BUILDING EMERGENCY ACTION PLAN

for

IUPUC

Campus Center (CC) | Research Center (RC)

4601 Central Avenue (CC & RC)

Columbus, Indiana 47203

Revision Date: Oct 15, 2018

EMERGENCY CONTACTS

From a campus phone... 911
From any other phone... 911

IU Emergency Management and Continuity... (317) 278-8362

IU Environmental Health and Safety... (317) 274-2005

IUPD (non-emergency).. (812) 348-7233

Campus Facility Services (utilities, building services, etc.).................................... (812) 348-7237

Insurance Loss Control & Claims (formerly Fire Protection Services)................... (812) 855-9758

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Record of Change and Review

Date of Change	Page Number	Section Changed/Reviewed	Person Making Change/Review
Jun 12, 2017	ALL	Import EAP to BEAP template	K.Dorrity
Nov 9, 2017	ALL	Consolidating bldg. specific info from CC & RC	W. Cook
Nov 27, 2017	23-25	Added Evacuation Maps; published	K.Dorrity
Oct 15, 2018	ALL	Published '18-'19 BEAP	K.Dorrity

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PURPOSE

The purpose of a Building Emergency Action Plan is to protect Indiana University employees, students, and guests from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this BEAP describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

SCOPE

For the protection of IU employees, students, and guests Emergency Action Plan (EAP) is a requirement of OSHA 1910.38.It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation. Additional information for employees is available in the Emergency Procedures flip book. For more information, or to obtain a copy, e-mail emcstaff@iupui.edu.

STATEMENT OF LIMITATIONS

There is no guarantee implied or expressed by this document that a perfect response to an emergency or crisis situation is possible or practical. Building personnel will be trained and provided information necessary to take actions to protect themselves during emergency incidents.

GENERAL PROCEDURES

This plan is a building specific guide for employees to familiarize themselves with basic emergency planning, response and evaluation. This section provides basic guidance and general procedures to be used before, during, and after an emergency or crisis situation impacts building occupants.

Planning

As a requirement for the development of this BEAP, preparation is required to facilitate both building evacuation and sheltering in place activities. This preparation may include but is not limited to the following:

1. Training employees to current protocols and standards for building safety with assistance from IU Emergency Management and Continuity (IUEMC).

2. Informing employees on how to communicate in an emergency.

3. Assigning specific tasks and responsibilities to selected building staff to ensure there is a means to identify, accommodate, and move personnel from the building should an evacuation be required.

4. Developing, disseminating and maintaining an BEAP for all building personnel.

5. Assisting in developing building specific drills and exercises.

6. Reviewing the plan annually and making it available to all building occupants.

7. Working with IUEMC to ensure plan is maintained.

8. Posting evacuation route maps throughout the building in visible locations. As a general rule, all building personnel should be able to identify two (2) evacuation routes from the building. These evacuation maps will contain:

  · Emergency and accessible exits

  · Clearly marked room numbers and routes of evacuation

  · Location of fire extinguishers

  · Fire alarm/ pull-station locations

  · Areas designated as safe locations for tornado sheltering

  · Areas of rescue assistance (where required)- locations designated for persons with access and functional needs

  · Automated external defibrillators (AEDs)- if present in building

Notification of Emergency Warning

In the event of an emergency or disaster, warning to building personnel may come from a variety of different sources, which includes but is not limited to the following:

  · IU-Notify

  · Campus/Commercial radio or television

  · NOAA All-Hazards radios

  · Building fire alarm system

  · Outdoor warning sirens (Operated by Bartholomew County)

  · Indiana University Police Department (IUPD)

  · Internet- (iupuc.edu or protect.iu.edu)

  · Social Media- (Facebook, Twitter)

ASSIGNMENT AND RESPONSIBILITY

In order to facilitate actions to be taken within a building during emergencies or crisis situations, each building has designated personnel with specific roles and responsibilities. These positions include Emergency Coordinators, Floor/Area Wardens, and individuals tasked with assisting people with access and functional needs known as "Buddies."

In addition, there may also be assistants identified for both the Emergency Coordinators and the Floor/Area Wardens for each building. The entire compliment of personnel who have specific assignments are known as the Building Incident Management Team (BIMT). There will be at least (1) Emergency Coordinator per building, but the total number of Floor/Area Wardens and Buddies will vary from one building to the next based upon the building's specific needs.

Emergency Coordinator

Emergency Coordinators are university employees who work for various campus departments and represent each campus building. They have been chosen to play an important role in the implementation of the university's emergency preparedness program by assuming the following key responsibilities:

- Coordinate the development, maintenance and implementation of building BEAPs, which are used for the safety and security of students, faculty and staff using campus buildings.

- Serve as an essential contact for each building in the event that emergency information must be distributed in a timely manner to building occupants.

- Participate in training exercises to test evacuation plan and other EAP procedures.

- Maintain building BEAP, making it available for all building occupants --either electronic or hard copy.

- Use and apply guidance materials (e.g., BEAP template documents, pre-developed training presentations, job aids, sample action checklists, call-down trees, etc.) developed and provided by IUEMC.

- Maintain a working NOAA All-Hazards radio at all times for the building.

- Identify and select Floor Wardens.

- Develop method of monitoring for emergency situations and maintain list of trained employees.

- Attend Emergency Coordinator training, Building Incident Management Team (BIMT) training, and other trainings, as necessary for the position.

- Verify that building maps are accurate and updated annually.

- During building emergencies where evacuation is required, Emergency Coordinators and Floor Wardens should proceed to the ground floor and instruct all persons leaving the building to move to the predetermined Emergency Assembly Point.

- During an emergency the Emergency Coordinator, Floor Wardens, Buddies and assisting staff should meet outside of the building to determine if personnel still remain in the building and where they might be located. This information should be relayed to public safety personnel responding to the incident.

- For incidents requiring shelter-in-place or moving personnel to a designated safe location within the building, Emergency Coordinators should work with each Floor Warden and Buddy to determine if personnel remain in areas potentially unsafe and move those individuals to the designated safe locations. If individuals are unable to be moved this information should be relayed to public safety personnel responding to the incident.

- In any emergency situation, the Emergency Coordinator or Floor Warden present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee, student, and guest safety. They have the authority to do all the of the following:

    - Obtain volunteers to carry out specific actions
    - Develop system to assist persons who need assistance
    - Order evacuation, if deemed necessary
    - Take any other action necessary to protect life

- Once Emergency Responders have arrived on scene, and Incident Command has been established, the Emergency Coordinator should report to Incident Command Post.

- Following any incident or drill, conduct an evaluation with Floor Wardens, Buddies, IUPD, CFS, EHS, Insurance Loss Control & Claims (INLOCC), IUEMC, and any other response organization which may be on scene.

Floor/Area Wardens

Floor/Area Wardens are individuals who assist the Emergency Coordinators with emergency preparedness and response for buildings on campus. While the Emergency Coordinator is responsible for an entire building, a Floor Warden may be tasked to coordinate the emergency efforts of a single floor and performs the following:

- Assist the Emergency Coordinator in activating the BEAP for their building. Their primary purpose is to accomplish a full evacuation of their floor, if possible or practical.

- Assist the Emergency Coordinator in identifying and selecting personnel to serve as Buddies who may assist building personnel with access and functional needs.

- May be called upon to participate in the planning, execution and evaluation of emergency-based exercises and drills.

- Will be asked to attend the BIMT Training and other additional trainings offered by IUEMC, as necessary.

- Should know the location of all exits on their assigned floor; the location of all fire alarms/pull stations; fire extinguishers; designated safe areas; and areas of rescue assistance.

- If an evacuation is being conducted, Floor Wardens should meet the Emergency Coordinator outside of the building and communicate if and where personnel still remain in the building.

NOTE: Floor Wardens are not expected to place themselves at risk by attempting to extinguish a fire or by moving into areas of a building that may be potentially dangerous.

Buddies

Buddies are building personnel who have been identified to provide assistance and support to people with disabilities or other access and functional needs during building emergencies. In this role, Buddies should also take on the following responsibilities:

- Buddies should be familiar with their BEAP; especially the section marked "Assisting People with Access and Functional Needs.

- Buddies should be familiar with the particular needs of the people for which they are providing assistance.

- Buddies should know their designated evacuation routes, location of the nearest stairwell or those areas of rescue assistance where person with access and functional needs can wait safely to be rescued during an evacuation.

- Buddies may assist persons with disabilities out of the building to safety, to a safe stairwell or to an area of rescue assistance. The choice as to which of these actions will be selected will depend upon the precise nature of the incident, the specific needs of the individual being evacuated, and the time required to move people from the building.

> · Buddies are not required to stay inside the building with the person they are assisting but should report to their Floor/Area Warden and Emergency Coordinator the exact location inside the building of the person to be rescued.

ASSISTING PEOPLE WITH ACCESS & FUNCTIONAL NEEDS

In an emergency, each person has different skills and abilities. Prior to any emergency or crisis situation, individuals with access and functional needs should discuss their emergency needs with their supervisor. A discussion of the building BEAP should follow and should include information about the location of exits, stairwells, areas of refuge and other pertinent data that will assist persons with access and functional needs. The supervisor will then communicate those needs to the Emergency Coordinator in order to integrate this information into the BEAP. This information, however, is considered sensitive and will only be released to the person's supervisor, the Emergency Coordinator, and IUEMC.

The individuals should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since using the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of evacuating from a building. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

- **Assign a designated area for persons who may need assistance when evacuating,** (e.g. hearing, mobility, vision or speech impaired, the elderly and children). The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route remain. Examples in this building:

  1. One-hour fire-resistive hallway adjacent to an exit;

  2. Vestibule located next to an exit enclosure;

  3. Portion of a balcony located near an exit stairway;

  4. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.

- Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate. (For further information go to: http://www.eeoc.gov/facts/evacuation.html)

- If a person requests a Buddy, one should be appointed by the Floor/Area Warden and at least one Buddy (two would be better) should meet with the person with special needs to discuss evacuation procedures. The Buddy should assist the person to whom they are assigned at the time of exit drills. A discussion should follow each drill to allow input from both parties and to make any necessary revisions to the BEAP.

- If a person remains in an area to await rescue, then he/she must inform evacuating building occupants of his/her location.

- Floor/Area Wardens and Buddies should be vigilant when there are guests with special needs or new people in their area. Floor/Area Wardens should make these persons aware of evacuation procedures. Persons trained to assist those with special needs should do so.

TRAINING & EXERCISE

All Emergency Coordinators and Floor/Area Wardens will participate in a BIMT Training Session and any other training that may be beneficial.

Emergency Coordinators and Floor/Area Wardens are also encouraged to go through the Introduction to the Incident Command System for Higher Education (IS-100.HE) and National Incident Management System (NIMS), an Introduction (IS-700.a). Both courses are offered by the Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI). These are free web-based courses that can be found at http://traing.fema.gov/IS/NIMS.asp.

Fire drills and tornado drills will be conducted annually in conjunction with INLOCC and IUEMC.

# EVACUATION ROUTES & EMERGENCY ASSEMBLY POINTS

Every building on campus should contain a number of evacuation maps or signs posted in visible locations on all floors, which display the routes to the nearest exits as well as the locations of emergency equipment such as fire extinguishers, fire alarm pull-stations, tornado safe areas, areas of rescue assistance, AEDs.

The Emergency Coordinator shall verify that the signs are in place and up to date annually.

Floor/Area Wardens should work with all departments within their designated areas to ensure they know where these maps are located and that all staff have an understanding of where to go if they are asked to take shelter or leave the building.

ORGANIZATIONAL CHART

Sample Organizational Chart
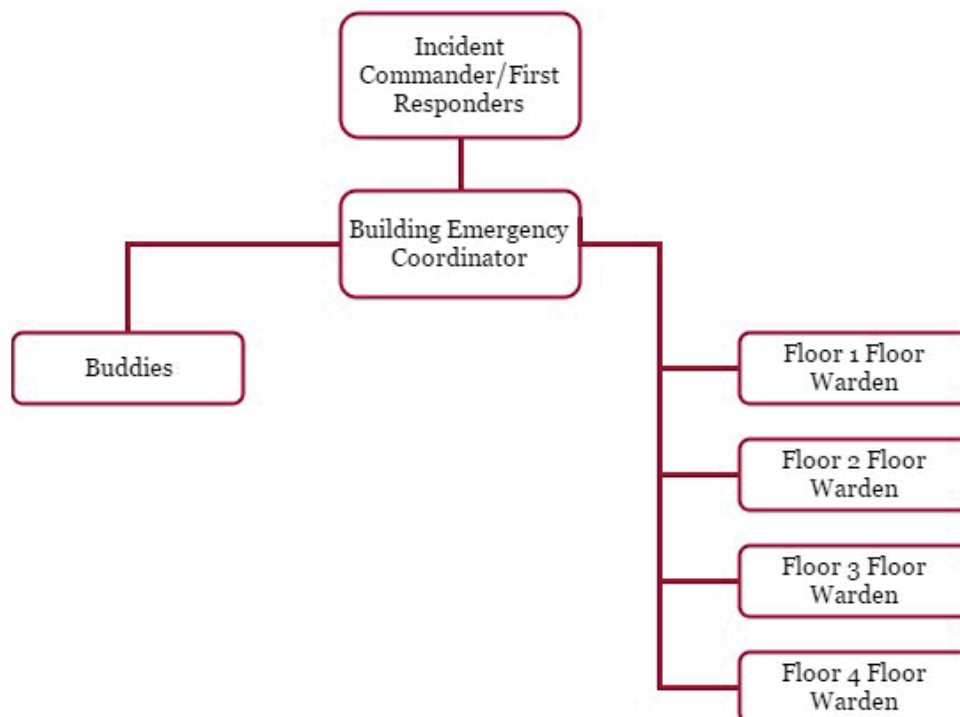
GUIDANCE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the Building can be ordered by the Emergency Coordinator in concert with: facility services, law enforcement, or the local fire department. No employee should take any unnecessary risks when ordered to evacuate. However, if time permits, personnel may perform the following duties:

· **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.

· **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of the main controls of gas, steam and electrical supply leading into the building. For utility or building service emergencies, call (812) 348-7237.

· **Critical Operations** will be shut down by authorized personnel.

BUSINESS CONTINUITY

In the event your building will be closed for a period time, campus departments must still be able to function. To help ensure business can continue, Business Continuity Plans are created for each unit. Business Continuity Coordinators are the essential contacts for each business or academic unit in the event that a campus unit may need to relocate. In addition, this position is responsible for coordinating the development, maintenance and implementation of building Business Continuity Plans (BCPs), which are used for the continuity of business and academic functions on campus.

· Utilizing a standard planning template document (IU Ready), the Business Continuity Coordinator will work with other building occupants to develop a unit-specific Business Continuity Plan. The BCP will outline the overall critical functions, key resources, documents, and personnel for each unit

· IUEMC and individual Business Continuity Coordinators will conduct joint reviews of Business Continuity Plans on an annual basis.

· As a means to communicate with unit personnel, a Business Continuity Coordinator will work with building staff to develop and maintain an emergency call-down roster of unit personnel and keep this list current.

· Business Continuity Coordinators will assist in identifying gaps and shortfalls in the BCP and work with department personnel to correct them.

· Through periodic exercises and coordination with IUEMC, Business Continuity Coordinators will establish a process for activating and notifying when BCP's will be used.

NOTE: Business Continuity Coordinators may not be located in your building. Please work with units within building to identify the Coordinator.

WORKPLACE HAZARDS

Employee Responsibility

It is the responsibility of all campus employees to work toward maintaining a safe and healthy working environment. For all buildings on campus, the following general guidelines apply to fire and workplace hazard prevention:

- Follow the general guidelines listed in this plan. (You may also refer to the Emergency Procedures Flipchart).
- Smoking is not allowed on the IUPUI campus. Extinguish all cigarettes in proper receptacles.
- All employees should be familiar with the workplace evacuation routes and areas of safety within their buildings.

Active Shooter/Hostile Intruder

Active shooter/hostile intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter/hostile intruder situations are often over within minutes, before law enforcement arrives on the scene. IUPD recommends the following actions in the event of an active shooter/hostile intruder incident (In no specific order):

- **Run**
  If a safe path is available, run. Always try and escape or evacuate even if others insist on staying. Encourage others to leave with you but don't let the indecision of others slow down your own effort to escape. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 9-1-1. Provide detailed information, location, and description of active shooter/hostile intruder to responding law enforcement.
- **Hide**
  If you can't get out safely, find a place to hide. When hiding, turn out lights, remember to lock doors and silence your ringer and vibration mode on your cell phone.
- **Fight**
  As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down.

NOTE: For more information on active shooter/hostile intruder incidents; visit the IUPD website at http://protect.iu.edu/police/active-shooter

Suspicious Activity

It is the responsibility of all campus employees to be on the lookout for any suspicious activities or behaviors.

The eight signs of terrorism are listed below. If any employee notices anything out of the ordinary they should notify their supervisors or local law enforcement immediately. If you see something, say something!

Keep in mind the following with reporting suspicious activity:

- Activity (Describe exactly what they are doing)
- Location (Provide exact location)
- Size (The number of people, ages, gender, and physical descriptions of each individual involved)
- Time (Provide date, time, and duration of activity)
- Equipment (Describe vehicle, color, make, license plate, guns, camera, etc.)

In case of an emergency, please call from 911. If you see something, say something! A tip line may be contacted by dialing 1-877-226-1026. For more information please visit **http://www.in.gov/iifc/**.

The 8 Signs of Terrorism:

1.   *Surveillance*

     Terrorists will likely observe a chosen target during the planning phase of an operation. Suspicious actions during this phase may include someone recording or monitoring activities, drawing diagrams or making notes on maps, using vision-enhancing devices, or having possession of floor plans or blue prints of important buildings.

2.   *Inquiries*

     This entails attempting to gain information about a place, person or operation pertaining to the target. Terrorists may attempt to elicit about critical infrastructure by making unusual inquiries. They may also attempt to place people in legitimate employment to monitor day-to-day activities and operations.

3.   *Tests of Security*

     Terrorists may also test a target's security to gather data. To do this, they may drive by the target, moving into sensitive areas and observing security or law enforcement response. Terrorists may also attempt to penetrate physical security barriers in order to assess strengths and weaknesses.

4.   *Fundraising*

     Terrorists are very creative in raising, transferring, and spending money they come in contact with. Some scenarios to look for include: (1) credit card fraud, (2) defrauding the elderly, (3) people asking for donations to legitimate organizations but in peculiar ways, and (4) very large amounts of cash used in business transactions.

5.   *Acquiring Supplies*

     Terrorists may purchase or steal explosives, weapons, ammunition, or attempt to store harmful chemical equipment. In order to gain easier entrance to a secured area, they may also try to acquire uniforms, identification or equipment. If they are unable to steal these things, they may attempt to create counterfeit copies.

6.   *Suspicious/Out-of-Place Behavior*

     Sometimes suspicious people just "don't belong" or a behavior seems out of place. This may include a person in a workplace, building, neighborhood or business establishment that does not fit in because of demeanor, language usage or unusual questions they ask.

7.   *Dry Runs*

     Before executing the final operation or plan, terrorists may engage in a practice session, or "dry run," to work out flaws or unanticipated problems. A "dry run" may be the heart of the planning stage of a terrorist act. Terrorists may monitor police radio frequencies and record emergency response times.

8.   *Deploying Assets/Getting into Position*

     The deployment assets or getting into position stage is an individual's last chance to alert authorities before the terrorist act occurs.

NOTE: For more information on terrorism, visit the Indiana Intelligence Fusion Center (IIFC) website at http://www.in.gov/iifc or the Department of Homeland Security's website at http://www.dhs.gov/if-you-see-something-say-something.

Common Fire and Workplace Hazards

Call INLOCC at (812) 855-9758 , with specific fire/safety questions.

- **Electrical circuits**, wiring and extension cords, which may be worn and frayed.

- **Electrical appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of a work day.

- **Flammable solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.

- **Flammables & Combustible liquids** not stored in a designated area or storage locker.

- Restricted access to and from working environments such as the following should be corrected**:**

  - ➢ Fire doors and/or emergency exits blocked or held open

  - ➢ Storage and trash in stairwells and hallways

  - ➢ Storage containers closer than 18 inches to sprinkler heads

  - ➢ Walk-ways in office areas or hallways less than 36 inches wide

Housekeeping

Good workspace tidiness will be the responsibility of **ALL** employees.

- Waste materials are to be discarded in the proper place.

- Heat producing equipment shall be maintained in good working order and kept at a minimum of 36 inches from any combustible items.

- All aisles and exits will be kept clear of boxes, equipment, personnel belongings and other materials.

- Access to fire extinguishers, fire alarm pull stations, and AEDs will be kept clear.

- Each supervisor will ensure their employees have the appropriate level of training as required to handle, store and maintain hazardous materials.

Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire suppression system or life safety and alarm systems, fire extinguishers and their locations to INLOCC at (812) 855-9758.

Any other inquiries regarding maintenance to alarm systems can be reported to CFS (812) 348-7237.

NEWS INFORMATION

Information to the news media will only be released through the Office of the Vice President for Public Affairs and Government Relations (IUPUI Office): (317) 274-5434

ACRONYMS and TERMS

AED	Automated External Defibrillator
BEAP	Building Emergency Action Plan
BIMT	Building Incident Management Team
Buddies	Personnel assigned in each building to support individuals with access and functional needs
CPR	Cardiopulmonary Resuscitation
Emergency Assembly Point	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
Emergency Coordinator	University employees who work for various campus departments and represent each campus building, who have been chosen to play an important role in the implementation of the university's emergency preparedness program by supporting building emergency action planning.
EMI	Emergency Management Institute
EMS	Emergency Medical Service
FEMA	Federal Emergency Management Agency
Floor/Area Warden	Individuals who assist the Emergency Coordinators with emergency preparedness and response for buildings on campus, tasked with coordinating the emergency efforts of a single floor or area
Hazardous Substances	Materials potentially harmful to people and the environment
IDHS	Indiana Department of Homeland Security
IIFC	Indiana Intelligence Fusion Center
INLOCC	(IU) Insurance, Loss Control and Claims
IUEMC	Indiana University Emergency Management and Continuity
IU-Notify	The mass notification system used by IU to inform students, faculty and staff of emergency or urgent situations requiring immediate attention and action.
IUPD	Indiana University Police Department
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
OSHA	Occupational Safety and Health Administration
PPE	Personnel Protective Equipment
SDS	Safety Data Sheet

BUILDING SPECIFIC INFORMATION

Campus Center (CC) | Research Center (RC)

1. To summon immediate assistance, to report and accident, serious injury or a crime in progress, call:

911

Campus Facility Services (Utilities, Building Services, etc.)..........................**(812) 348-7237**

2. Evacuation Route Maps were updated in the building on: April 01, 2017

3. The building has:
   a. NOAA All-Hazards Radio(s) in room(s): CC: Room 105 | RC: n/a

   b. AM/FM radio(s) in room(s): n/a

   c. Television that receives outside stations in room(s): CC: Police Office–Room 105 | RC: n/a

   d. Building Fire Protection System:

	Smoke Detection	Sprinkler System
Present in Building	Yes	Yes
Automatic Activation of Fire Alarm	Yes	Yes
Automatic Notification to IUPD/Control Center	Yes	Yes

   e. Manual fire alarms on each floor: Yes

   f. The building has an AED: Yes

   Location of AED(s): CC: Outside Second floor outside room 243 and outside room 156 M | RC: outside 109

   g. The building has a First Aid Kit: Yes

   Location of First Aid Kit(s): CC: Staff lounge Room 205B, Café Room 148, Student Services Room 156, Facility Services Rooms 111 and 187 RC: n/a

   h. This building has emergency phones: Yes
   Location of emergency phones: CC: 167, 203, 107, 237, and 263 | RC: n/a

4. In an emergency, communications to building occupants will be by (choose all that apply):
   - ☒ IU Notify
   - ☐ Two-way radio
   - ☒ Public address system
   - ☒ Voice
   - ☐ Other:

Campus Center (CC) | Research Center (RC)

5. Building Emergency Coordinator and Incident Management Team contact information:

Position	Name	Office Phone	Cell Phone	E-mail	Area Coverage
Building Emergency Coordinator	Bryant Lucas	(812) 348-7388		bslucas@iupuc.edu	CC
Building Emergency Coordinator	Paul Burris	(812) 348-7237		pcburris@iupuc.edu	CC
Building Emergency Coordinator	Bill Fields	(812) 375-7596		wlfields@iupuc.edu	CC
Building Emergency Coordinator	Lymon Gregory	(812) 348-7314		lygregory@iupuc.edu	CC
Floor Warden	Bree Hobbs	*Redacted*		▓▓▓▓▓▓	CC:1st Floor
Floor Warden	Joseph Heltzel	*Redacted*		▓▓▓▓▓▓	CC: 2nd Floor
Floor Warden	Cynthia Scott	*Redacted*		▓▓▓▓▓▓	CC:1st Floor

6. When sheltering in place, emergency actions will be coordinated from:
   Incident Command

7. In the event of a tornado, occupants will shelter: *(See Appendix B: Safety & Evacuation Maps)*

   CC: first floor hallways (away from doors and windows) as well as restrooms.
   RC: restrooms

8. The procedure for accounting for building occupants during an evacuation is:

   Police/ security personnel and Facility services personnel will go to buildings and do occupant accountability. Instructors and Staff will account for all personnel in their area

9. During an emergency evacuation of the building, occupants should go to:

   a. The primary meeting place, which is: LC

   b. The alternate interior location is: LC

10. The follow-up procedure for **reporting missing, trapped or injured persons** to emergency personnel is: Staff will report missing or injured occupants directly to incident commander

11. For those need assistance, the building has the following areas which would be searched first during an emergency (choose all that apply):

☐ One-hour fire resistive hallway adjacent to an exit

Location:

☐ Vestibule located next to an exit enclosure

Location:

☐ Portion of a balcony located near an exit stairway

Location:

☐ Other

Location:

12. This building **does** have **critical operations** that must be shut down by designated personnel.

13. This building has which of the following **utilities** (choose all that apply):

☒ Gas	Located:	*Redacted*
☒ Steam	Located:	*Redacted*
☒ Electricity	Located:	*Redacted*
☒ Water	Located:	*Redacted*
☐	Located:	

NOTE: Only trained and authorized personnel shall conduct shut down operations. The Zone Manager should be contacted at (317) 278-1900 if any of the above utilities required to be shut down.

14. If emergency conditions require an evacuation or closing of a building, contact the following office(s), after the appropriate emergency response agency has been notified (IUPD, INLOCC, EHS, CFS):

	Name	Location	Phone
A.	*Redacted*	*(redacted)*	*(redacted)*
B.	*Redacted*	*(redacted)*	*(redacted)*
C.			

15. The locations of the following are:

a. Safety Data Sheets: CC: Room 205 | RC: n/a

b. Personal Protective Equipment (see attached): CC: Room 187 | RC: n/a

c. Spill Containment & Security: CC: Room 187 | RC: n/a

Campus Center (CC) | Research Center (RC)

16. Personnel on the Building Incident Management Team (BIMT) have taken the following training:

Name	BIMT	CPR/AED	Fire Extinguisher	Emergency Preparedness	IS-100 Series	IS-700 Series				
Bryant Lucas										
Paul Burris										
Bill Fields										
Lymon Gregory										
Bree Hobbs										
Joseph Heltzel										
Cynthia Scott										

Appendix A- Personnel with Access and Functional Needs

List of Building Personnel with Access and Functional Needs

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuating the building.

RESTRICTED ACCESS– This appendix may not be distributed with the rest of the EAP and may only be viewed by authorized personnel only. It is not to be posted to the internet or shared with any other person other than those listed below:
- Individual employee' immediate supervisor
- Emergency Coordinator
- IU Emergency Management and Continuity

Name	Building/ Floor & Room #
Requested Accommodations	

Buddy Requested: ☐ Yes ☐ No	Buddy Name
Buddy Assigned: ☐ Yes ☐ No	Buddy Phone Number

EMERGENCY EVACUATION
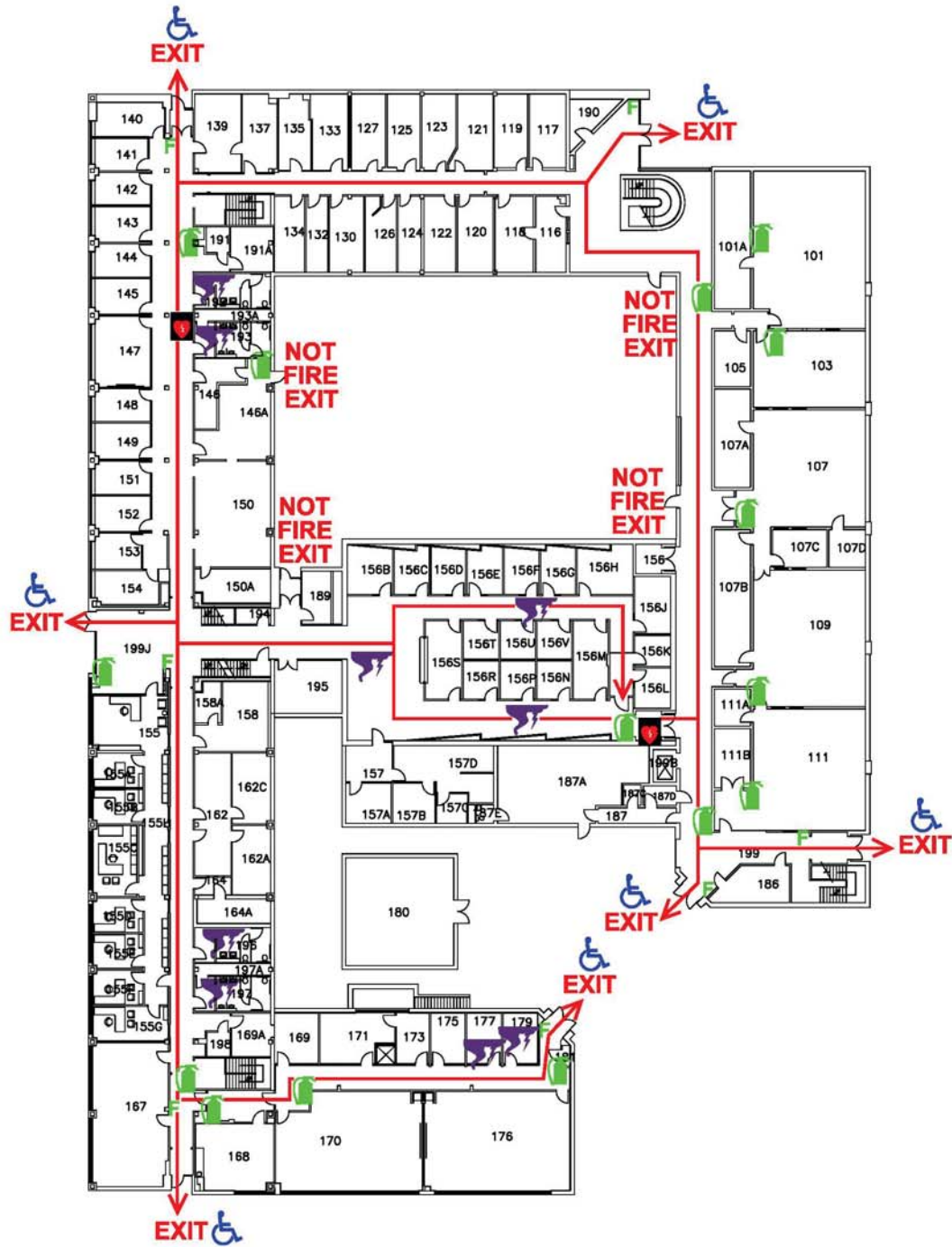
CO486 IUPU COLUMBUS
4601 CENTRAL AVENUE
FIRST FLOOR
DATE: 11/27/2017

NORTH

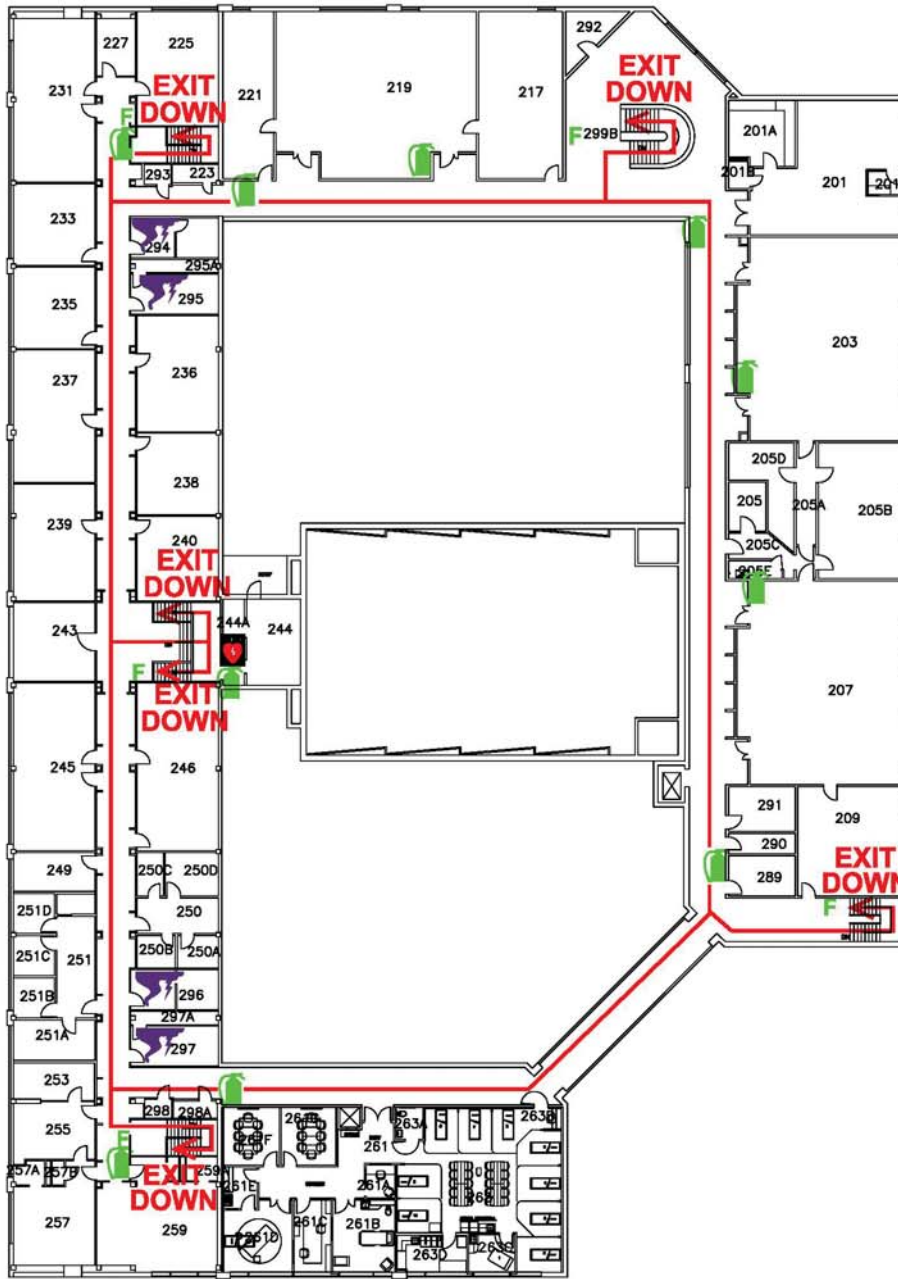| Symbol	Description
▬▬	EXIT ROUTE
♿	ACCESSIBLE EXIT
E	AREA of RESCUE ASSISTANCE
F	FIRE ALARM PULL STATION
🧯	FIRE EXTINGUISHER/ FIRE HOSE
🌪	SEVERE WEATHER SHELTER
❤	AED

IN CASE OF FIRE:

Sound the alarm, close doors, use nearest available exit and proceed away from building to an assembly area.

EVACUATION POINTS FIRST SEARCHED BY EMERGENCY PERSONNEL:

Occupants may use any exit stairwell landing. Move to an area near an exit, out of the flow of traffic. Send someone to inform the Fire Department or I.U.P.D. of your location and wait for assistance.

FOR TORNADO WARNINGS OR THREATENING WEATHER:

Go to designated severe weather shelter on the lowest level. If you don't have time, go to the designated severe weather shelter on your level.
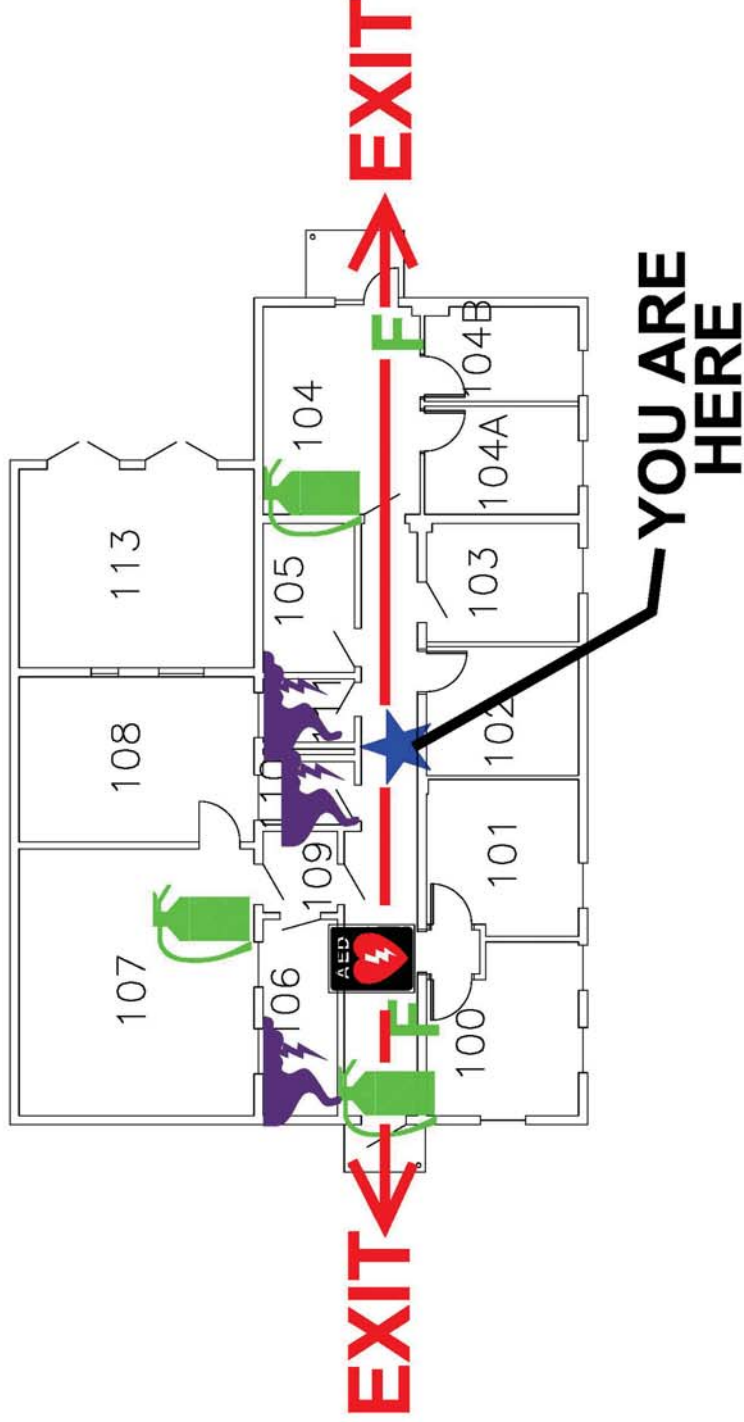
CO486-1_.DWG

EMERGENCY EVACUATION

CO486 IUPU COLUMBUS
4601 CENTRAL AVENUE
SECOND FLOOR
DATE: 11/27/2017

NORTH

▬▬▬	EXIT ROUTE
♿	ACCESSIBLE EXIT
E	AREA of RESCUE ASSISTANCE
F	FIRE ALARM PULL STATION
🧯	FIRE EXTINGUISHER/ FIRE HOSE
⚡	SEVERE WEATHER SHELTER
❤	AED

IN CASE OF FIRE:

Sound the alarm, close doors, use nearest available exit and proceed away from building to an assembly area.

EVACUATION POINTS FIRST SEARCHED BY EMERGENCY PERSONNEL:

Occupants may use any exit stairwell landing. Move to an area near an exit, out of the flow of traffic. Send someone to inform the Fire Department or I.U.P.D. of your location and wait for assistance.

FOR TORNADO WARNINGS OR THREATENING WEATHER:

Go to designated severe weather shelter on the lowest level. If you don't have time, go to the designated tornado severe weather on your level.

CO486-2_.DWG

EMERGENCY EVACUATION

Campus Center (CC) | Research Center (RC)

CO488 IUPU COLUMBUS RESEARCH
4601 CENTRAL AVENUE
FIRST FLOOR
DATE: 02/27/2017

NORTH

EXIT ROUTE	
	ACCESSIBLE EXIT
E	AREA of RESCUE ASSISTANCE
F	FIRE ALARM PULL STATION
	FIRE EXTINGUISHER/ FIRE HOSE
	SEVERE WEATHER SHELTER
AED	AED

IN CASE OF FIRE:
Sound the alarm, close doors, use nearest available exit and proceed away from building to an assembly area.

EVACUATION POINTS FIRST SEARCHED BY EMERGENCY PERSONNEL:
Occupants may use any exit stairwell landing. Move to an area near an exit, out of the flow of traffic. Send someone to inform the Fire Department or I.U.P.D. of your location and wait for assistance.

FOR TORNADO WARNINGS OR THREATENING WEATHER:
Go to designated severe weather shelter on the lowest level. If you don't have time, go to the designated severe weather shelter on your level.

CO488-1A.DWG

EXIT

YOU ARE HERE

EXIT

113   108   107

104   105   106

104B   104A   103   102   101   100

109   100