PHYS--PHYSICS
Building Emergency Plan

Date Adopted: April 16, 2010

Date Revised: October 1, 2020

Prepared By: Rob Barr

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Quick Reference Summary

Building Deputy Name: Keith Schmitter

Phone #

Evacuation Emergency Assembly Areas **(fire alarm)**: Immediately evacuate the building and proceed to the area between PHYS and MSEE .

Shelter in Place recommendation for a **tornado warning**: If a tornado warning has been issued for campus, move to the lowest level possible away from exterior doors and windows. Seek more information on storm conditions from National Weather Service weather radio or application on mobile device.

Shelter in Place recommendation for an active threat such as a shooting: If one cannot get away, shelter in a room that is securable preferably without windows.

Use the "Get Ready...Get Set...Go" chart to provide options based on situational awareness. Available as Word document or PDF file.

Shelter in Place recommendation for a **major hazardous materials release**: shelter in nearest building or classroom, shutting any open doors and windows.

NOTE: In-depth information, procedures, and considerations are detailed on the following pages. This summary provides the evacuation and shelter locations for various incidents. Take responsibility for your own safety by reviewing the BEP for all buildings you typically occupy. Please contact your Building Deputy and/or BEP-Developer if you have any questions.

Get Ready...Get Set...Go

Shelter in Place Considerations for Life Threatening Incidents

This information is designed to encourage building occupants to develop an individual plan based on potential life threatening incidents such as a shooting on campus. Actions should be based on situational awareness. React to Purdue ALERT information as well as what you see and hear in your general area. See EP website for more info
https://www.purdue.edu/emergency_preparedness/

This information is designed to encourage building occupants to develop an individual plan based on potential life threatening incidents such as a shooting on campus. Actions should be based on situational awareness. React to Purdue ALERT information as well as what you see and hear in your general area. See EP website for more info
https://www.purdue.edu/emergency_preparedness/

Get Ready... be prepared.
 	
*An active threat incident has occurred on the West Lafayette campus; incident location is **not** near me.*
	General Actions:
	
	• Follow information sources: Campus status page, Twitter @PurdueEmergency, text and email alerts.
	• Review your BEP (located on EP website)
	• Notify others of incident.
	• Review internal procedures; be ready to implement.
	• Plan next steps if incident impacts my area:
	  ◦ Should I get out?
	  ◦ Where will I shelter if needed?
		Specific actions based on your location:

Get Set...stay alert; be prepared to implement your plan. *An active threat incident has occurred on the West Lafayette campus; incident location is **near** me but not in my building.*	• Implement all Get Ready actions. • If the threat is ongoing or you feel your safety is in jeopardy, implement your department or building specific actions. • Be ready to get out/escape or shelter in safe area based on situational awareness.	

This information is designed to encourage building occupants to develop an individual plan based on potential life threatening incidents such as a shooting on campus. Actions should be based on situational awareness. React to Purdue ALERT information as well as what you see and hear in your general area. See EP website for more info https://www.purdue.edu/emergency_preparedness/		
Go...stay calm and activate your plan. *An active threat incident has occurred on the West Lafayette campus; incident location is **in my building** or I feel my safety is in jeopardy (location of perpetrator is unknown).*	Based on situational awareness, immediately: • Decide if you can escape; if possible get out of the building to a safe location. • If you can't escape, then shelter in a lockable area and/or a room that you can secure or barricade. • As an absolute last resort, consider taking action if your safety is in jeopardy.	

Section 1: User Items

Emergency Contact Information:

Building Manager or Deputy	
Name	Keith Schmitter
Phone Number	O: 49-45531 Mobile: (765) 242-4610
Email Address	schmittk@purdue.edu
Office/Room Number	PHYS 001

Facility Manager, if applicable	
Name	NA
Phone Number	NA
Email Address	NA
Office/Room Number	NA

Safety Manager if applicable	
Name	NA
Phone Number	NA
Email Address	NA
Office/Room Number	NA

List any other contacts, if applicable	
Name	Aaron Mull
Phone Number	49-45533
Email Address	acmull@purdue.edu
Office/Room Number	PHYS 032

Non-emergency Contact Numbers:

- Purdue Fire Department: (PUFD) 494-6919
- Purdue Police Department: (PUPD) 494-8221
- Radiological and Environmental Management: 494-6371
- Physical Facilities Services: 494-9999
- Emergency Preparedness Office: 494-0446

Automatic External Defibrillator (AED)

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:

AED Location	Contact Person	Contact Person's Phone #
Not Applicable		

For any questions about AED's or to report a purchase of one, please contact the Purdue Fire Department at 765-494-6919.
Building Deputy Quarterly AED Inspection & Checklist Report Click here

Response to Alarms:

REMEMBER, WHEN YOU HEAR:

- ALL HAZARDS OUTDOOR WARNING 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.

Emergency Evacuation

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

- You must immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must cease and immediately evacuate the building.
- 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.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Evacuation/Emergency Assembly Area (EAA). **REMEMBER, IN CASE OF A FIRE, IT IS IMPORTANT TO NOT DELAY EVACUATION.**
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. **Do not use elevators.**
- Keep to the right side of corridors and stairwells as you exit.
- Remain in EAA until roll is taken and instructions are given.
- Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

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.

Evacuation procedures for Physics Building:

Proceed to corridors, follow exit signs to stairs and exit at ground level. If on the 2nd floor, it may be safer to exit via the walkway to MSEE. At the basement level or from PRIME Lab, it may be safer to exit via the basement tunnel to MSEE. Evacuation routes and building maps are available online at http://www.physics.purdue.edu/resources/faculty-resources.php.

Evacuation/Emergency Assembly Area (EAA) Location (after you have evacuated your building)

Determine an Evacuation/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. **The Building Deputy or representative should provide first responder personnel as much information as you know. Provide this information to Incident Command, Command 14 (PUFD**

command vehicle), or the nearest public safety official as soon as possible.

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

  Primary location (EAA) for Physics:

  In order not to interfere with emergency
  personnel, occupants are to proceed to the south side of the Physics Building
  and assemble in the area between PHYS and MSEE. **DO NOT assemble between the building and Northwestern Avenue or between the building**
  and Forney Hall, Hampton Hall, Armstrong Hall.

- ***Secondary location (should be inside a nearby building in case of inclement weather):***

  Secondary location, Ground floor Atrium of MSEE

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, active threat (such as a shooting), 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.

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

- Tornado warning or other severe weather events.
- Hazardous materials release.
- Active threat, such as a shooter.
- As directed by police personnel for any other situation that requires you to find protection within a building.

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

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

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.

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

- 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.
- 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.

- 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.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible, or note the person's location and communicate it to emergency responders.
- Try and obtain additional clarifying information by all possible means (e.g. Purdue Campus Emergency Status page www.purdue.edu/ea, TV, radio, email, etc.)

If you are "sheltering" due to an **active threat, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building.

- If possible, take refuge in a room that can be locked.
- 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.
- Hide under a desk, in a closet, or in the corner.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Purdue Emergency Status page www.purdue.edu/ea, TV, radio, email, etc.)
- Report any suspicious activity if you can do so without jeopardizing your safety. Call or text 911 if possible.

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:

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

Building Specific Shelter in Place Procedures and Locations:

Shelter in place procedures must take into account any specific building and occupant needs. **Recommend you describe your shelter in place locations and procedures for a tornado warning, life threatening incident such as a shooting, and a major hazardous materials release.** Describe your building specific shelter in place procedures here:

Shelter in Place Location:

Vacate the top floor and move to a lower floor or to the basement in Physics building. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.

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:

EMERGENCY	SHELTER IN PLACE OPTIONS FOR CONSIDERATION
Weather-Related - Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Active threat, such as a shooting	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

All-Clear Procedures

1. Do not re-enter the building until the all-clear announcement is given by a Purdue Police or Fire Officer.
2. 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 Purdue ALERT, Purdue Campus Emergency Status webpage (www.purdue.edu/ea), TV and radio channels.

Class suspension or Campus closure

The President of the University, or in his or her absence, the Executive Vice President for Business and Finance, Treasurer and/or the Executive Vice President for Academic Affairs and Provost, 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.

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Section 2: Information for Emergency Responder

2.1 Building Description

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

Seven floors, (sub-basement, basement, ground floor, 1,2,3, and attic) plus 2 mezzanine levels adjacent to lecture rooms 112 and 114. "L" shaped hallway that joins to square shaped hallway at North end of building. At the basement level the main hallway connects to an east to west corridor at the north end and connects by tunnel to PrimeLab and MSEE to the south. The PrimeLab addition consists of a basement level and a sub-basement level. PL basement hallways are in a square. PL sub-basement hallway (SH05)is a single east-west corridor.

Five all floor stairwells in the main section of Physics, 3 at the west side and 2 at east side. 1 stairwell from the 1st floor to exit at south side. 1 stairwell at ground floor(GH10) to ground receiving west exit. 1 stairwell from lower mezzanine at room 112 to west side exit (also provides exit from GH03 &BH03). 1 stairwell from B31 to west side exit. 1 stairwell. PrimeLab addition has 2 stairwells. The PL west stairs (S08) lands at BH05 at the basement level which connects to GS02 which exits on the west side of the building. The PL east stairs (S09) open to MSEE Tunnel that connects to Physics hallway BH2 north which leads to S03 (main staircase

east exit). From the PL east entrance/staircase the MSEE Tunnel also goes south to lower level of MSEE atrium stairwell exit and Northwestern Ave. parking garage exit. There are 16 exit doors. There are 3 freight elevators & one passenger elevator. There are two power assisted door locations (2H01 overhead walkway to MSEE 2nd floor) and 1 wheelchair ramp entrance/exit and lift at west side corridor(GH10).

2.2 Building Departments

Department	Safety Coordinator	Phone	Building	Room
Physics	Keith Schmitter	4945531	Physics	1
Galleries	Michal Hathaway	4962816	Physics	B40D
Building Services	James Warrick	4945512	Physics	B40
Health Sciences	Joo Han Park	4941530	Physics	96
Earth and Atmospheric	Darryl Granger	4940043	Physics	B31
REM	Jim Schweitzer	4942350	Physics	B28

2.3 Building Critical Operations

Critical operations are any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. This information must be readily available to first responders to assist them in their emergency response efforts.

Employees may need to notify Purdue Fire about the following critical operations:

Operation	Room	Department	Responsible Person	Phone
24/7/365 Fume Hood	B028	REM/NUCL	Jim Schweitzer	494-2350
PHYS Computers	394A	PHYS	Mark Linvill	496-6163
Fume Hood	B174	PHYS	Phylandia Grant	494-5381
Fume Hood	B157	PHYS	Ken Mueller	494-5382

2.4 Building Alarm(s)

In addition to building fire alarm systems, many campus buildings have specialized alarms that building occupants may need to be aware of. These could include; freezer temperature alarms, HVAC flow alarms, doors / access alarms. Also, certain classrooms on campus may have an Alertus Emergency Beacon installed.

Please list these alarms below:

Fire Alarm Horns will sound in the hallways of Physics in the event of fire or when an alarm station is activated. The Fire Alarm horn sounds a continuous high volume monotone.

OXYGEN DEFICIENCY ALARMS

PRIME Lab oxygen deficiency alarms have sensors located in the trench below the accelerator pressure vessel and alarm stations in the basement level hallway by each entrance and in the accelerator vault. Each station has an audible alarm plus an flashing blue light.

PRIME Lab radiation alarms are located in room S182 and S171. Each sensor has an attached alarm bell and red light that activates when a high level of radiation is present. There is also an alarm bell located in the control room S180 that activates when any radiation alarm sensors have an alarm condition.

Prime Lab sump pump alarm consists of a bell located in the main hallway of the basement level in PRIME Lab. The sump pumps are located in the trench below the accelerator. The alarm indicates a malfunction of the sump pumps which may result in flooding of the trench.

2.5 Building Safety Committee

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

Name & Position	**Department**	**Phone**	**Building**	**Room**
Marc Caffee	PHYS	494-2586	PHYS	S153
Keith Schmitter	PHYS	494-5531	PHYS	001
Gabor Csathy, Chair	PHYS	494-3012	PHYS	056
Jim Corwin	PHYS	494-5548	PHYS	039
Ken Mueller	PHYS	494-5382	PHYS	B174A
Mark Smith	PHYS	494-4995	PHYS	029
Abigail Kopec	PHYS		PHYS	307

Rafael Lang	PHYS	494-3048	PHYS	253
Sergei Savikhin	PHYS	494-3017	PHYS	064
Boshra Afra	PHYS	494-3001	PHYS	217D

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Section 3: BEP Responsibilities and Requirements

3.1 Department Head or Designated Representative

- Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
- Approve the plan prior to inclusion in the online BEP list on the Campus Emergency Preparedness and Planning Office BEP webpage.
- Ensure all people in their department are aware of the BEP and its content including exit routes and location of their Evacuation/Emergency Assembly area (EAA).

3.2 Building Deputy or an individual designated by the department head to prepare the BEP (BEP Developer)

- Prepare, coordinate, and distribute the BEP to building occupants.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the **BEP** to ensure information and procedures are current.
- List all ***Critical Operations*** in the BEP for first responder reference and use.
- Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
- Assist in building evacuation.
- Report to Emergency Assembly Area (EAA) -- Provide any incident information to Incident Command, Command 14 (PUFD command vehicle), or the nearest public safety official as soon as possible.
- Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

3.3 Building Occupants

- Evacuate immediately upon Fire Alarm activation. 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.
- Shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- Follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
- Know the evacuation routes and location(s).
- Upon evacuation, proceed directly to their designated Evacuation/Emergency Assemble Area (EAA) and follow guidance

provided by the building deputy (or designated safety representative) and emergency responders.
- Do not re-enter building until authorized to do so by fire or police department officials.
- 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:*
    - *The Purdue Emergency Warning Notification System—Purdue ALERT.*
    - *When and how to evacuate the building.*
    - *Know your evacuation routes, exit points, and location to report for roll call after evacuating the building.*
    - *When and where to shelter in place within the building.*
    - *Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.*
    - *Proper procedures for notifying emergency responders about an emergency in the building or work area (Call or Text 911 for emergency notification)*
    - *Additional building specific procedures and requirements.*

3.4 Training

- Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.
- Building Deputies or BEP Developers are highly encouraged to practice evacuation and shelter in place 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. Contact the Campus Emergency Preparedness and Planning Office for assistance in preparing an appropriate practice drill for your building.

3.5 BEP Requirements

- The BEP must be provided to all new employees as part of their departmental training. All employees should review their BEP frequently to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP prior to publishing it to the BEP website.
- Contact the Director, Campus Emergency Preparedness and Planning at (765) 494-0446 for assistance as needed.

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Section 4: Evacuation Guidelines for People Requesting Additional Assistance

General Policy (reference Appendix B for specific information that may be useful in developing your specific policy/procedures for your building):

1. Check on people with additional needs during an evacuation. A "buddy system," where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

2. **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.
3. **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.
4. An individual interested in 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.

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APPENDICES

Appendix A: Acronyms and Term Definitions

Acronyms

AED: Automated External Defibrillator

BD: Building Deputy

BEP: Building Emergency Plan

EAA: Emergency/Evacuation Assembly Area

EPG: Emergency Procedures Guide

PUFD: Purdue University Fire Department

PUPD: Purdue University Police Department

REM: Radiological and Environmental Management

Term Definitions

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.

All Hazards Outdoor Emergency Warning Sirens: Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the seven 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, hazardous material release 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.

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.

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.

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Appendix B: Voluntary registry for persons requesting additional assistance

Download form in pdf format

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 evacuated, 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 call or text 911. Advise the police dispatcher of your location. 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 and Planning Office at (765) 494-0446 or visit our website at: www.purdue.edu/ehps/emergency_preparedness/

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Appendix C: INSTRUCTIONS FOR PERSONNEL ASSISTING THOSE NEEDING ADDITIONAL ASSISTANCE

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- ALWAYS **ASK** people with 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.
- 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.
- 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.

Tips to remember when interacting with people with specific disabilities

Blindness or Visual Impairment

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

Deafness or Hearing Impairment

- 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.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

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

- 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.

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation and shelter in place 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. For additional emergency preparedness information, see www.purdue.edu/ehps/emergency_preparedness.

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