



HOCKMEYER:
BUILDING EMERGENCY PLAN

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SECTION I: PLAN DEVELOPMENT AND VALIDATION

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building deputy or an individual designated by the department head will develop the BEP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Preparedness and Planning Office.
3. If you have any questions about this plan, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.
4. This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: Building Deputy or Designated Individual Russell Logsdon BD
Reviewed by: Department Head (or Designated Individual) Richard Kuhn
Reviewed by Campus Emergency Preparedness and Planning Office

Annual Review:
Annual Review:
Annual Review:

SECTION II: YOUR BUILDING EMERGENCY PLAN

1. INTRODUCTION

a. The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and human-made events.

b. All building occupants need to review and understand their Building Emergency Plan (BEP) information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency? are just a few of the questions the BEP should answer.

c. As a member of the Purdue Community, you should also be familiar with the **Purdue Emergency Procedures Handbook**. This manual describes the procedures to follow in a variety of emergencies. A copy of the **Handbook** is attached (attachment 1) to the BEP or you can view it electronically at http://www.purdue.edu/fire/safety_handbook.pdf.

2. RESPONSIBILITIES

a. **Department Head or designated representative**

1) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.

2) Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

b. **BEP Developer (building deputy or an individual designated by the department head)**

1) Prepare, coordinate, and distribute the BEP to building occupants.

2) Ensure the BEP is readily available and used during emergency incidents.

3) Review the **BEP annually** to ensure information and procedures are current.

4) List all **Critical Operations** in the BEP for first responder reference and use.

5) Attach a copy of the **Purdue Emergency Procedures Handbook** to the BEP.

6) In the event of an emergency ensure emergency notification to emergency agencies takes place.

7) Assist in building evacuation.

8) Report to emergency assembly area (EAA) and account for evacuated personnel.

9) Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).

10) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).

11) Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

c. Building Occupants

1) Know the evacuation routes and EAA location(s).

2) Participate in annual exercises/drills.

3) Attend department training sessions.

4) 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 in mind as you read through the document:

➤ **Be familiar with:**

- ***the Purdue Emergency Warning Notification System—Purdue ALERT.***
- ***evacuation routes, exit points, and location 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 emergency telephones and fire pull alarms.***
- ***proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).***
- ***additional building specific procedures and requirements.***

3. BEP REQUIREMENTS

a. The BEP is reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Purdue Fire Department.

b. Annually exercise the BEP to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Emergency Preparedness and Planning Office. The Campus Emergency Preparedness and Planning Office will assist in exercise development if needed.

c. 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.

4. TRAINING SLIDE PRESENTATION TEMPLATE

A Power Point Training Presentation template is located at attachment 2 and on the Emergency Preparedness website (http://www.purdue.edu/emergency_preparedness/) to assist the building deputy or designated representative develop a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set up and training objectives.** Please contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you have any questions.

SECTION III: BUILDING INFORMATION

1. BUILDING DEPUTY/ALTERNATE BUILDING DEPUTY

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

Building Name: Hockmeyer

Building Deputy (BD): Russell Logsdon **Email:** logsdonr@purdue.edu

BD Campus Address: 240 South Martin Jischke Dr.

BD Telephone No.: 496-3416 **FAX No.:** _____

Alternate BD or Bldg Contact person: John Bowman **Email:** bowmanjd@purdue.edu

Alternate BD Campus Address: Lilly Hall

Alternate BD Telephone No.: 494-1841 **FAX No.:** _____

2. BUILDING DESCRIPTION

HOCKMEYER HALL IT HAS APPROXIMATELY 140 ROOMS USED FOR OFFICES AND LABORATORIES. THE DEPARTMENT THAT IS IN THE BUILDING IS BIOLOGICAL SCIENCE.

IT HAS THREE STORES. IT ALSO HAS A BSL3 LAB ON THE FIRST FLOOR.

3. BUILDING DEPARTMENTS

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Biological Science	Russell Logsdon	496-3416	Hockmeyer	121

4. 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.).

<u>Name & Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Russell Logsdon, Building Deputy	Biological Science	496-3416	Hockmeyer	121

5. BUILDING CRITICAL OPERATIONS

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. Employees may need to notify Purdue Fire about the following critical operations: There are laboratories containing Hazardous chemicals, natural gas jets, electronic equipment, high pressure steam lines, pressurized gas bottles, and biological agents throughout Hockmeyer Hall. Building occupants and emergency personnel should consider ALL areas of the building to be potentially Hazardous.

Building occupants must understand that a safe, orderly exit during an emergency is IMPERATIVE.

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
BSL3 Lab	181	Biological Science	Russell Logsdon	496-3416

6. BUILDING ALARMS (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, bio-safety 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.

Insert your building alarm information here. Enter as much information as needed.

Fire Alarms-loud and piercing buzzing sound accompanied by flashing emergency lights.

Hood Alarms-Moderately, loud beeping. These should be investigated only by trained technicians.

Autoclave Alarms-Loud beeping. These should only be investigated by trained personnel.

BSL3 Lab Alarm-Loud and piercing. ONLY trained personnel can investigate this alarm.

BSL3 Effluent waste system alarm-loud buzzing. The Lab personnel or the building deputy should be contacted.

7. BUILDING SERVICES & BUILDING MAINTENANCE

Indicate here who provides custodial services to your building along with contact information. A schedule of custodial services in this building may be obtained by contacting Physical Facilities Buildings and Grounds.

SECTION IV: NOTIFICATION PROCEDURES

1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **911** from any public or campus telephone.

2. NON-EMERGENCY NOTIFICATION PROCEDURES:

- a. Department phone number: 494-4407
- b. Fire: Purdue Fire Department (PUFD) 494-6919
- c. Police: Purdue Police Department (PUPD) 494-8221
- d. Closest medical facility: If you are at an off-campus facility enter the closest medical facility telephone number here.
- e. Radiological and Environmental Management: 494-6371
- f. Physical Facilities Services: 494-9999
- g. Physical Facilities Zone Services: 494-8508

3. PURDUE EMERGENCY WARNING NOTIFICATION SYSTEM—Purdue ALERT

Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (***Shelter-In-Place***).
- Fire alarms (***Evacuate*** the building).
- An e-mail will be sent to all people with a **purdue.edu** address.
 - Building Deputies (BDs) should receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be “pushed out” to BDs then a Building Deputy Email Notification will be made. When BDs receive an emergency notification they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.

- Purdue University faculty, staff and students may sign up to receive an emergency notification text message. Reference the Purdue News Service web site, <http://news.uns.purdue.edu/mail.html>, to sign up for the text system.
- The Purdue home page (www.purdue.edu) is the focal point of the most complete information in all campus-related emergencies.
- University Residences personnel will be notified. They, in turn, will activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- University News Service personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- Information will be posted on a Facebook group called “Purdue Emergency Notification.”
- The Boiler Television Emergency Notification System will broadcast emergency information.

REMEMBER, WHEN YOU HEAR:

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

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

SECTION V: EMERGENCY PROCEDURES

1. **Purdue's Emergency Procedures Handbook will be referenced for all emergencies.** A copy of the Handbook must be attached to the BEP.
2. The BEP focuses on two basic and immediate warning notifications:
 - a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
 - b. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (**Shelter In Place**) in a safe location within closest facility/building.
 - "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
3. Additional warning notifications will follow using Purdue ALERT...the campus emergency warning notification system.

SECTION VI: EVACUATION

1. EVACUATION POLICY: Purdue policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must **promptly** depart the building using designated exit routes.

a. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).

b. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

c. All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.

d. After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.

e. No one may re-enter building until authorized to do so by fire or police department officials.

2. GENERAL EVACUATION PROCEDURES--If you hear the fire alarm or are instructed to leave the building:

a. Immediately obey evacuation alarms and orders. Tell others to evacuate.

b. No one may remain inside a building when an evacuation is in progress.

c. Classes in session must evacuate.

d. 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.

e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.

f. Close doors as rooms are vacated.

g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

- h. Note location of trapped and injured victims and notify emergency responders.
- i. Walk calmly but quickly to the nearest emergency exit.
- j. Use stairways only. **Do not use elevators.**
- k. Keep to the right side of corridors and stairwells as you exit.
- l. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- m. Remain in EAA until roll is taken and instructions are given.
- n. Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.

3. 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. Everyone will go out the north stairway to the north grass area or to the Bio Med building. Pia will still go out the south end.

4. EMERGENCY ASSEMBLY AREA LOCATION

Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

We recommend you have **at least** two locations (some buildings will require multiple locations). One location should be outside, in an area away from the building. A second location should be inside a nearby building in case of inclement weather.

We will go to the north end of the building in the grass area or go to the BioMed building. Steve Wilson and I will make sure Pia gets out of the building on the south west end of the building.

5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

a. General Policy (reference Appendix 1, Emergency Procedures Handbook for specific information that may be useful in developing your specific policy/procedures for your building):

Pia has a seeing eye dog and we will need to make sure her and her dog get out of the building. Steve Wilson and I will check to make sure she gets out of the building on the south west end or go's to the north stairway.

b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

c. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

d. **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

e. Faculty and staff who are mobility impaired should let the building deputy or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Room	Phone
Pia Mikeal	117	66781

SECTION VII: SHELTER IN PLACE

1. **TYPES:** You may be required to Shelter In Place for events such as:

- a. Tornado warning or other severe weather events.
- b. Hazardous materials release.
- c. Active shooter, building intruder, or civil disturbance.
- d. As directed by police personnel for any other situation that requires you to find protection within a building.

2. **WHEN TO SHELTER IN PLACE:** You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

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

3. **PROCEDURES:** Purdue ALERT (reference section IV, paragraph 3 for additional information) will be used to notify the Purdue community of a “shelter in place” situation.

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

1) 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.

2) 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.

3) 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.

4) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

5) Any occupant that encounters a physically disabled individual should assist them if possible.

6) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

b. 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:

1) Close all windows and doors.

2) Move to the shelter in place location.

3) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

4) Do not use elevators as they may pump air into or out of the building.

5) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

6) Any occupant that encounters a physically disabled individual should assist them if possible.

7.) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

c. If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**normally the police department or the All Hazards Sirens will be the notification method**).

1) If possible, take refuge in a room that can be locked.

2) 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.

3) The room should also provide limited visibility to anyone that is outside of it.

4) Hide under a desk, in a closet, or in the corner.

5) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

6) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter in place procedures here. Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. You can enter as much information as needed.

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	EMERGENCY ASSEMBLY AREA (EAA)— SHELTER IN PLACE
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.
Civil Disturbance—active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

APPENDICES

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

All Hazards Warning Sirens: Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the five sirens located on campus.) Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

Building Deputy: The building deputy is a University employee who has a defined role in each campus building. In an emergency, the building deputy should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

Department Safety Committee: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Emergency/Evacuation Assembly Area(EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University police department, Purdue fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

APPENDIX B: Resource List

Campus Emergency Preparedness and Planning Office: 765-494-0446

The office serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information:

http://www.purdue.edu/emergency_preparedness/

Radiological and Environmental Management: 765-494-6371

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://www.purdue.edu/REM>

Physical Facilities: 765-494-9999

Installation and repair of facility safety equipment; maintenance services can be found online at

http://www.purdue.edu/physicalfacilities/Buildings_Grounds/building_services.php

Purdue University Police: 765-494-8221

Information on personal safety in the workplace can be found online at

<http://www.purdue.edu/police/programs/types/workplace.htm>

Purdue University Fire: 765-494-6919

Information on training and services <http://www.purdue.edu/fire>

ATTACHMENT 1

ATTACH A COPY OF THE PURDUE EMERGENCY PROCEDURES HANDBOOK (EPH) TO THE BEP.

The EPH is located at:

http://www.purdue.edu/fire/safety_handbook.pdf

ATTACHMENT 2

BEP TRAINING PRESENTATION TEMPLATE

THE ATTACHED POWER POINT TEMPLATE IS FOR BUILDING DEPUTY/DESIGNATED REPRESENTATIVE USE TO DEVELOP A TRAINING PRESENTATION FOR BUILDING OCCUPANTS. IT IS NOT REQUIRED TO BE PART OF THE BEP THAT IS DEVELOPED AND DISTRIBUTED FOR YOUR SPECIFIC BUILDING.