KNOY HALL
Condensed Building Emergency Plan
Date Revised: 10/14/2013      Prepared By: Al Crace

Emergency Contact Information:

<table>
<thead>
<tr>
<th>Building Administrator</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Phone Number</td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Office/Room</td>
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<th>Building Admin Back-up Personnel</th>
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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 ones safety inside the building.

Assembly Areas – Primary location for evacuation

Admin: North side of Duncan Annex (EE) by Northwestern Ave.
BCM: East side of Nuclear Engineering Building
CGT: East side of Nuclear Engineering Building
C&IT: East side of Nuclear Engineering Building
ECET: South side of Duncan Annex by (EE) dock
MET: 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: Potter 1st floor, POTR is directly west of Knoy
BCM: Nuclear Engineering directly south of Knoy
CGT: Nuclear Engineering directly south of Knoy
CIT: Nuclear Engineering directly south of Knoy
ECET: Potter basement, POTR is directly west of Knoy
MET: Potter basement, POTR is directly west of Knoy
ECN: MSEE

Check in with designated staff for your area:

BCM: Fran Misch or Brenda Sheets
CGT: Angie Schutz or Regina Brown
CIT: Stacy Lane or Stephanie Schmidt
ECET: check in with Nicky Federer, Nancy Tucker, or Vickie Brewer
MET: check in with Nicky Federer, Nancy Tucker, or Vickie Brewer

Administration 4th floor: Janet Ebershoff or Beth Helton
Admin 1st floor: Devona Gangwer or Carla Coffey
Business Office 2nd floor: Debbie Miethke or Desiree Cochran
ECN: Whoever has the bright pink clipboard from Knoy 366

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 Bld Evacuation Primary Locations

Primary Assembly Locations for Evacuation
Admin: North Side of EE by Northwestern Ave.
BCM: East side of NUCL
CGT: East side of NUCL
C&IT: East side of NUCL
ECET: South Side of EE
MET: 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 and Business Office
BCM
ECN
UPPER BASEMENT
CGT
CIT
ECET
MET

Check in with designated staff for your area:

BCM: Fran Misch or Brenda Sheets
CGT: Angie Schutz or Regina Brown
CIT: Stacy Lane or Stephanie Schmidt
ECET: check in with Nicky Federer, Nancy Tucker, or Vickie Brewer
MET: check in with Nicky Federer, Nancy Tucker, or Vickie Brewer

CoT Administration 4th floor: Janet Ebershoff or Beth Helton
CoT Admin: Devona Gangwer or Carla Coffey
Business Office: Debbie Miethke or Desiree Cochran
ECN: Whoever has the bright pink clipboard from Knoy 366

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, to close & 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, to 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________

<table>
<thead>
<tr>
<th>Emergency Notification</th>
<th>Type of Assistance Requested</th>
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<tbody>
<tr>
<td>Fire / Building Evacuation: ______________________</td>
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<tr>
<td>Severe Weather: ______________________</td>
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<tr>
<td>Shelter-in-place: ______________________</td>
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<td>Other (specify): ______________________</td>
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