



**LILLY HALL OF LIFE SCIENCES:
BUILDING EMERGENCY PLAN**

Date Adopted: October 11, 2006

Date Revised: October 11, 2006

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YOUR BUILDING EMERGENCY PLAN

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

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

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

I. BUILDING INFORMATION

Building Name: Lilly Hall of Life Sciences

Building Deputy (BD): Ed Stath **Email:** estath@purdue.edu

BD Campus Address: Lilly Hall of Life Sciences, 915 West State Street, West Lafayette, IN 47906, Room 1-403

BD Telephone No.: 765-494-8079 **FAX No.:** 765-496-2926

Alternate BD: Ronald Steiner **Email:** rsteiner@purdue.edu

Alternate BD Campus Address: LSPS Building 915 West State Street, West Lafayette, IN 47906

Alternate BD Telephone No.: 765-494-8085 **FAX No.:** 765-494-2926

BUILDING DESCRIPTION:

Lilly Hall is a multiple use building with approximately 750 rooms used as classrooms, laboratories, and offices for four major departments; namely, Agronomy, Botany and Plant Pathology, Animal Sciences, and Biological Sciences. It also houses the Life Sciences Library.

It has two stories below ground and three above ground and is one of the biggest buildings on campus with approximately two miles of hallway. It is connected by ramps both above and below ground to the Life Science Plants and Soils Building and the Lilly Small Animal Building. It also has fourteen greenhouses connected to it via the Life Science Plants and Soils Building.

EAA* LOCATION:

There are essentially two types of emergency situations.

1) When the building needs to be evacuated such as during a fire, explosion, or a bomb threat.

2) When it is necessary to take "shelter in place" such as during a tornado.

In an evacuation situation there are two main emergency assembly areas for Lilly Hall and the connected buildings. The area for those leaving out of the main (north) exits and the northeast exit (next to Smith Hall) is the grassy area north of Smith Hall just south of State Street.

Those leaving out of the south exits or the west exits should proceed south down the sidewalks to the grassy area south of the Lilly greenhouses. An alternative for those leaving out of the southeast exit would be to follow the sidewalks southeast and assemble in the grassy area east of the Hansen building.

When leaving the building, occupants should avoid crossing streets and refrain from gathering at the back dock area to avoid emergency vehicle traffic.

In a "shelter in place situation" ALL building occupants should proceed to the ground floor and/or basement hallways. DO NOT gather in the main lobby. Avoid doorways and windows and do not crowd up.

*See definitions in Appendix A

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>
Agronomy	Judy Lindell	6-2229	Lilly	3339
Animal Science	Dale Forsyth	4-4841	Lilly	3226
Biology	Leslie Csonka	4-4968	Hansen	
Botany	Tom Bauman	4-4625	Lilly	G318
Libraries	Vicki Killion	4-2910	Lilly	2400

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>
Ed Stath, Building Deputy	Agronomy	4-8079	Lilly	1403
Tom Bauman, Professor	Botany	4-4625	Lilly	G318
Judy Lindell, A/P	Agronomy	-2229	Lilly	3339
Vicki Killion, Librarian	Libraries	4-2910	Lilly	2400
Russell Logsdon	Biology	6-3416	Lilly	3303
Dale Forsyth	nimal Science	4-4841	Lilly	3226

CRITICAL OPERATIONS

THERE ARE LABORATORIES CONTAINING HAZARDOUS CHEMICALS, NATURAL GAS JETS, ELECTRONIC EQUIPMENT, HIGH PRESSURE STEAM LINES, PRESSERIZED GAS BOTTLES, AND BIOLOGICAL AGENTS THROUGHOUT LILLY HALL AND THE CONNECTED BUILDINGS. MANY OF THESE LABORAORIES ARE NEXT TO OR ACROSS FROM CLASSROOMS AND OFFICES. IT IS UNREALISTIC TO DECLARE ANY PARTICULAR AREA MORE CRITICAL, MORE IMPORTANT, OR EVEN MORE HAZARDOUS THAN ANOTHER. 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

II. EMERGENCY PROCEDURES

If you are at an off-campus facility, please list any other relevant telephone numbers, including the closest medical facility.

IMMEDIATE EMERGENCY NOTIFICATION

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

INFORMATION NUMBERS

Department Phone Number:

Agronomy 49-44774

Botany 49-44614

Animal Science 49-44808

Biology 49-44408

Library 49-42910

Fire: PUFD 494-6919

Police: PUPD 494-8221

Closest Medical Facility:

Radiological and Environmental Management: 494-6371

Physical Facilities Services: 494-9999

Physical Facilities Services Zone:

BUILDING ALARM(S)

FIRE ALARMS-LOUD PIERCING BUZZING SOUND ACCOMPANIED BY FLASHING EMERGENCY LIGHTS-OCCUPANTS MUST EXIT BUILDING IMMEDIATELY WHEN THESE ARE ACTIVATED.

HOOD ALARMS-MODRATELY LOUD BEEPING. THESE SHOULD BE INVESTIGATED ONLY BY TRAINED LABORATORY OR MAINTENANCE TECHNICINS. THESE USUALLY ONLY NEED MODERATE AIRFLOW ADJUSTMENTS BUT OCCUPANTS SHOULD BE PREPARED TO EVACUATE THE AREA IF NECESSARY.

AUTOCLAVE ALARMS-LOUD BEEPING-THESE SHOULD BE INVESTIGATED ONLY BY TRAINED PERSONNEL. TECHNICIANS ARE USUALLY ABLE TO DEAL WITH THESE SITUATIONS BUT PERSONNEL SHOULD BE PREPARED TO EVACUATE THE AREA IF NECESSARY.

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EVACUATION PLAN

LILLY HALL IS A LARGE COMPLEX BUILDING AND THE BUILDING OCCUPANTS ROUTINELY COVER LARGE AREAS. VERY FEW PEOPLE SPEND ALL OF THEIR WORKING TIME IN ONE AREA. THE BEST EVACUATION PROCEDURE IS FOR ALL EMPLOYEES, STUDENTS, AND VISITORS TO FAMILIARIZE THEMSELVES WITH THE LOCATIONS OF THE MANY EXITS AND TO

REMIND THEMSELVES OF THE LOCATION OF THE NEAREST EXIT ON A DAILY BASIS. EACH DEPARTMENT IS RESPONSIBLE FOR DEVISING A METHOD OF WARNING THEIR EMPLOYEES OF AN EMERGENCY SITUATION. OCCUPANTS SHOULD THEN PROCEED TO THE NEAREST EXIT AND APPROPRIATE ASSEMBLY AREA AS DESCRIBED PREVIOUSLY.

TORNADO

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

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

MEDICAL EMERGENCIES

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

ILLNESS OR INJURY TO STUDENTS

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

ILLNESS OR INJURY TO FACULTY/STAFF

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

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

ILLNESS OR INJURY TO VISITORS AND GUESTS

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

First Aid

If you provide first aid, consider the following:

Is immediate action needed in order to save a life?

Will I place myself in harm or jeopardy?

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

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

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

The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

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

EMERGENCY ACTION

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

CRIME AND VIOLENT BEHAVIOR

EMERGENCY ACTION

In Progress Incidents:

1. **Protect yourself first**

2. **Call 911**

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

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

REPORTING CRIMES IN PROGRESS

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

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

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

REPORTING CRIMES NOT IN PROGRESS

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

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.

5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

EMERGENCY TELEPHONE SYSTEM

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

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

- open the door
- push the button

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

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

PSYCHOLOGICAL CRISIS

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

If a psychological crisis occurs:

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

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

EMERGENCY ACTION

Call 911 (If the situation becomes
violent or life threatening)
Counseling and Psychological
Services
494-1707
Employee Assistance Program

494-7707
Crisis Center
742-0244

2. Faculty and Staff:
Contact the **Employee Assistance Program (EAP)** at 494-7707 Monday - Friday from
8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.
3. After hours, contact Purdue Police at 911.
4. At any time, contact the Crisis Center at 742-0244.

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

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

BOMB THREATS

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

EMERGENCY ACTION

1. Call 911 or use Emergency Call Box and report incident.
- If a suspicious object is observed:
1. Don't touch it!
 2. Evacuate the area.

All personnel should acquaint themselves with the following procedures:

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

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

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

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

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

provide protection from falling glass or debris.

- B. Phone 911.

EXPLOSION

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

- A. Immediately take cover under tables, desks, etc., which will

1. Take cover.
2. Call 911.

EMERGENCY ACTION

Give them the following information:

1. Location.
2. Area where explosion occurred.
3. Cause of explosion, if known.
4. Injuries.

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

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

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

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

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

- A. Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
- B. Call 911 to report the incident.
- C. Give the operator the following information:
1. Your name, telephone number, and location.
 2. Time and type of incident.
 3. Name and quantity of the material, if known.
 4. Extent of injuries or damage, if any.

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

EARTHQUAKE

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

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

EMERGENCY ACTION

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

A. During the earthquake:

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

B. After the initial shock:

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

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

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

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

CUSTODIAL SERVICES

III. TRAINING AND DOCUMENTATION

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

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

IV. DRILLS

APPENDICES

V. APPENDIX A: ACRONYMS AND TERM DEFINITIONS

ACRONYMS

- BD:** Building Deputy
BEP: Building Emergency Plan
EAA: Emergency/Evacuation Assembly Area
PUFD: Purdue University Fire Department
PUPD: Purdue University Police Department
REM: Radiological and Environmental Management

TERM DEFINITIONS

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

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

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

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

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

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

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

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue

University Police, Purdue Fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

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

VI. APPENDIX B: RESOURCE LIST

Radiological and Environmental Management: 765-494-6371

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

Physical Facilities: 765-494-9999

Installation and repair of facility safety equipment; maintenance services can be found online at http://www.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>