

**DUDLEY - LAMBERTUS HALL**

Condensed Building Emergency Plan

*Date 12-9-2022*

### Emergency Contact Information:

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| **Building Administrator** |
| Name | Scott Sproles |
| Phone Number | 494-5592 |
| Email Address | smsproles@purdue.edu |
| Office/Room | LMBS 1268 |

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| --- |
| **Building Admin Back-up Personnel** |
| Name | Tom Frooninckx |
| Phone Number | 496-1829 |
| Email Address | tfroonin@purdue.edu  |
| Office/Room | KNOY 467 |

**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

**If your office or lab is in DUDL: meet south of DUDL by Grissom**

**If your office or lab is in LMBS: meet north of LMBS by ME**

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

**Offices and labs in DUDL: Knoy 1st floor**

**Offices and labs in LMBS: Potter 1st floor**

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

### CMT: Brenda Sheets

**SOET: Shawn Davis/Clayton Kibbey**

**RRD/Globalization: Toni Munguia**

**NUCL: Kellie Reese**

**OFE: Amy Glenn**

**OPP: Julie Peretin**

**Honors: Melissa Hale**

**WIEP: Beth Holloway**

**MEP: Heidi Parker**

**EURO: John Howarter**

**UGED: Lori Pence**

**GEPP: Tami Sells**

**FYE ops: Nicole Towner**

**FYE advising: Curt Oechsle**

*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- Tornado Warning or other Severe Weather Events

### BASEMENT

 **If your office is in DUDL, go to DUDL Basement.**

 **If your office is in LMBS, go to LMBS Basement**

**Check in** with **designated staff** for your area as stated before on pg. 2

*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.*

 

**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.*



**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: Email: Primary Phone: Address:

Student

Assistance Location(s):\_ Assistance Location Phone: Emergency Contact Name: Emergency Contact Number:

Staff Faculty

### Emergency Notification Type of Assistance Requested

Fire / Building Evacuation:

Severe Weather:

Shelter-in-place:

Other (specify):