

KNOY HALL

Condensed Building Emergency Plan

Date Revised: 03/14/2019 Prepared By: Al Crace

Emergency Contact Information:

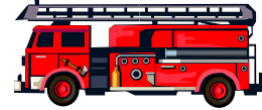
Building Administrator	
Name	Al Crace
Phone Number	494-5592
Email Address	aecrace@purdue.edu
Office/Room	KNOY G-011

Building Admin Back-up Personnel	
Name	Tom Frooninckx
Phone Number	496-1829
Email Address	tfroonin@purdue.edu
Office/Room	KNOY 457

Non-emergency Contact Numbers:

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

FIRE ALARMS: immediately evacuate the building



This evacuation procedure will be used at times when KNOY Hall is under the threat of fire, bomb, or other hazard that would jeopardize a person's safety inside the building.

Assembly Areas – Primary location for evacuation

Admin/BO: North side of Duncan Annex (EE) by Northwestern Ave.

CMT: East side of Nuclear Engineering Building

CGT: East side of Nuclear Engineering Building

CIT: East side of Nuclear Engineering Building

SOET: South side of Duncan Annex by (EE) dock

ECN: South side of Duncan Annex by (EE) dock

Assembly Areas – Secondary location (in case of **inclement weather**):

Admin/BO: Potter 1st floor, POTR is directly west of Knoy

CMT: Nuclear Engineering directly south of Knoy

CGT: Nuclear Engineering directly south of Knoy

CIT: Nuclear Engineering directly south of Knoy

SOET: Potter basement; POTR is directly west of Knoy

ECN: EE

Check in with **designated staff** for your area:

CMT: Fran Misch or Brenda Sheets

CGT: Regina Brown or Chasity Kuxhausen

CIT: Stacy Lane or Cindy Salazar

SOET: Nicky Federer, Niedra McLeland or Amanda Wilson

Administration 4th floor: Janet Ebershoff or Beth Helton

Administration 1st floor: Julia LaGrange or Guillermo Morgada Rodriguez

BO: Angie Delworth or Lisa Lawson

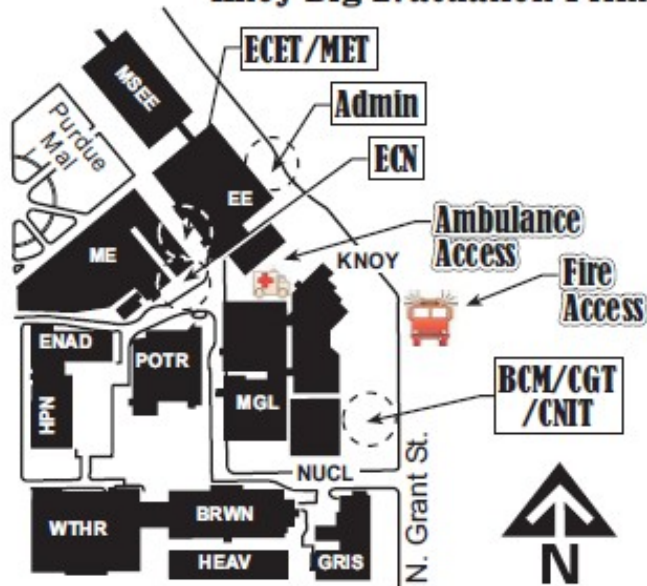
ECN: EE

Each department should have a list of their staff/faculty.

Professors should have a list of all students in each class.

Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Knoy Bldg Evacuation Primary Locations



Primary Assembly Locations for Evacuation

Admin: North Side of EE by Northwestern Ave.

CMT: East Side of NUCL

CGT: East Side of NUCL

SOET: South Side of EE

ECN: South Side of ME/EE

Stay Clear of Emergency

Personnel at front

of KNOY and at loading dock.

ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility:



Assembly Areas- Tornado Warning or other Severe Weather Events

LOWER BASEMENT

**Administration, Business Office, CMT,
and ECN**

UPPER BASEMENT

**CGT,
CIT,
and
SOET**

Check in with **designated staff** for your area:

CMT: Fran Misch or Brenda Sheets

CGT: Regina Brown or Chasity

Kuxhausen

CIT: Stacy Lane or Cindy Salazar

SOET: Nicky Federer, Neidra McLeland or Amanda Wilson

Administration 4th floor: Janet Ebershoff or Beth Helton

Administration 1st floor: Julia LaGrange or Guillermo Morgado Rodriguez

Business Office: Angie Delworth or Lisa Lawson

ECN: EE

Each department should have a list of their staff/faculty.

Professors should have a list of all students in each class.

Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility:



Assembly Areas – Active shooter, building intruder, or civil disturbance

The **restrooms on each floor** are available as a first choice for persons not already located in a safe location. People are advised to **remain in their offices and close and lock their doors**. Students are advised to **remain in their respective classrooms and block the door** unless otherwise directed.

Normally the police department or the All Hazards Outdoors Sirens will be the notification method.

If possible:

Take refuge in a room that can be locked.

Close and lock the building's or room's door (s). If unable to lock the door, secure it by any means possible.

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

- 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 Homepage, TV, radio, email, etc.)
- Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility:



Assembly Areas – Hazardous Materials Release

The **restrooms on each floor** are available as a first choice for persons not already located in a safe location. People are advised to **remain in their offices and close their doors**. Students are advised to **remain in their respective classrooms and close the door** unless otherwise directed.

Normally the police department or the All Hazards Outdoors Sirens will be the notification method.

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.
- 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 Homepage, TV, radio, email, etc.)

Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Supplemental Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by Purdue University to assist in planning for the evacuation of people with physical disabilities.

In all emergencies, after an evacuation has been ordered:

Evacuate if possible.

DO NOT use elevators, unless authorized to do so by emergency services personnel.

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

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.

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.

If you have a physical disability and are unable to use stairways:

Stay calm, and take steps to protect yourself.

If there is a working phone, call **911** and tell the police dispatcher where you are **or** where you will be moving to.

If you must move, we recommend the following:

Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.

Request persons exiting by way of the stairway to notify the Fire Department of your location.

Await Emergency Responders.

Power Outages:

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, Building Deputies should be notified so they can advise emergency personnel.

If people would like to leave and an evacuation has been ordered, or if the

outage occurs at night, call 911 and request evacuation assistance.

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 earthquakes).

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.

VOLUNTARY REGISTRY FOR PERSONS REQUESTING ADDITIONAL ASSISTANCE

Once all information has been entered completely, please send form by campus mail, U.S.P.S. or in person to:

Lt. John Guerra
Purdue Fire Department
1250 Third Street
West Lafayette, IN 47907

Name: _____	Assistance _____	Location(s): _____
Email: _____	Assistance Location _____	Phone: _____
Primary Phone: _____	Emergency Contact _____	Name: _____
Address: _____	Emergency Contact Number: _____	
Student _____	Staff _____	Faculty _____

Emergency Notification	Type of Assistance Requested
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Fire / Building Evacuation: _____

Severe Weather: _____

Shelter-in-place: _____

Other (specify): _____
