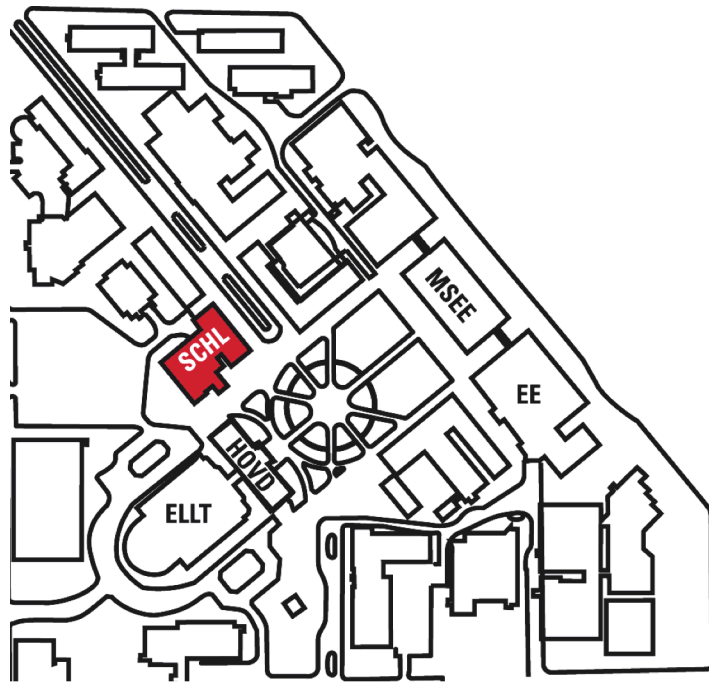
The floor plans provide a quick visual reference to rooms containing hazardous materials (refer to 'Critical operations' section).

Red rooms – Extreme Hazards Area

Yellow rooms – Hazards Area

**EMERGENCY ASSEMBLY AREA LOCATION:**

The emergency assembly area for MSEE building occupants is the lobby area on the South side of Schleman Hall (SCHL on the campus map below).



## **DEPARTMENTS**

List all departments with employees in your building.

<b><u>Department</u></b>	<b><u>Safety Coordinator</u></b>	<b><u>Phone</u></b>	<b><u>Building</u></b>	<b><u>Room</u></b>
MSE	Jeffrey Youngblood	496-2294	MSEE	386D
ECE	John Nyenhuis	494-3524	EE	313C
NUCL	Sean McDeavitt	496-2133	NUCL	108A
ZONE 3	Mark Nelson	494-0133	MSEE	BU02
ECN	Kevin Brooks	494-8768	MSEE	130B

## **BUILDING SAFETY COMMITTEE**

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

<b><u>Name &amp; Position</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>	<b><u>Building</u></b>	<b><u>Room</u></b>
Jeffrey Youngblood	MSE	496-2294	MSEE	386D
Dave Rowe	ECE	494-3352	EE	004
John Nyenhuis	ECE	494-3524	EE	313C
Alvin Solomon	NUCL	494-5753	NUCL	108B
Annthasivan Krishnamurthy	NUCL	494-7058	MSEE	SO40
Mike Wise	ZONE 3	494-7646	MSEE	BU02A
Kevin Brooks	ECN	494-8768	MSEE	130B

## **CRITICAL OPERATIONS**

Divided into Extreme Hazards Area, Hazards Area, and High Value Area

Operational areas with hazardous materials are listed below. The color-coded entries in the "Hazards" column correspond to the NFPA 704 Warning Diamond, with black in the table representing "white" hazards in the diamond. Numbers, representing the highest rating of hazardous materials in a given room, correspond to the usual rating of 1-Caution, 2-Hazardous, 3-Extremely Hazardous, and 4-Danger.



## EXTREME HAZARDS AREAS

### MSE

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

<u>Operation</u>	<u>Room</u>	<u>Hazards</u>				<u>Dept</u>	<u>Responsible Person</u>	<u>Phone</u>
		Fire	Health	React	Special			
Turner Lab	396	<b>4</b>	<b>3</b>	<b>2</b>	<b>Oxy, Acid, Alk, Cor</b>	MSE	Tim Sands	496-6105
Polishing Lab	387	<b>4</b>	<b>3</b>	<b>4</b>	<b>Oxy, Acid, Alk, Cor</b>	MSE	Alex King	494-4100
Chemical Synthesis	345	<b>4</b>	<b>3</b>	<b>3</b>	<b>Oxy, Acid, Alk, Cor, W</b>	MSE	Jeff Youngblood	496-2294

### ECN

The MSEE 130 area, and the entire second floor along the eastern side of MSEE, has raised floor tiles. There are live electrical outlets under these floor tiles. Approximately **40KVa of electrical power** is distributed via conduit under the raised floor of MSEE130H, with the source being a power distribution cabinet in the southeast corner of 130H.

### NUCL

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Furnaces	SO44	NUCL	Sivan Krishnamurthy	494-7058
Radioactive Hoods	SO44	NUCL	Sivan Krishnamurthy	494-7058

## HAZARDS AREAS

### MSE

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

<u>Operation</u>	<u>Room</u>	<u>Hazards</u>				<u>Dept</u>	<u>Responsible Person</u>	<u>Phone</u>
		Fire	Health	React	Special			
Ceramic Teaching Lab	389	<b>2</b>	<b>3</b>	<b>0</b>		MSE	Kevin Trumble	496-6105
Diffusion Lab	349	<b>0</b>	<b>3</b>	<b>0</b>	<b>Compressed Oxygen</b>	MSE	Mysore Dayananda	494-4100
Ceramic Lab	341	<b>1</b>	<b>2</b>	<b>0</b>	<b>Acid, Alk, Compressed hydrogen</b>	MSE	Elliott Slamovich	494-6853
Polymer Characterization Lab	333	<b>0</b>	<b>3</b>	<b>0</b>		MSE	Byron Pipes	494-5767
Ceramic Prep Lab	SB22	<b>1</b>	<b>3</b>	<b>0</b>		MSE	Keith Bowman	494-4100
SEM/TEM Prep Lab	SB16	<b>1</b>	<b>3</b>	<b>0</b>		MSE	Jan Eberle	494-3797
TEM	SB10	<b>1</b>	<b>3</b>	<b>0</b>		MSE	Jan Eberle	494-3797

### ECN

Rooms 130H and 214 - uninterruptable power supplies (UPS) that contain internal sealed lead-acid batteries.

### NUCL

Areas with < 50 L of hazardous materials. 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



<u>Operation</u>	<u>Room</u>	<u>Hazards</u>				<u>Dept</u>	<u>Responsible Person</u>	<u>Phone</u>
		Fire	Health	React	Special			
Energy Materials Lab	SO44	<b>2</b>	<b>3</b>	<b>1</b>		NUCL	Alvin A. Solomon	494-7058

## HIGH VALUE AREAS

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

### MSE

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Laser	396	MSE	Tim Sands	6-6105
Extrusion	353	MSE	Jeff Youngblood	6-2294
X-ray Diffraction	337	MSE	Keith Bowman	4-4100
Mechanical Testing	SB24	MSE	Rod Trice	4-6405
Transmission Electron Microscopy	SB10	MSE	Jan Eberle	4-3797
Scanning Electron Microscopy	SB6	MSE	Jan Eberle	4-3797

### ECN

The computer equipment in MSEE130H and MSEE214 are critical to the operations of the Colleges of Engineering. This equipment includes departmental computers for Materials Science, Electrical and Computer Engineering, and resources for all of Engineering.

### NUCL

The high temperature furnaces and electronics and ceramic processing equipment are of high monetary value.

## **EMERGENCY PROCEDURES**

### IMMEDIATE EMERGENCY NOTIFICATION

Life-threatening emergency - dial **911** from a public or campus telephone.

Toxic chemical release - pull fire alarm and exit the building immediately.

### **INFORMATION NUMBERS**

**Department Phone Number:** MSE (494-4100), ECE (494-3539), NUCL (494-5739), ZONE 3 (494-7646), ECN (494-8768)

**Fire:** PUF 494-6919

**Police:** PUPD 494-8221

**Closest Medical Facility:** St. Elizabeth Medical Center for chemical burns

**Radiological and Environmental Management:** 494-6371

**Physical Facilities Services:** 494-9999

**Physical Facilities Services Zone:** Zone 3 (494-7646)

### **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.

#### **MSEE**

MSEE fumehoods – high pitched tone - 396, 387, 361, 357, 353, 349, 345, 341, SB22, SB18, SB16, SB10. (consult posting on door for contact info)

#### **NUCL**

No alarms for present operation.

### **EVACUATION PLAN**

When the building fire/evacuation alarm is sounded, or when told to leave by a designated emergency official, walk quickly to the nearest exit. Once outside, proceed to the lobby area on the South side of Schleman Hall (see emergency assembly area figure on page 2). Do not return to the evacuated building until advised to do so by emergency personnel.

### **FIRE PROCEDURES**

A building occupant is required by law to evacuate the building when the fire alarm sounds. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders. In the event of a toxic chemical release, pull the fire alarm and exit the building immediately.

## **TORNADO**

### **A BUILDING OCCUPANT IS REQUIRED BY LAW TO EVACUATE THE BUILDING WHEN THE FIRE ALARM SOUNDS.**

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

Take Cover Areas:

1. Hallways in basement and sub-basement

## **MEDICAL EMERGENCIES**

Fire Department personnel are trained certified Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Purdue Police Department.

## **ILLNESS OR INJURY TO STUDENTS**

During operational hours, graduate student staff, undergraduate student, administrative and professional assistants, and ROTC personnel are eligible for full care at the Student Health Center. Students with minor illnesses or injuries may be referred to the Student Health Center.

## **ILLNESS OR INJURY TO FACULTY/STAFF**

Emergency treatment for job-related injury or medical illness may be obtained by calling the Purdue Emergency Dispatch Center at 494-8221 or 911. The Center will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required.

An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job related illness and injury. Please call the Compensation and Benefits section of Personnel Services for forms and assistance.

## **ILLNESS OR INJURY TO VISITORS AND GUESTS**

Request emergency medical assistance by calling the Emergency Dispatch Center at 911.

## First Aid

If you provide first aid, consider the following:

Is immediate action needed in order to save a life?

Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY OR ARE NOT TRAINED IN FIRST AID.

To obtain prompt professional emergency medical treatment, you should request the University ambulance. The following is a brief summary of the procedures for requesting the University ambulance.

1. Dial 911.
2. Provide:
  - A. Your name and telephone number.
  - B. Location of the emergency (Building and Room Number).
  - C. The extent of the accident/injury and number of people involved.
  - D. Location where someone will meet the ambulance for directing personnel to the injured.
3. Notify the supervisor in the area immediately.

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.

The Purdue University Fire Department maintains an Advanced Life Support Transport Service. Medical emergencies should not be transported in personal or University vehicles. The ambulance is on call 24 hours a day.

### **EMERGENCY ACTION**

1. Call 911 or use Emergency Call Box and report incident.
2. Do not move the patient unless safety dictates.

## **CRIME AND VIOLENT BEHAVIOR**

### **EMERGENCY ACTION**

In Progress Incidents:

1. **Protect yourself first**
2. **Call 911**

Give your name and location. The dispatcher should be told that the incident is in progress.

The Purdue University Police Department, located in Terry House, is staffed 24 hours a day for your assistance and protection. They are available seven days a week all year long.

### **REPORTING CRIMES IN PROGRESS**

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the appropriate Police Department serving your area. You should attempt to provide as much of the following information as possible.

1. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. Description of suspects involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you can not communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

### **REPORTING CRIMES NOT IN PROGRESS**

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone the local jurisdictional Police Department, be prepared to provide at least the following information:

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

## **EMERGENCY TELEPHONE SYSTEM**

Located at almost every street intersection and other strategic locations on the Purdue Campus are emergency telephone call boxes we call "ETS" (Emergency Telephone System) boxes. The ETS boxes are painted yellow, have a yellow light on top and are marked "EMERGENCY".

In the event of an emergency, to use the Emergency Telephone System:

- open the door
- push the button

In a matter of only a few seconds, Purdue Police Headquarters will answer.

**STAY ON THE LINE WITH THE DISPATCHER UNTIL HELP ARRIVES.**  
**KEEP THE DISPATCHER UPDATED ON ANY CHANGES SO RESPONDING**  
**UNITS CAN BE UPDATED. EVEN IF YOU CANNOT COMMUNICATE, KEEP**  
**THE LINE OPEN. THE DISPATCHER MAY BE ABLE TO LEARN MORE**  
**ABOUT WHAT IS HAPPENING.**

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to him/herself, or is agitated and disruptive.

If a psychological crisis occurs:

1. Students:

Contact **Counseling and Psychological Services (CAPS)** at 494-6995 or 494-1707 Monday - Friday between 8 a.m. and 5 p.m.

During the academic year, after hours call 494-1724 Monday – Friday from 5 – 11 p.m. and Saturday and Sunday between 10 a.m. – 6 p.m.

**EMERGENCY ACTION**

Call 911 (If the situation becomes violent or life threatening)

Counseling and Psychological Services

494-1707

Employee Assistance Program

494-7707

Crisis Center

742-0244

2. Faculty and Staff:

Contact the **Employee Assistance Program (EAP)** at 494-7707 Monday - Friday from 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.

3. After hours, contact Purdue Police at 911.

4. At any time, contact the Crisis Center at 742-0244.

In an unusual or potentially dangerous situation, remember the following:

1. Never try to handle a situation that you feel might be dangerous. Call CAPS, EAP, or the Purdue Police for help.
2. Notify Purdue Police at 911 and clearly state that you need immediate assistance. Give your name, location, and state the nature of the problem.

**BOMB THREATS**

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.





## **EMERGENCY ACTION**

1. Call 911 or use Emergency Call Box and report incident.

If a suspicious object is observed:

1. Don't touch it!
2. Evacuate the area.

All personnel should acquaint themselves with the following procedures:

- A. *If a suspicious object or potential bomb is discovered*, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911. Be sure to include the location and appearance of the object when reporting.
- B. *If a phone call bomb threat is received*, ask the caller the following questions and record the answers:
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?

What does it look like?

4. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information also:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

**DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. USE ANOTHER PHONE TO CALL 911.**

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).

## **EXPLOSION**

In the event of an explosion or similar emergency, take the following action:

### **EMERGENCY ACTION**

1. Take cover.
2. Call 911.

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 911.  
Give them the following information:
  1. Location.
  2. Area where explosion occurred.
  3. Cause of explosion, if known.
  4. Injuries.

BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.

- C. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

## **HAZARDOUS MATERIAL SPILL/RELEASE**

### **EMERGENCY ACTION**

Call 911 or Use Emergency Call Box and report incident.  
Secure the area.  
Assist the injured.  
Evacuate if necessary.

For spills, releases or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- A. Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.

- B. Call 911 to report the incident.
- C. Give the operator the following information:
  - 1. Your name, telephone number, and location.
  - 2. Time and type of incident.
  - 3. Name and quantity of the material, if known.
  - 4. Extent of injuries or damage, if any.
- D. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- E. Anyone who is contaminated by the spill should avoid contact with others as much as possible; remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- F. No effort to contain or clean up spills and or releases should be made unless you have been trained.
- G. Take appropriate steps to make sure no one evacuates through the contaminated area.
- H. If an alarm sounds, follow established building evacuation procedures (see Building Evacuation).
- I. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- J. Do not re-enter the area until directed by emergency personnel.

## **EARTHQUAKE**

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

## **EMERGENCY ACTION**

1. Take cover.
2. Call 911 or use Emergency Call Box if emergency assistance is necessary.
3. Evacuate if alarm sounds or if told to do so by emergency personnel.

### A. During the earthquake:

1. Remain calm and **ACT**, don't react.
2. If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay way from windows, shelves, and heavy equipment.
3. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. **CAUTION:** Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
4. If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

### B. After the initial shock:

1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
2. Protect yourself at all times.
3. Evaluate the situation and call 911 for emergency assistance, if necessary.
4. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
5. Open windows, etc., to ventilate the building. Watch out for broken glass.
6. If a fire is caused by the earthquake, implement the FIRE PROCEDURES.

7. Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, call 911.
8. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

- C. Damaged facilities should be reported to Public Safety. (**NOTE:** Gas leaks and power failures create special hazards. Please refer to the section of the handbook on UTILITY/ELEVATOR FAILURE.)
- D. If an emergency exists, call 911.
- E. If the evacuation alarm sounds, follow established building evacuation procedures (see BUILDING EVACUATION).
- F. Should you become trapped in a building, DO NOT PANIC!
  1. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
  2. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
  3. Emergency Personnel will check buildings immediately after a major quake.

## **CUSTODIAL SERVICES**

During Business Hours: 494-4107

After Hours: Purdue Police Dept. 494-8221

## **II. TRAINING AND DOCUMENTATION**

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the **responsibility of the occupant** to become familiar with the Building Emergency Plan, to know

evacuation routes and assembly areas, and to attend training(s) given by their department.

Departments can request fire extinguisher training from Fire Equipment Services at: 494-6877.

### III. DRILLS

*Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Deputy may coordinate the drill and document it. The Purdue Fire Department can help you in your planning: 494-6919*

# APENDECIES

## I. APPENDIX A: ACRONYMS AND TERM DEFINITIONS

### ACRONYMS

**BD:** Building Deputy

**BEP:** Building Emergency Plan

**EAA:** Emergency/Evacuation Assembly Area

**PUFD:** Purdue University Fire Department

**PUPD:** Purdue University Police Department

**REM:** Radiological and Environmental Management

### TERM DEFINITIONS

**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 overseeing building safety concerns.

**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 becomes or remains 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:

- Serve as a forum for department employees to report and discuss safety or environmental improvements needed
- Identify employee needs for safety training and request training sessions accordingly
- Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns
- Disseminating Information about requirements concerning workplace health, safety, and environmental protection

**EAA (Emergency Assembly Area):** 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, 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.

## **f. APPENDIX B: RESOURCE LIST**

**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.adpc.purdue.edu/PhysFac/serv.htm>

**Purdue University Police:** 765-494-8221

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

**Purdue University Fire:** 765-494-6919

Information on training and services <http://www.adpc.purdue.edu/PhysFac/fire/Welcome.html>