

EMERGENCY PROCEDURES

Department of Technology Leadership & Innovation (TLI)
Young Hall, 3rd floor

WHEN YOU HEAR:

FIRE ALARMS (from inside YONG)

Immediately **evacuate** the building and go to
RAWLS picnic area

ALL HAZARDS SIRENS (from outside)

Immediately seek shelter in Basement for
weather related or In-Place for non-weather
related emergency

IF YOU SEE A FIRE, SMELL OR SEE SMOKE, CALL 911, TELL THEM WHAT BLDG AND FLOOR YOU ARE ON AND PULL THE ALARM THEN CONCERN YOURSELF WITH GETTING OUT OF BLDG. DO NOT USE ELEVATORS TO ESCAPE. GO TO RAWLS PICNIC TABLE AREA AND ASSEMBLE FOR ROLL CALL.

Evacuation to OUTSIDE due to fire

1. Purdue policy requires immediate evacuation when any fire alarm sounds within a building. **All** faculty, staff, students and any other individuals within the building must **promptly** depart the building using designated exit routes.
 - a. Close your office door.
 - b. Take your office and car keys, cell phone, purse or backpack, coat and any other personal item that is critical. **But move quickly and don't spend time looking for these items.**
 - c. After exiting building, go directly to the designated EAA (Emergency Assembly Area which is the picnic table area outside of RAWLS)
 - d. Safety representative will take roll call. (Debbie Tutak or Mat Sutton)
 - e. No one may re-enter building until authorized to do so by fire or police department officials.

2. *General evacuation procedures* --If you hear the fire alarm or are instructed to leave the building:
 - a. Immediately obey evacuation alarms and orders. Tell others to evacuate.
 - b. No one may remain inside a building when an evacuation is in progress.
 - c. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
 - d. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
 - e. Note location of trapped and injured victims and notify emergency responders.
 - f. Walk calmly but quickly to the nearest emergency exit.
 - g. Use stairways only. **Do not use elevators.**
 - h. Keep to the right side of corridors and stairwells as you exit.
 - i. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
 - j. Remain in EAA until roll is taken and instructions are given (Debbie Tutak)

- k. Leave the building using any exit and avoid congregating at any exit point. Be mindful of approach of emergency responders and remain clear.
- l. Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

4. *Emergency assembly area location*

The Emergency Assembly Area (EAA—roll call/head count area) for TLI will be at picnic area of RAWLS. Attendance will be taken at that location.

Evacuation to BASEMENT due to Weather related emergency

- You hear the All Hazards Emergency Warning Sirens
1. In the event of a **tornado warning**, immediately go to a safe location in Young Hall. **THIS WILL BE THE BASEMENT OF YOUNG HALL.**
 - a. Take your office and car keys, cell phone, purse or backpack, coat and any other personal item that is critical. **But move quickly and don't spend time looking for these items.**
 - b. If you encounter a student or visitor direct them to take appropriate actions.
 - c. Any occupant that encounters a physically disabled individual should assist them if possible.
 - d. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
 - e. Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

Evacuation to Shelter in place due to active shooter or violence related issue or a Hazmat disaster

Report any suspicious activity if you can do so without jeopardizing your safety...**Call 911 if possible.**

When to shelter in place: You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You hear the All Hazards Emergency Warning Sirens.
 - When directed by police or fire department personnel.
1. If you are "sheltering" due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building

(normally the police department or the All Hazards Sirens will be the notification method).

- a. If possible, take refuge in a room that can be locked.
- b. If possible, close and lock the building's or room's door (s). If unable to lock the door secure it by any means possible.
- c. The room should also provide limited visibility to anyone that is outside of it.
- d. Hide under a desk, in a closet, or in the corner.
- e. 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.)

2. 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:

- a. Close all windows and doors.
- b. Turn heating/cooling systems (HVAC) off.
- c. Move to the shelter in place location.
- d. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- e. Do not use elevators as they may pump air into or out of the building.
- f. Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- g. 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.)