PENNSTATE
1855
Environmental Health and Safety
www.ehs.psu.edu ● (814)865-6391

**Emergency Evacuation Plan and
Implementation Guidelines**

The Pennsylvania State University

FORD BUILDING

September 2015

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Introduction

Penn State University's Emergency Evacuation Plan has been designed to assist facility personnel in the creation of a system for protection of life and property in the event of a fire, explosion, spill or other emergency requiring building evacuation. This plan is designed as a template for customization and may be used by work units who are required by regulations to have such a plan. It is recommended that all university buildings that are normally occupied have an Emergency Evacuation Plan. **Note that the bracketed bold parts of the plan need to be customized.**

Implementation Guidelines and Instructions

In coordination with the unit Safety Officer, the Budget Executives and Budget Administrators shall designate a Building/Department Emergency Coordinator and Alternate Building/Department Emergency Coordinator for the facility.

The Building/Department Emergency Coordinator, in coordination with the unit safety officer shall:

- Customize the text and appendices of the plan to your facility.
- Be responsible for plan custody, storage and annual review and update.
- Ensure that training is provided for all building occupants.

The alternate Building/Department Emergency Coordinator must be prepared to assume all the duties of the Building/Department Emergency Coordinator in the event he/she in unavailable.

The specific instructions below are provided to assist in the completion of the following sections of this plan. (Sections of this plan that are self-explanatory are not listed below.)

EHS will provide training in overall plan development. Contact Steve Triebold at 814-865-6391 or via e-mail at sgt4@psu.edu, if you have any questions concerning the plan or would like assistance.

Section I - Building and Personnel Information

- For the building name, include the University-assigned name, and the common use name, if different.

- List all department(s) included in this building and plan.

- Designate Safety Monitors for specific work areas in the facility. Consideration on the appropriate number of safety monitors shall be based on employee numbers and area configuration. As an example, separate Safety Monitors may be appropriate for each floor of a building.

- Include the name of the work unit safety officer(s), and alternate(s). Refer to the following URL for a list of Safety Officers.

  http://www.ehs.psu.edu/help/univ_safety_council.cfm

- Refer to instructions for Appendix II on how to select the Designated Meeting Site(s) and the Assisted Evacuation Staging Area(s).

- Specify location(s) where this Plan will be maintained for access to employees. This may include physical locations as well as electronic sites.

Section VI – Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

- The type of evacuation alarm used within your facility may vary. You will need to identify the type(s) used, as examples, bells, horns, strobes or voice. Contact your Facilities Coordinator or EHS (814-865-6391) for help in determining the type of alarm.

Section VIII – Disabled Occupants

- Review University Safety Policy SY02 to determine participation in the program for individuals requiring assistance during an evacuation.

- Complete the Listing of Individuals Requiring Evacuation Assistance in Appendix I.

Section IX – Critical Operations Shutdown

- Review your operations to determine which critical operating systems may require continuing attention or shutdown during an evacuation or other emergency condition. Certain equipment and processes must be shutdown in stages or over time. Examples of this might be laboratory experiments, processes or equipment that if left unattended would create an additional hazard (such as fryers), etc. In addition, certain equipment or facilities (such as safes) may need to be secured prior to evacuating.   Develop a procedure to ensure that requisite actions are taken during an emergency to prevent additional hazards/worsening conditions or to maintain proper security. Ensure that you have designated personnel to address these issues, provided them with the procedure, and trained them in its use.

- Complete the Critical Operations Shut Down Procedures and Personnel Assigned these Responsibilities in Appendix I.

Section X: Accountability Procedures for Emergency Evacuation

- Provide a listing of employees assigned to the work unit or building implementing this plan, included in Appendix I. This listing is used to account for employees evacuating the building and should be divided by each Safety Monitor's area of coverage.

Appendix II – Building Evacuation Floor Plan

To prepare a Building Evacuation Floor Plan:

- Obtain floor plan(s) of building from the Building Facility Coordinator to use as a base plan. Building floor plans can be downloaded from the OPP FIS website https://www.facilities.psu.edu/FISWebSite/index.jsp

- Note on the floor plan:

  o Primary and secondary routes of exit

    ▪ Identify the two closest exits to the work area

    ▪ Clearly mark these routes

  o Designated Meeting Site

    ▪ This should be a safe location outside of the building that is away from building exits, entrances and areas where emergency response vehicles may travel. The site should be a location that emergency responders can easily locate.

  o Exit locations

  o Fire alarm pull station locations

  o Portable fire extinguisher locations

  o Automated External Defibrillator (AED) location

  o Assisted Evacuation Staging Areas for disabled Occupants

    ▪ These are areas within the building for use in assisting with the evacuation of disabled occupants. Stairway floor landings should be used for this purpose if the landing is large enough for a wheel chair and still allow the use of stairs by other occupants. If stairway landings cannot be used, a location close to the stairway which has a window and phone should be used.

o   Note on the floor plan where each map is intended to be mounted. This is a critical step in assuring proper orientation of map graphics.

- Submit marked-up floor plan to EH&S for review. Once approved, a final map can be created and installed. To insure that legibility and location objectives are met, the approved draft evacuation floor plan will be converted to a standardized graphic format and wall mount. The Division of Campus Planning and Design in the Office of Physical Plant is responsible for creating and fabricating the maps.

- Copies of the completed maps will be sent to Building Emergency Coordinators and Safety Officers for inclusion in the written Building Evacuation Plan.

Format and Location Guidelines

Example below illustrates format of a typical Building Evacuation Floor Plan. Draft plan prepared by Unit safety representatives will be converted to this format and a wall mountable final product will be produced. Wall mounted maps should be located on all floors in corridors and areas where exits are not readily visible as well as elevator lobbies.
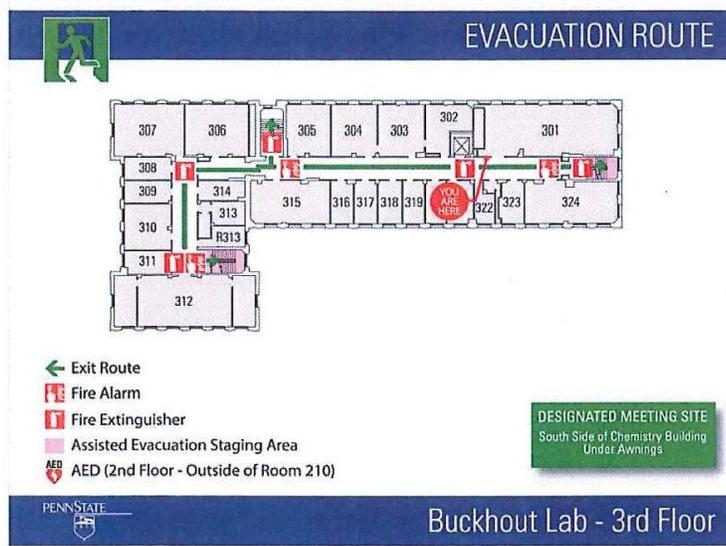
Sample Map
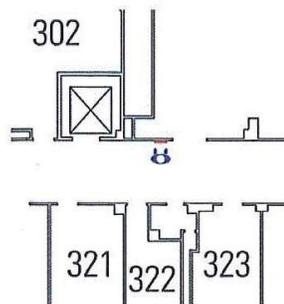
Map is oriented in the same direction as the viewer's position, providing a direct relationship between what is being read and what is being seen.

The Pennsylvania State University
Emergency Evacuation Plan

Section I: Building and Personnel Information

Building Name: **Ford Building**

Department Name(s): **Communication Science & Disorders**
Health Policy and Administration
Center for Health Care & Policy Research
Recreation Park & Tourism Management

Position	Name	Area of Responsibility	Phone Office/ Cell	Office Address
Building/Department Emergency Coordinator	Melissa Strouse	NA	3-6599	801F Ford
Alternate Building/Department Emergency Coordinator	Toni Auman	NA	3-4449	308D Ford
Unit Safety Officer	Marianne Kuhns	CHHD	5-1426	341 HHD
Unit Alternate Safety Officer	Jamie Shade	CHHD	7-4853	338 HHD
Safety Monitor	Carol Walizer	Basement and Floors 1 and 2	5-5414	110 Ford
Safety Monitor	Dawn Williams	Basement and Floors 1 and 2	5-0971	110 Ford
Safety Monitor	Nancy Wiggin	Floors 3 and 4	5-3584	308F Ford
Safety Monitor	Toni Auman	Floors 3 and 4	3-4449	308D Ford
Safety Monitor	Tracy Johnson	Floor 5	3-9756	504D Ford
Safety Monitor	Diane Farley	Floor 5	3-3959	504F Ford
Safety Monitor	Melanie Hall	Floor 6	3-2860	604F Ford
Safety Monitor	Beverly Fahr	Floor 6	3-2859	604L Ford
Safety Monitor	Darla Houseman	Floor 7	5-7034	704 Ford
Safety Monitor	Lori Coup	Floor 7	5-1851	701 Ford

Designated Meeting Site(s) for Building are: **The lawn area past parking lot Green B (beside Mateer).**

Designated Assisted Evacuation Staging Areas for the Building are:

Those on the Basement Floor will be escorted to the stairwell
Those on Second Floor will be escorted to room 221B
Those on Third Floor will be escorted to room 308M
Those on Fourth Floor will be escorted to room 404K
Those on Fifth Floor will be escorted to room 501B
Those on Sixth Floor will be escorted to room 601K
Those on Seventh Floor will be escorted to Conference Room
Those on Eighth Floor will be escorted to room 808

Copies of this Evacuation Plan are kept in the following locations: **Rooms 308D, 504D, 504F, 504M, 604C, 604F, 704, 801F**

Jamie L Shade   November 13, 2015

Signature of Plan Preparer   Date Prepared

Section II: Emergency Phone Numbers

EMERGENCY (Police-Fire-Ambulance)   911

University Police 814-863-1111

University Health Services 814-865-6556

Environmental Health and Safety (814) 865-6391

Physical Plant Work Reception Center 814-865-4731

Section III: Purpose and Objectives

Potential emergencies such as fire, explosion, spill, chemical releases and all other emergencies may require employees to evacuate the building. An Emergency Evacuation Plan and adequate occupant familiarity with a building minimize threats to life and property. This Emergency Evacuation Plan is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Building/Department Emergency Coordinator or the Unit Safety Officer for the building.

Section IV: General Guidelines

The following guidelines apply to this Emergency Evacuation Plan:

- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
- No employee is permitted to re-enter the building until advised by the Fire Department, PSU Police or EHS Representative.
- This Emergency Evacuation Plan will be coordinated with efforts in multiple-use buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather.

Section V: Responsibilities of Safety Officer, Building/Department Emergency Coordinator and Safety Monitors

The Unit Safety Officer is responsible for:

1. Annually insure plans are reviewed and updated as needed.
2. Provide written confirmation to EH&S that plans have been updated and in compliance with all requirements.
3. Appoint Building / Department Emergency Coordinators in coordination with Administrative Unit Leaders.
4. Designate Safety Monitors and in coordination with Building / Department Emergency Coordinators,

The Building/Department Emergency Coordinator is responsible for:

1. In conjunction with the unit Safety Officer, designating Safety Monitors and alternate Safety Monitors for specific work areas in the facility.
2. Overseeing the development, communication, implementation and maintenance of the Emergency Evacuation Plan.
3. Ensuring that floor plans and route evacuation maps are posted.
4. Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
5. Maintaining up to date lists of building occupants for each Safety Monitor's area of coverage, Critical Operations Personnel, Listing of Individuals requiring Evacuation Assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
6. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.

The Safety Monitors are responsible for:

1. Familiarizing personnel with emergency procedures.
2. Acting as liaison between management and their work area.
3. Knowing where their Designated Meeting Site is and for communicating this information to occupants.

4. Ensuring that disabled persons and visitors are assisted in evacuating the building or moved to a predetermined staging area (Assisted Evacuation Staging Area).
5. Performing responsibilities to ensure that all persons are accounted for during an evacuation as identified in Section X.
6. Evaluating and reporting problems to the Building/Department Emergency Coordinator after an emergency event.
7. Posting the "Building Evacuation Floor Plan" (Appendix II) in their work areas, communicating plan to occupants, and updating the plan annually.

Section VI: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

1. In case of a fire, employees should actuate the nearest fire alarm pull station and/or make a telephone call to 911. The locations of the fire alarm pull stations are noted on the Building Evacuation Floor Plans in Appendix II. The **<u>Klaxon Buzzer and Flashing Strobe</u>** alarm alerts building occupants of the need for evacuation and sends a signal to the PSU Police Dispatch Center that there is an alarm condition in the building.
2. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
3. Persons discovering a **fire, smoky condition, or explosion** should pull the nearest fire alarm pull station. Any pertinent fire or rescue information should be conveyed to 911. All emergency telephone numbers are listed at the beginning of this Emergency Evacuation Plan.
4. To report all emergencies, employees should call 911. State you name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.

Section VII: Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
2. Occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.
3. If you have been identified as having responsibility for Critical Operations Shutdown, refer to Section IX.

4. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
5. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.
6. Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

- Portable fire extinguishers can be used for small fires. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.
- Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room / hallway conditions.

Section VIII: Disabled Occupants

Employees requiring assistance upon exiting are listed in Appendix I however there may be disabled visitors in the building that also require assistance. The Safety Monitor must identify individuals needing assistance, attempt to locate individuals to assist in the evacuation or in relocating to the Assisted Evacuation Staging Areas, and notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell. Within the room there should be provided a flashlight, towel for hanging out window or bright colored marker to mark windows that cannot be opened.

Penn State University Safety Policy SY02 "Handicapped Identification Decals for Individuals Requesting Assistance" is a voluntary procedure to provide visual identification of an employees work area for emergency responders and to provide PSU Police with information for prompt evacuation assistance.

Section IX: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown.

Section X: Accountability Procedures for Emergency Evacuation

Once each evacuated group of employees has reached their Designated Meeting Site, each Safety Monitor shall:

1. Take head count of his or her group using the building occupant list for those employees in their area of coverage
2. Assume the role of department contact to answer questions
3. Instruct personnel to remain in area until further notice
4. Report status to Building/Department Emergency Coordinator or Incident Commander including persons who are located in the Assisted Evacuation Staging Area or have remained behind for Critical Operations Shutdown.

Section XI: Rescue and Medical Duties

The Fire Department and University Police will conduct all rescue and medical duties and/or will coordinate with Emergency Medical Services.

Section XII: Training and Communications

The Building/Department Emergency Coordinator is responsible to ensure that all personnel are trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

The training shall include:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- The type of building alarm system,
- Emergency evacuation procedures and route assignments, including procedures for those unable to evacuate themselves,
- Procedures to be followed by employees who remain to control Critical Operations Shutdown before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed, and
- Who performs rescue and medical duties
- The training shall include use of the floor plans and evacuation routes given in Appendix II of the Emergency Evacuation Plan.

Training on the Emergency Evacuation Plan can be performed during events such as work unit new employee orientation, employee briefings, discussions at faculty/staff meetings, internal work unit newsletters and emails, etc.

It is suggested that drills be conducted annually. EHS is available to assist with tools for training building occupants in the Emergency Evacuation Plan as well as evacuation drills.

Work units may also choose to provide Evacuation Quick Reference Cards for employees. These cards provide essential information on emergency contacts and designated meeting sites. A sample card is provided in Appendix III and can be customized as needed.

Appendix I

1. Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

Provide the following information:
- Critical Operation
- Required Shutdown
- Name
- Job Title
- Work Area

2. Work Unit Employee Lists

Communication Science and Disorders:

NAME	OFFICE NUMBER
Gordon Blood	404B Ford
Ingrid Blood	401C Ford
Sommar Chilton	404E Ford
Judy Creuz	404G Ford
Jessica Currall	401J Ford
Stacy Dorner	308M Ford
Erin Finke	401E Ford
Connie Kossan	401A Ford
Eileen Kowalski	401K Ford
Ji Min Lee	404A Ford
Janice Light	401H Ford
Andrea Medina-Monk	308M Ford
Carol Miller	404K Ford
Nicole Etter	404C Ford
Barbara Roberts	308K Ford
Kelly Webb	308J Ford
Krista Wilkinson	404J Ford
Dawn Williams	110 Ford
Toni Auman	308D Ford
Carol Walizer	308E Ford
Nancy Wiggins	308F Ford

Julia Birmingham	401F Ford
Beth Breakstone	308L Ford
Jessica Caron	401F Ford
Jennifer Davis	404D Ford
Holly Koegler	308L Ford
Michelle Therrien	308G Ford
April Yorke	308G Ford
Rupert Johnson	404D Ford

Center for Health Care & Policy Research:

NAME	Office Number
Debra Yeager	504B Ford
Betty Jo Houser	504C Ford
Tracy Johnson	504D Ford
Yunfeng Shi	504E Ford
Diane Farley	504F Ford
Vacant	504G Ford
Brigitt Leitzell	504H Ford
Neeraj Bhandari	504 J Ford
Anna Farnsworth	504 J Ford
Hanna Hoenshell	504 J Ford
Dora Hunter	504L Ford
Vacant	504N Ford
Bethany Shaw	504P Ford
Dennis Scanlon	504Q Ford
Ellen Plante	504R Ford
Joel Segel	504S Ford
John Moran	504T Ford
Naleef Fareed	504U Ford
Alejandro Amill-Rosario	501A Ford
Will Blesser	501A Ford
John Miller	501A Ford
Sarah Wilkie	501A Ford
Rick Rechowicz	501C Ford
Vacant	501D Ford
Vacant	501E Ford

Health Policy and Administration:

NAME	OFFICE NUMBER
Rhonda BeLue	604N Ford
Patricia Miranda	601D Ford
Bobbi Robison	604C Ford
Melanie Hall	604F Ford
Christina Daley	604P Ford
Naleef Fareed	504U Ford
Joyce Hanscom	604H Ford
Marianne Hillemeier	604E Ford
Jeah Jung	601E Ford
Tom Knarr	601J Ford
Maria Dawson	604Q Ford
Selena Ortiz	601L Ford
John Moran	504T Ford
Caroline Condon-Lewis	604J Ford
Dennis Scanlon	504Q Ford
Mark Sciegaj	601F Ford
Yunfeng Shi	504E Ford
Richard Shurgalla	604A Ford
Diane Spokus	501K Ford
Caprice Knapp	601A Ford
Sarah Woodward	604G Ford
Beatrice Abiero	501H Ford
Chelim Cheong	501G Ford
Reni Elewonidi	501F Ford
Yamini Kalidindi	501G Ford
Young Dae Kwon	501G Ford
James Pitcavege	501F Ford
DooYoung Lim	501F Ford
So-Hye Baik	504A Ford
Angela Campbell	504A Ford
Andrew Hooshtari	504A Ford
Bobbie Johannes	504A Ford
Emily LaFeir	504A Ford
Yen-Han Lee	504A Ford
Erin McGinley	504A Ford
James Pitcavege	504J Ford
Cory Siegrist	504A Ford

| Sarah Wilkie | 504A Ford |
| Naomi Zewde | 504A Ford |

Recreation Park & Tourism Management:

NAME	OFFICE NUMBER
Yeganeh Aghazamani	801 C Ford
Mingyuan Chen	801 C Ford
Mojtaba Shahvali	801 C Ford
Tammy Koerte	801 E Ford
Kristin Thomas	801 E Ford
Lauren Abbott	804 Ford
Jen Newton	804 Ford
Chen-Wei Cheng	811 Ford
Jaehyun Kim	805 Ford
Nick Pitas	805 Ford
Hsin-Yu Chen	814 Ford
Jie Gao	814 Ford
Alison Murray	814 Ford
Jessie Nendza	811 Ford
Meredith Chaney	701 D Ford
Jordan Blair	701 G Ford
Max Olsen	701 G Ford
Visiting Scholar's Office	704 K Ford
Mike Ferguson	704 N Ford
Tom Mueller	704 N Ford
Austin Barrett	704 N Ford
Matt Bakowicz	704 Ford
Derrick Taff	701 H Ford
Linda Caldwell	704 L Ford
Annie Marcinek	812 Ford
Eric Layland	812 Ford
John Dattilo	814 A Ford
Gen Deibler	803 Ford
Camilla Hodge	701 B Ford
Vince Santucci	813 Ford
Shang-Ti Chen	813 Ford
Alan Graefe	701 J Ford
Ben Hickerson	704 M Ford
Carter Hunt	801 A Ford

Darla Houseman	704 Ford
Deborah Kerstetter	801 D Ford
Patty Kleban	701 C Ford
Stevie Lovell	704J Ford
Andrew Mowen	704A Ford
Peter Newman	801G Ford
Lori Coup	701 Ford
Kathleen Raupach	704B Ford
Forrest Schwartz/Stuart Clements	806 Ford
Brian Soule	704G Ford
Melissa Strouse	801F Ford
Burch Wilkes	704E Ford
Careen Yarnal	801B Ford

3. Listing of Individuals Requiring Evacuation Assistance

Communication Sciences and Disorders:

Priority rooms include Rooms 7, 9, 10, 105, 106A, 160C, 106E, 106H, 106J, 106L &301. These are therapy rooms and labs in the Speech and Hearing Clinic. Clients range in age from newborns to elderly clients, to individuals with severe physical disabilities.

Clients will be moved to Assisted Evacuation Staging Area. Emergency personnel will be notified that assistance is required.

Appendix II

Building Evacuation Floor Plan
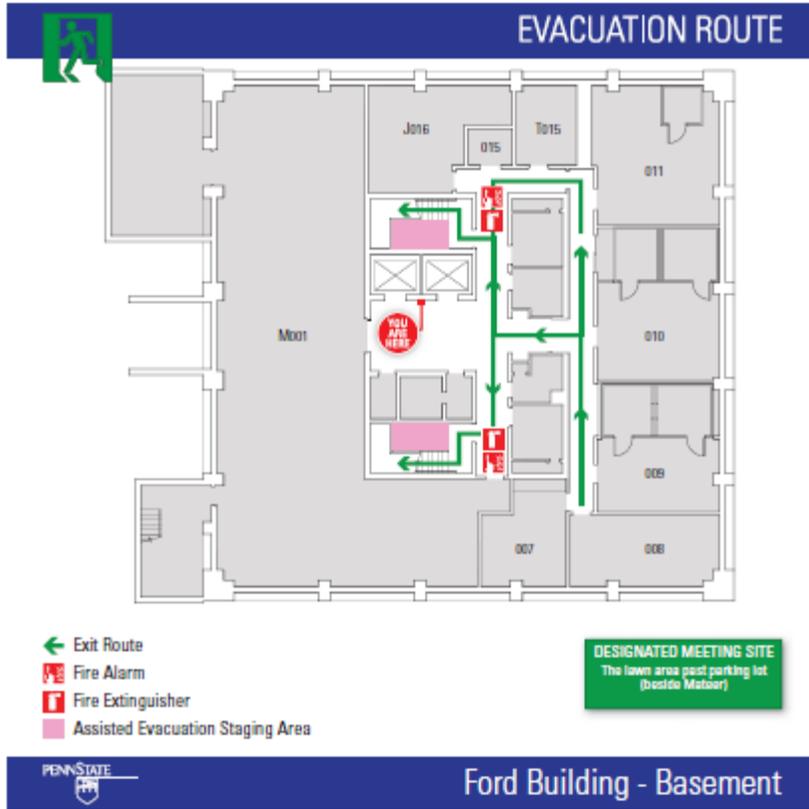
EVACUATION ROUTE
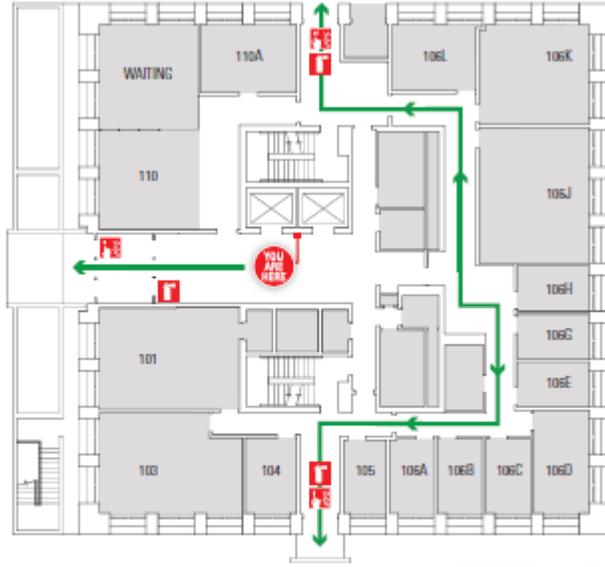
WAITING

110A   106L   106K

110   106J

106H

101   106G

106E

103   104   105   106A   106B   106C   106D

← Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Mateer)

PENN STATE

Ford Building - 1st Floor

EVACUATION ROUTE
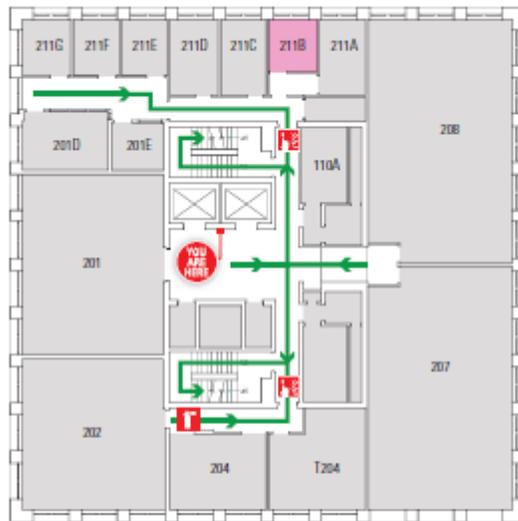
211G   211F   211E   211D   211C   211B   211A

201D   201E   208

110A

201   207

202   204   T204

← Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Mateer)

PENN STATE

Ford Building - 2nd Floor

EVACUATION ROUTE
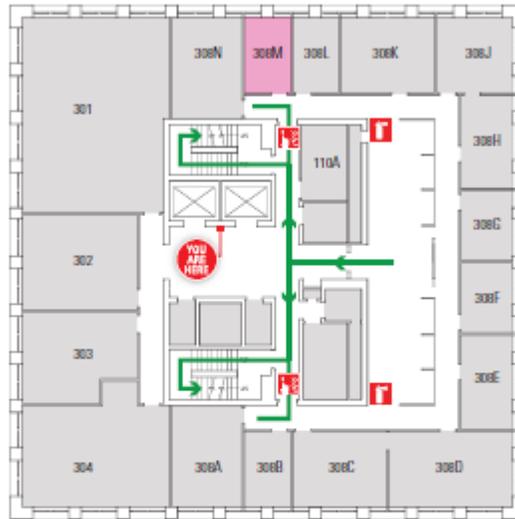
308N	308M	308L	308K		308J

301

110A

308H

308G

YOU ARE HERE

302

308F

303

308E

304	308A	308B	308C	308D

← Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Matser)

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Ford Building - 3rd Floor

EVACUATION ROUTE

401C	401B	401A	404K	404J	404H

401D

404G

401E

404F

YOU ARE HERE

401F

404E

401G

404D

401H	401J	401K	404A	404B	404C

← Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Matser)

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Ford Building - 4th Floor

EVACUATION ROUTE

Ford Building - 5th Floor

Legend:
- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Mateer)

PENNSTATE
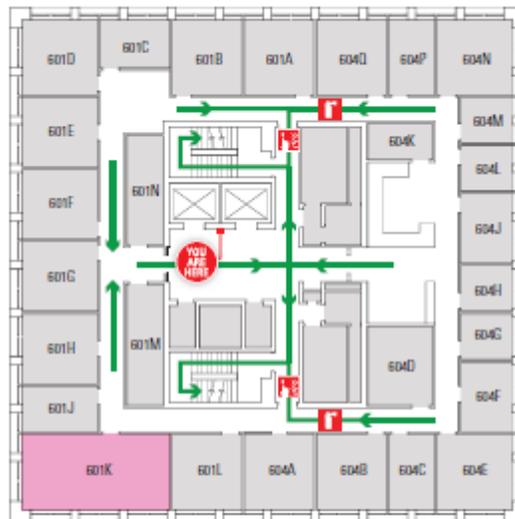
EVACUATION ROUTE

Ford Building - 6th Floor
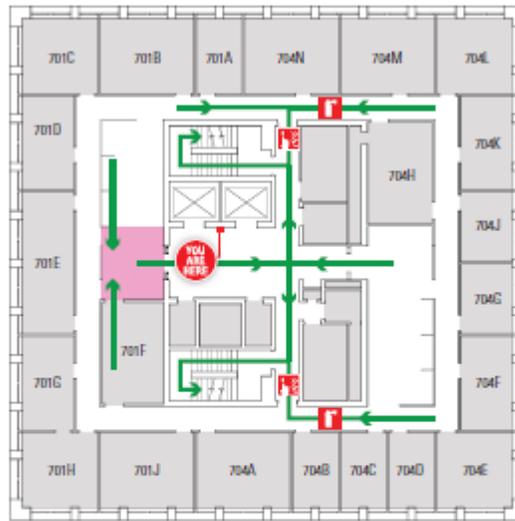
Legend:
- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Mateer)

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EVACUATION ROUTE

Ford Building - 7th Floor

Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
The lawn area past parking lot
(beside Mateer)

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EVACUATION ROUTE

Ford Building - 8th Floor

Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

**DESIGNATED MEETING SITE**
The lawn area past parking lot
(beside Mateer)

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Appendix III

Evacuation Quick Reference Card

(Sample)

Emergency Contacts:
911 (Police- Fire –Ambulance)
University Police: 863-1111
Environmental Health and Safety: 865-6391
OPP Work Reception Center: 865-4731

Evacuation Contacts:
Bldg / Dept Emergency Coordinator:
Melissa Strouse 3-6599
Toni Auman 3-4449

Safety Monitor: Carol Walizer 5-5414
Dawn Williams 5-0971
Nancy Wiggin 5-3584
Toni Auman 3-4449
Tracy Johnson 3-9756
Diane Farley 3-3959
Melanie Hall 3-2860
Beverly Fahr 3-2859
Darla Houseman 5-7034
Burch Wilkes 3-8978
Gen Deibler 3-2824

Work Unit Name
Evacuation Quick Reference
- Quickly exit in a calm manner.
- Close doors – **Do Not** lock
- Assist visitors to evacuate
- **Do Not** use elevators
- Report to designated meeting site
- **Do Not** reenter the building until advised by emergency personnel or safety monitor

Ford Building designated meeting site**:** The lawn area past parking lot green B (beside Mateer).

Original Document – Sept 2007
Edit – October 2008 (Assisted Evacuation Staging Area)
Edit – May 2010 (Additional Evac. Map Example)
                         (You are Here Sticker)
Edit – Dec 2010 Revised Evacuation Map
Edit – Jan 2013 SO Roles, Appendix II, Plan Preparation