



# **Emergency Evacuation Plan and Implementation Guidelines**

## **The Pennsylvania State University**

**October 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 is 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](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:
  - Primary and secondary routes of exit
    - Identify the two closest exits to the work area
    - Clearly mark these routes
  - 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.
  - Exit locations
  - Fire alarm pull station locations
  - Portable fire extinguisher locations
  - Automated External Defibrillator (AED) location
  - 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.

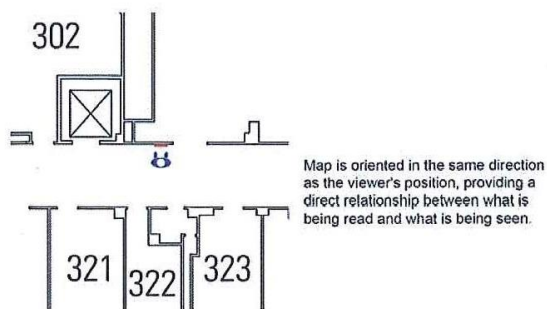
- Note on the floor plan where each map is intended to be mounted. This is a critical step in assuring proper orientation of map graphics.
- Submit marked-up floor plan to EH&S for review. Once approved, a final map can be created and installed. To insure that legibility and location objectives are met, 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



# The Pennsylvania State University Emergency Evacuation Plan

## Section I: Building and Personnel Information

Building Name: **Biobehavioral Health**

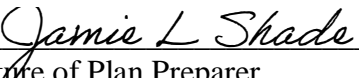
Department Name(s): **Biobehavioral Health, Edna Bennett Pierce  
Prevention Research Center, Center for Healthy Aging, ISS**

Position	Name	Area of Responsibility	Phone Office/Cell	Office Address
Building/Department Emergency Coordinator	Craig Gruneberg	NA	863-9951	005 BBH
Alternate Building/Department Emergency Coordinator	Lisa Grove	NA	863-7423	219 BBH
Unit Safety Officer	Marianne Kuhns	CHHD	865-1426	341 HHD
Unit Alternate Safety Officer	Jamie Shade	CHHD	867-4853	338 HHD
Safety Monitors				
Ground Floor	Amy Long	ISS	863-4636	16 BBH
Ground Floor	Chris Greiner	ISS	865-5935	14 BBH
1 <sup>st</sup> Floor	Kerri Lai	BBH	865-5020	127 BBH
1 <sup>st</sup> Floor	Cindi Meyers	BBH	863-7256	219A BBH
2 <sup>nd</sup> Floor	Jodi Heaton	BBH	863-7526	219 BBH
2 <sup>nd</sup> Floor	Michele Stine	BBH	865-8409	219 BBH
3 <sup>rd</sup> Floor	Lisa Strouse	PRC	865-2618	304 BBH
3 <sup>rd</sup> Floor	Carol Masullo	PRC	867-2297	307 BBH
4 <sup>th</sup> Floor	Ann Shuey	Aging	865-3252	422 BBH
4 <sup>th</sup> Floor	Martin Sliwinski	Aging	863-9980	422 BBH

Designated Meeting Site(s) for Building are: **Old Main Lawn by the flag poles**

Designated Assisted Evacuation Staging Areas for the Building are: **Closed stairwells East and South on all floors**

Copies of this Evacuation Plan are kept in the following locations: **16 BBH Building; 105 BBH Building, 219 BBH Building, 304 BBH Building, 429 BBH Building**

  
Signature of Plan Preparer

October 2, 2015  
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 **klaxon buzzer and flashing strobe 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 your 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

**Provide the following information for each Safety Monitor:**

- Amy Long and Chris Greiner – Ground Floor – ISS
- Cyndi Meyers and Kerri Loveless – 1st Floor – BBH
- Jodi Heaton and Collins Airhihenbuwa – 2nd Floor – BBH
- Lisa Strouse & Carol Masullo – 3rd Floor – Edna Bennett Pierce Prevention Research Center
- Ann Shuey & Martin Sliwinsky – 4th Floor – Center for Healthy Aging

## 3. Listing of Individuals Requiring Evacuation Assistance

**Provide the following information:**

Dr. David Wagstaff, 417A BBH Building, Center for Healthy Aging, right-sided limited mobility/walks with a cane.

### **Information Systems and Services:**

<b>NAME</b>	<b>OFFICE NUMBER</b>
Amy Long	16 BBH Building
Bill Cooke	15 BBH Building
Chris Greiner	14 BBH Building
Nick Murarik	13 BBH Building
Nick Gallo	12 BBH Building
Greg Ruggiero	11 BBH Building
Jon Essick	9 BBH Building
Don Fink	8 BBH Building
Shannon Pugh	6 BBH Building
Craig Gruneberg	5 BBH Building

**Biobehavioral Health Faculty:**

NAME	OFFICE NUMBER
Frank Ahern	222 BBH Building
Collins Airhihenbuwa	219D BBH Building
Steven Branstetter	121 BBH Building
Orfeu Buxton	206 BBH Building
Sonia Cavigelli	119 BBH Building
Ann-Marie Chang	120 BBH Building
Marc Dingman	110 BBH Building
Chris Engeland	229 BBH Building
JoAnn Foley-DeFiore	108 BBH Building
Lori Francis	124 BBH Building
William Gerin	201 BBH Building
Jennifer Graham-Engleland	122 BBH Building
John Graham	129 BBH Building
Joseph Gyekis	112 BBH Building
Helen Kamens	127 BBH Building
Gary King	212 BBH Building
Laura Klein	105 BBH Building
Patricia Koch	205 BBH Building
Elizabeth Lasher	227 BBH Building
Kerri Lai	223 BBH Building
Stephanie Lanza	214 BBH Building
Jerry McClearn	101 BBH Building
Dana Naughton	228 BBH Building
Kathy Peters	203 BBH Building
Joshua Rosenberger	114 BBH Building
Staci Schreiber	224 BBH Building
Hannah Schreier	107 BBH Building
Idan Shalev	123 BBH Building
Josh Smyth	231 BBH Building
Amy Snipes	125 BBH Building
Michele Stine	225 BBH Building
Elizabeth Susman	101 BBH Building
Rob Turrisi	210 BBH Building
Sheila West	208 BBH Building
Meg Winchester	130 BBH Building
Linda Wray	106 BBH Building

**Biobehavioral Health Staff:**

NAME	OFFICE NUMBER
Shannon Anthony	219B BBH Building
Carol Brytczuk	219 BBH Building

Lisa Grove	219E BBH Building
Jodi Heaton	219C BBH Building
Nathan Jones	219F BBH Building
Cyndi Meyers	219A BBH Building

**Biobehavioral Health Lab Personnel:**

NAME	OFFICE NUMBER
Vanessa Juth	229 BBH Building
Heather Costigan	32 BBH Building
Soomi Lee	215 BBH Building
Lindsay Master	215 BBH Building
Nikki Nahmod	215 BBH Building
Joan Sloyer	118 North Henderson
Shelly Maninno	119 North Henderson
Jordan Joyce	119 North Henderson
Dan Wagner	118 North Henderson
Kevin Thomas	118 North Henderson
Mary Curran	360A Health & Human Dev.
Sue Siegel	141 Health & Human Dev.
Matt Ulrich	147 Health & Human Dev.
Eric Tricou	255 Health & Human Dev.
Pedro Wolf	258B Health & Human Dev.
Rebecca Crouse	250 Health & Human Dev.

**Biobehavioral Health Graduate Students:**

NAME	OFFICE NUMBER
Marina Armendariz	118
Michael Caruso	118
Sulamunn Coleman	118
Heather Collins	118
Lauren Connell	207
Waylon Hastings	118
Brittney Hultgren	209
Brenita Jenkins	118
Dusti Jones	118
Cynthia LaCoe	remote
Marzieh Majd	118
Michele Martin	118
Frank Materia	118
Ambika Mathur	118
Alex Montiel-Ishino	118



Russell Nye	118
Lindsey Potter	118
Jessica Salas-Brooks	118
Nichole Sell	209
Constanza Silva Gallardo	118
Danica Slavish	118
Conner Stone	118
Andrea Stroup	118
Amy Thierry	118
Rajiv Ulpe	118
Tomorrow Wilson	118

### **Biobehavioral Health Undergraduate Research Assistants 2015/16**

<b>NAME</b>	<b>OFFICE NUMBER</b>
Catherine Malizia	33 BBH Building
Taylor Bigelow	118 BBH Building
Samantha Ohl	227 BBH Building
Lauren Wieder	004 BBH Building
Sebastian Tapia	215 BBH Building

### **Biobehavioral Health Undergraduate TA's Fall 2015**

Elizabeth Jeitner  
 Mason Strawser  
 Brianna Titus  
 Abigail Hitchins  
 Crystal El-Khatib  
 Erik Hillborn  
 Bridget Dunn

**Prevention:**

NAME	OFFICE NUMBER
Vacant	301
Diana Fishbein	302
Kelly Confer	303
Lisa Strouse	304
Mark Greenberg	306
Carol Masullo	307
Meg Small	308A
Elaine Berrena	308B
Emma Rose	308C
Lee Carpentar	308D
Michelle Hostetler	308E
	Pods
Vacant	
Deirdra Katz	
Rachel Abenavoli	
Joy Mitra	
Kami Dvorakova/Moe Kishida	
Gwen Miller	310A
Melissa Peckins	310B
Vacant	310C
Paula Mulhall	310D
Jennifer Frank	310E
	Pods
Jonathan Reeder	
Brittany Guenot	314
Brandon McDaniel	Pods
Phylicia Bediako	
Daniela Torrisi	
Jing Xu	
Melissa DiJulio	
Emily Waterman	
Ed Smith	316A
Damon Jones	316B
Vacant	316C
Lawrie Green	316D
Vacant	316E
Vacant	320A
Michael Cleveland	320B
Racheal Reavy	320C
Sarah Ackerman	320D
Sebrina Doyle	320E

Brian Bumbarger	320F
Diana Poorman	320G
Janet Welsh	320H

**Center for Healthy Aging:**

<b>Name</b>	<b>Office Number</b>
Soomi Lee	401
Martin Sliwinski	402
David Almeida	403
Amy Lorek	404
EMPTY	405 (desk 1)
EMPTY	405 (desk 2)
EMPTY	405 (desk 3)
EMPTY	405 (desk 4)
Emily Fidler	406 (desk 1)
Shang-Ti Chen	406 (desk 2)
Jinshil Hyun	406 (desk 3)
Nicole Cristafulli	406 (desk 4)
EMPTY	406 (desk 5)
Nilam Ram	407
Jonathan Helm	408
Sy-Miin Chow	409
Stephanie Wilson	410 (desk 1)
Ashley Stanford	410 (desk 2)
EMPTY	410 (desk 3)
Lynn Martire	411
EMPTY	421 (desk 1)
Nancy Sin	421 (desk 2)
Lizbeth Benson	423 (desk 1)
EMPTY	423 (desk 2)
Adriene Beltz	427 (desk 1)
Li Ge	427 (desk 2)
Rosie Ammerman	428
Ann Shuey	429
Heidi Baron	430 (desk 1)
Rachel Koffer	430 (desk 2)
Nicole DePasquale	430 (desk 3)
EMPTY	431 (desk 4)
EMPTY	434 (desk 1)
EMPTY	434 (desk2)

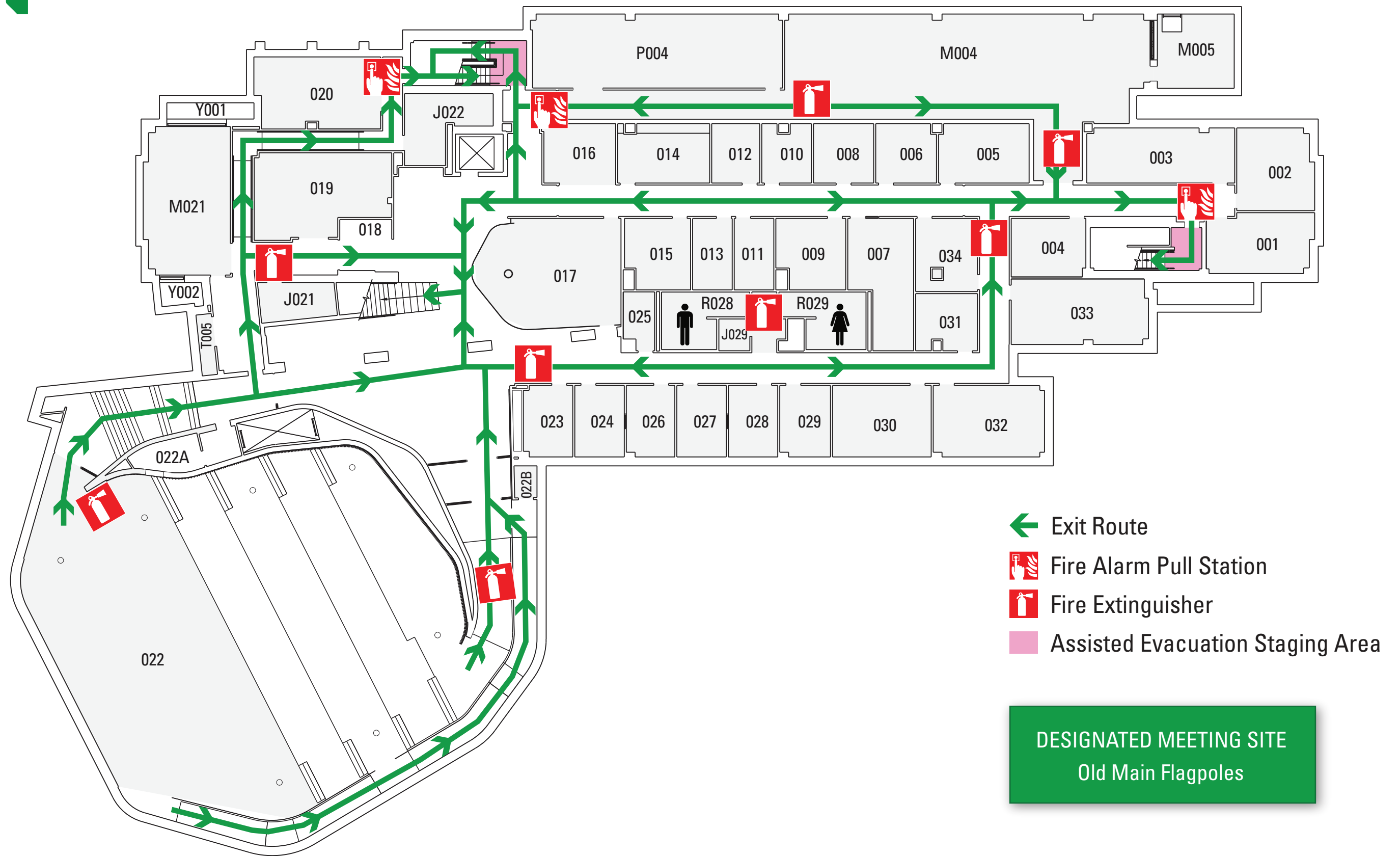
**QuantDev (Quantitative Development Systems Methodology):**

<b>Name</b>	<b>Office Number</b>
EMPTY	413
Zhaohua Lu	413A
Eric Locken	414
Peter Molenaar	415
Michael Rovine	416
David Wagstaff	417A
EMPTY	417
Meng Chen	420
Linying Ji	420
Lawrence Lo	420
Lu Ou	420
Sukruth Nagarimadugu Reddy	420

**Building Evacuation Floor Plan**

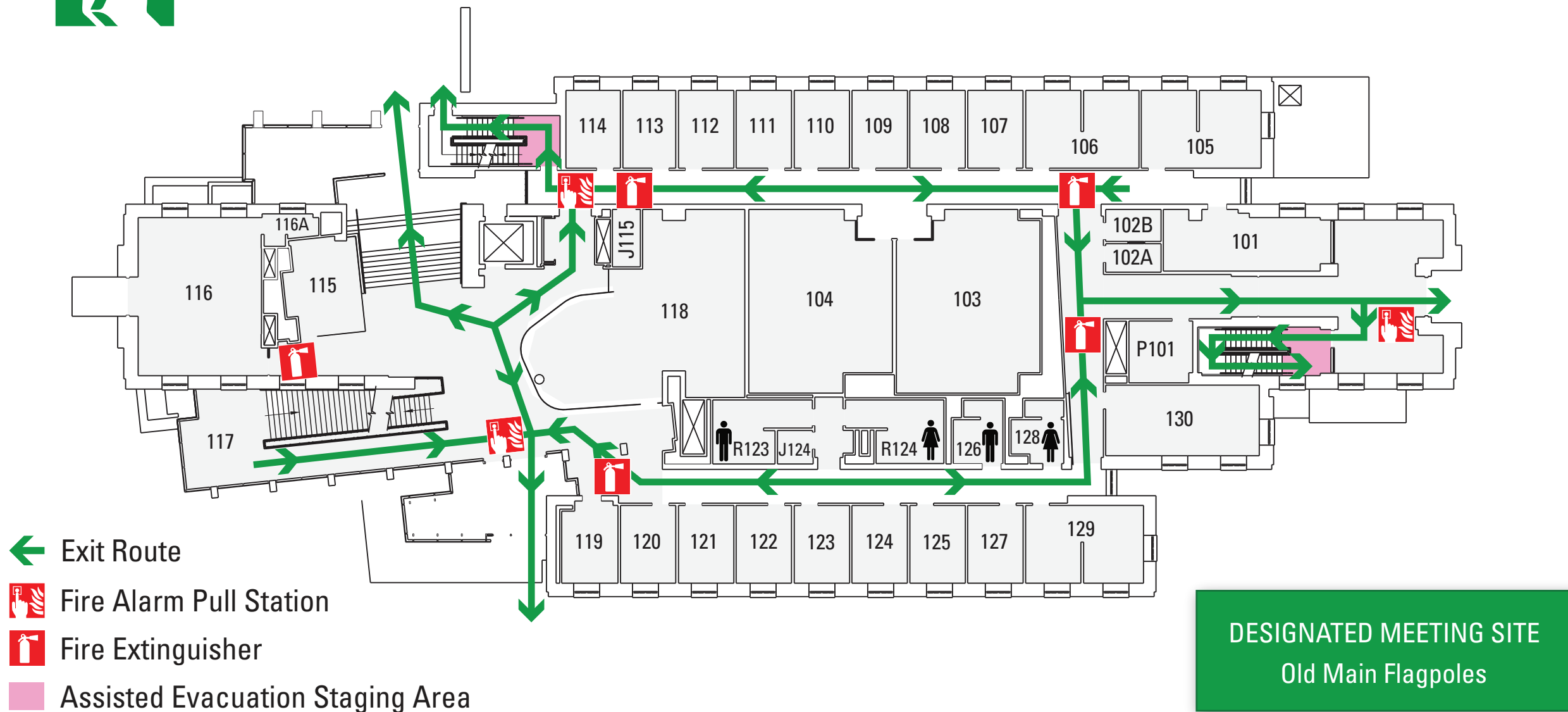


# EVACUATION ROUTE





# EVACUATION ROUTE






# EVACUATION ROUTE



← Exit Route

 Fire Alarm Pull Station

 Fire Extinguisher

 Assisted Evacuation Staging Area

DESIGNATED MEETING SITE  
Old Main Flagpoles



# EVACUATION ROUTE

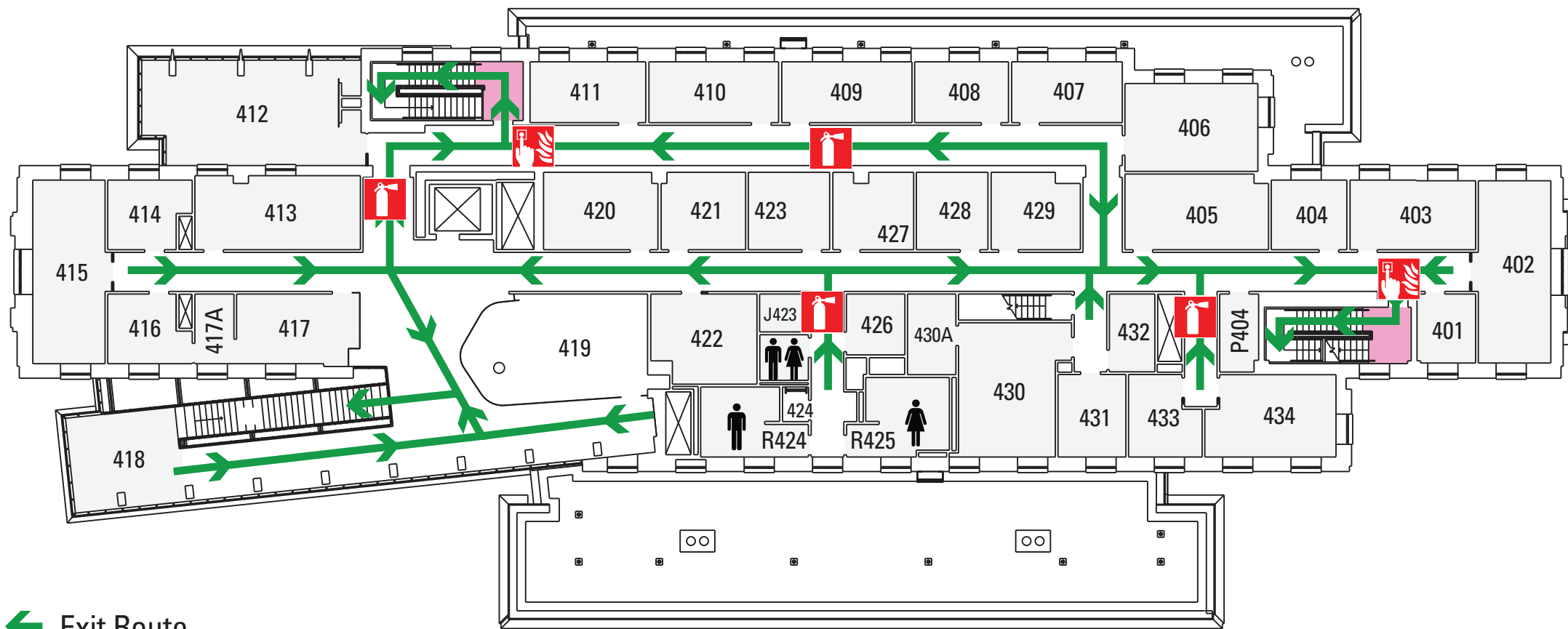
DESIGNATED MEETING SITE  
Old Main Flagpoles










# EVACUATION ROUTE



- ← Exit Route
-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Assisted Evacuation Staging Area

DESIGNATED MEETING SITE  
Old Main Flagpoles

# 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: Craig Gruneburg & Lisa  
Grove\_\_\_\_\_  
Safety Monitor: Amy Long, ground floor;  
Sandra Gonzalez, 1<sup>st</sup> floor; Jodi Heaton, 2<sup>nd</sup>  
floor; Lisa Strouse, 3<sup>rd</sup> floor; Ann Shuey, 4<sup>th</sup>

**Biobehavioral Health Building**

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

**Building Name** designated meeting site:

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