



## KNOY HALL

### Condensed Building Emergency Plan

*Date Revised: 10/14/2013    Prepared By: Al Grace*

#### Emergency Contact Information:

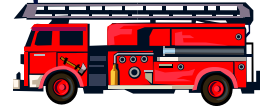
<b>Building Administrator</b>	
Name	Al Grace
Phone Number	494-5592
Email Address	<a href="mailto:aegrace@purdue.edu">aegrace@purdue.edu</a>
Office/Room	KNOY G-011

<b>Building Admin Back-up Personnel</b>	
Name	Devona Gangwer
Phone Number	494-0378
Email Address	<a href="mailto:gangwerd@purdue.edu">gangwerd@purdue.edu</a>
Office/Room	KNOY 150

#### 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 1<sup>st</sup> 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 4<sup>th</sup> floor:** Janet Ebershoff or Beth Helton

**Admin 1<sup>st</sup> floor:** Devona Gangwer or Carla Coffey

**Business Office 2<sup>nd</sup> floor:** Debbie Miethke or Desiree Cochran

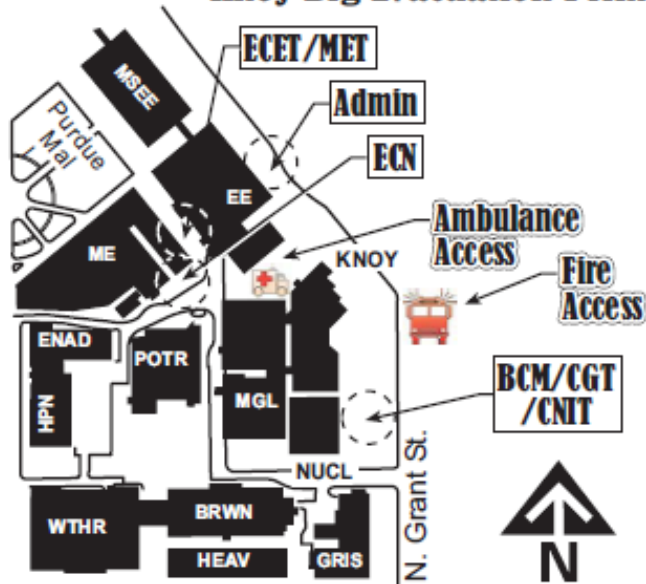
**ECN:** Whoever has the bright pink clipboard from Knoy 366

*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 Bldg 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 4<sup>th</sup> 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 \_\_\_\_\_

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<b>Emergency Notification</b>	<b>Type of Assistance Requested</b>
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Fire / Building Evacuation: \_\_\_\_\_  
\_\_\_\_\_

Severe Weather: \_\_\_\_\_  
\_\_\_\_\_

Shelter-in-place: \_\_\_\_\_  
\_\_\_\_\_

Other (specify): \_\_\_\_\_  
\_\_\_\_\_