



**NON-UNIVERSITY OWNED
BUILDING EMERGENCY PLAN
VERSION 1.1D**



***PURDUE PHYSICS & ASTRONOMY
CUMBERLAND STREET OBSERVATORY***

Date Revised: December 7, 2018

Prepared By: William Fornes



INSTRUCTIONS FOR COMPLETING YOUR OFF-CAMPUS/NON UNIVERSITY OWNED BUILDING EMERGENCY PLAN TEMPLATE VERSION 1.1D

If you need assistance completing this document, or have any questions contact:

Jefferson Howells, Assistant Director
Campus Emergency Preparedness and Planning Office
Purdue University Police Department
205 S. Martin Jischke Dr
(765) 494-9269 jfhowells@purdue.edu

BEP DEVELOPER INSTRUCTIONS

1. This Off-Campus/Non-University Owned Building Emergency Plan (BEP) is a tool to identify specific equipment, processes, and information to your staff to use during an emergency while occupying a non-university owned building.
 - a. Look for all open highlighted fields, populate with your building-specific information.
 - b. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document and any additional information that makes your BEP more effective.
2. The next step is to put the program into action. Distribute your BEP to other staff in your department or building. Additional distribution of your BEP can be accomplished by posting your BEP link to a web site.
3. **Please Note:** It is recommended that all employees impacted by this BEP review the plan at least annually. The BEP Developer should also review the plan annually and update it as needed. *****Completion and review of your BEP is required for the university's Integrated Safety Plan Certification.**

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QUICK REFERENCE SUMMARY

Departments / Units Included: Purdue University Physics & Astronomy

Building Deputy Name: Bruce Poer

Day Phone # _765-491-1303_____

Night Phone # _765-491-1303_____

Emergency Assembly Areas (EAA) for Evacuation **fire alarm**:

- Primary: Parking Lot North of Observatory (Benton Street entrance)
- Secondary: Parking Lot South of Observatory (Cumberland Avenue entrance)

Shelter in Place locations for a **tornado warning**:

- Primary: First Floor of Observatory
- Secondary: NA (facility has only 2 floors and users do not have a key to the school.)

Shelter in Place locations for an **active threat such as a shooting**:

- If one cannot get away, shelter in a room that is securable preferably without windows.
- Use the "Get Ready...Get Set...Go" chart to provide options based on situational awareness. (See next page for the chart)

Shelter in Place requirement for a **major hazardous materials release**:

- Remain inside your building, unless instructed to evacuate by local public safety officials.
- Shutting any open doors and windows.
- If outdoors, seek shelter within the nearest accessible structure and seek more information.

NOTE: *In-depth information, procedures, and considerations are detailed on the following pages. This summary provides the evacuation and shelter locations for various incidents. Everyone should read and understand the entire BEP at least once per year. Please contact the Emergency Preparedness Office at (765) 494-9269 if you have any questions.*





Get Ready...Get Set...Go

Shelter in Place Considerations for Life Threatening Incidents

This information is designed to encourage building occupants to develop an individual plan based on active threat incidents such as a shooting on campus. Actions should be based on situational awareness. React to Purdue ALERT information as well as what you see and hear in your general area. See EP website for more info http://www.purdue.edu/emergency_preparedness/

<p>Get Ready...be prepared.</p> <p><i>An active threat incident has occurred in the West Lafayette area; but the incident location is not near me.</i></p>	<p>General Actions:</p> <ul style="list-style-type: none"> Follow information sources: Campus Status page, Twitter @PurdueEmergency, text & email alerts. Review your Building Emergency Plan Notify others of incident. Review internal procedures; be ready to implement. Plan next steps if incident impacts my area: <ul style="list-style-type: none"> Should I get out? Where will I shelter if needed? 	<p>Specific actions based on your location: [NO SITE-SPECIFIC ACTIONS]</p>
<p>Get Set...stay alert; be prepared to implement your plan.</p> <p><i>A life threatening incident has occurred in the West Lafayette area; incident location is near me but not in my building.</i></p>	<ul style="list-style-type: none"> Implement all Get Ready actions. If the threat is ongoing or you feel your safety is in jeopardy, implement your department or building specific actions. Be ready to get out/run or shelter in safe area (hide) based on situational awareness. 	<p>[NO SITE-SPECIFIC ACTIONS]</p>
<p>Go...stay calm and activate your plan.</p> <p><i>A life threatening incident has occurred and the incident location is in my building or I feel my safety is in jeopardy (location of perpetrator is unknown).</i></p>	<p>Based on situational awareness, immediately:</p> <ul style="list-style-type: none"> Decide if you can run; if possible get out of the building to a safe location. If you can't run, then shelter in a lockable area and/or a room that you can secure or barricade (hide). As an absolute last resort, consider taking action (fight) if your safety is in jeopardy. 	<p>[NO SITE-SPECIFIC ACTIONS]</p>

Section 1: User Items

1.1 Emergency Contact Information:

A)

Building Deputy or designated BEP developer	
Name	Bruce Poer
Phone Number	765-491-1303
Email Address	poer@purdue.edu
Office/Room Number	PHYS 001
After Hours Emergency Contact Number, if applicable	765-491-1303

1.2 Non-emergency Contact Numbers:

- A) West Lafayette Fire Department 775-5175
- B) West Lafayette Police Department 775-5200
- C) Radiological and Environmental Management 494-6371
- D) Physical Facilities Services 494-9999
- E) Emergency Preparedness Office 494-0446

1.3 Automatic External Defibrillator (AED)

- A) Many departments have purchased AED (s) and placed them in locations throughout their building. If your facility has an AED (s), please fill out the following table:

AED Location	Contact Person	Contact Person's Phone #
No AED on premises	NA	NA

- B) For any questions about AED's or to report a purchase of one, please contact the Purdue Fire Department at 765-494-6919.
- C) **Building Deputy Quarterly AED Inspection & Checklist Report Click [here](#)**

1.4 Response to Alarms:

REMEMBER, WHEN YOU HEAR:

- ALL HAZARDS OUTDOOR WARNING SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, you should seek additional clarifying information by all possible means...NIXLE, TV, radio, etc.

1.5 Emergency Evacuation

- A) General Evacuation Procedures--If you hear the fire alarm or are instructed to leave the building:
- 1) You must immediately obey evacuation alarms and orders. Tell others to evacuate.
 - 2) No one may remain inside a building when an evacuation is in progress.
 - 3) Meetings in session must evacuate.
 - 4) 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.
 - 5) When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area (EAA). **REMEMBER, IN CASE OF A FIRE, IT IS IMPORTANT TO NOT DELAY EVACUATION.**
 - 6) Close doors as rooms are vacated.
 - 7) Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
 - 8) Note location of trapped and injured victims and be prepared to notify emergency responders after exiting.
 - 9) Walk calmly but quickly to the nearest emergency exit.
 - 10) Use stairways only. **Do not use elevators.**
 - 11) Keep to the right side of corridors and stairwells as you exit.
 - 12) Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
 - 13) Remain in EAA until roll is taken and instructions are given.
 - 14) Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

B) Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. (*Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.*)

➤ **There are no building specific evacuation procedures.**

C) Emergency / Evacuation Assembly Area (EAA) Location operations (after you have evacuated your building)

- 1) Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities have incoming and outgoing staff, and visitors which makes a “headcount” very difficult to conduct. ***The Building Deputy or representative should provide first responder personnel as much information as you know. (Typically the first arriving public safety vehicle), or contact the nearest public safety official as soon as possible.***

- (i) **Primary location:** (should be **outside**, in an area away from the building).
 - (a) **Parking lot north of the observatory**
- (ii) **Secondary location:** (should be **inside a nearby building** in case of inclement weather).
 - (a) **Parking lot south of the observatory**

1.6 Detailed Emergency Shelter in Place Procedures

Shelter in place means seeking immediate shelter inside a building. This course of action may need to be taken during a tornado warning, an active threat (such as a shooting), or a release of hazardous materials in the outside air. When you hear the All Hazards Outdoor Emergency Warning Sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

- A) Types: You may be required to Shelter In Place for events such as:
- 1) Tornado warning or other severe weather events.
 - 2) Active threat, such as an active shooter.
 - 3) Hazardous materials release.
 - 4) As directed by public safety personnel for any other situation that requires you to find protection within a building.
- B) When to Shelter in Place: You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows) when:
- 1) You hear the All Hazards Outdoors Emergency Warning Sirens.
 - 2) When directed by public safety personnel.
- C) General Procedures:
- 1) If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.
 - (i) Proceed to the basement or lowest level of the building. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
 - (ii) In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
 - (iii) If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
 - (iv) Any occupant who encounters staff and visitor unaware of the threat should direct them to take appropriate actions.
 - (v) Any occupant that encounters persons with access and/or functional needs should assist them if possible.

- (vi) Try and obtain additional clarifying information by all possible means (e.g. NIXLE, TV, radio, email, etc.)
- 2) If you are “sheltering” due to an **active threat in or near your building**, immediately go to a safe location in your building.
 - (i) If possible, take refuge in a room that can be locked.
 - (ii) If possible, close and lock the room’s door (s). If unable to lock the door secure it by any means possible.
 - (iii) The room should also provide limited visibility to anyone that is outside of it.
 - (iv) Hide under a desk, in a closet, or in the corner.
 - (v) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. NIXLE, TV, radio, email, etc.)
 - (vi) Report any suspicious activity if you can do so without jeopardizing your safety...Call or Text 911 if possible.
- 3) 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:
 - (i) Close all windows and doors.
 - (ii) Move to the shelter in place location.
 - (iii) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
 - (iv) Do not use elevators as they may pump air into or out of the building.
 - (v) Any occupant who encounters a visitor should direct them to take appropriate actions.
 - (vi) . Any occupant that encounters persons with access and/or functional needs should assist them if possible.
 - (vii)
 - (viii) Try and obtain additional clarifying information by all possible means (e.g. NIXLE, TV, radio, email, etc.)
- D) Building Specific Shelter in Place Procedures and Locations:
 - 1) Shelter in place procedures must take into account any specific building and occupant needs. **Recommend you describe your shelter in place locations and procedures for a tornado warning, life threatening incident such as a shooting, and a major hazardous materials release.** Describe your building specific shelter in place procedures here:
 - (i) Go to the first floor, away from entry doors.

- 2) If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident. **Once you have determined the type of emergency, follow the below chart if there are no building specific procedures:**

EMERGENCY	EMERGENCY ASSEMBLY AREA (EAA)— SHELTER IN PLACE
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Active threat—active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.

1.7 All-Clear Procedures

- A) Do not re-enter the building until the all-clear announcement is given by a public safety official.
- B) The All Hazards Outdoor Warning Sirens will **not** be used to send an all clear signal. Seek additional information by all means possible to include TV and radio channels.

Section 2: Information for Emergency Responder

2.1 Building Description

- A) Describe the building (e.g., number of floors and major uses of building) here.:_2 floors, classroom, storage and toilets on ground level. Observatory dome on roof.

2.2 Building Departments

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
PHYS	Bill Fornes	494-3001	PHYS	217D

2.3 Building Critical Operations

Critical operations are any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. This information must be readily available to first responders to assist them in their emergency response efforts.

Employees may need to notify local public safety responders about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
NA				

2.4 Building Alarms

In addition to building fire alarm systems, many buildings have specialized alarms that building occupants may need to be aware of. These could include; freezer temperature alarms, HVAC flow alarms, doors / access alarms.

Please list these alarms below:

Alarm Type	Room	Department	Responsible Person	Phone
NA				

2.5 Building Safety Committee

If your building has a safety committee, please list committee members and positions (chair, vice-chair, other officers, members, etc.).

<u>Name & Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Gabor Csathy, Chair	PHYS	4-3012	PHYS	056
Marc Caffee	PHYS	4-2586	PHYS	S153A
Jim Corwin	PHYS	4-5548	PHYS	039
Bill Fornes	PHYS	4-3001	PHYS	217D
Rafael Lang	PHYS	4-3048	PHYS	253
Abigail Kopec	PHYS	NA	PHYS	307
Ken Mueller	PHYS	4-5382	PHYS	B174A
Bruce Poer	PHYS	491-1303	PHYS	001
Sergei Savikhin	PHYS	4-3017	PHYS	064
Mark Smith	PHYS	4-4995	PHYS	038

Section 3: BEP Responsibilities and Requirements

3.1 Department Head or Designated Representative

- A) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
- B) Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).

3.2 Building Deputy or an individual designated by the department head to prepare the BEP

- A) Prepare, coordinate, and distribute the BEP to building occupants.
- B) Ensure the BEP is readily available and used during emergency incidents.
- C) It is recommended to review the **BEP annually** to ensure information and procedures are current.
- D) List all **Critical Operations** in the BEP for first responder reference and use.
- E) Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
- F) Assist in building evacuation but do not jeopardize your safety.
- G) Report to Emergency Assembly Area (EAA).
 - 1) Provide any incident information to Incident Command Post, or the nearest public safety official as soon as possible.
- H) Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
- I) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
- J) Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

3.3 Building Occupants

- A) Purdue policy requires immediate evacuation when any fire alarm sounds within a building. All staff and any other individuals within the building must promptly evacuate the building using the nearest designated exit routes.
- B) Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- C) All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
- D) Know the evacuation routes and location(s).
- E) After exiting building, occupants are to go directly to their designated Emergency Assemble Area (EAA) and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.

- F) No one may re-enter building until authorized to do so by public safety officials.
- G) All building occupants must be familiar with the BEP. **Read it carefully.** If you have any questions, consult your building deputy, department safety coordinator or safety committee representative. Keep the following tips in mind as you read through the document. *Be familiar with:*
 - 1) *When and how to evacuate the building.*
 - (i) *Know your evacuation routes, exit points, and location to report for roll call after evacuating the building.*
 - 2) *When and where to shelter in place within the building.*
 - 3) *Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.*
 - 4) *Proper procedures for notifying emergency responders about an emergency in the building or work area (Call or Text 911 for emergency notification)*
 - 5) *Additional building specific procedures and requirements.*

3.4 Training

- A) Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.
- B) Building Deputies or BEP Developers are highly encouraged to annually exercise the BEP to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. The Campus Emergency Preparedness and Planning Office will assist in exercise development upon request.

3.5 BEP Requirements

- A) The BEP should be reviewed annually by all staff to ensure information and procedures are current.
- B) Contact the Assistant Director, Campus Emergency Preparedness and Planning at (765) 494-9269 if you need any assistance.

Section 4

4.1 Evacuation Guidelines for People Requesting Additional Assistance

- A) General Policy (reference Appendix D for specific information that may be useful in developing your specific policy/procedures for your building.
- B) Check on people with additional needs during an evacuation. A “buddy system,” where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- C) **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.
- D) **Always ask** someone requiring additional assistance 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.
- E) Faculty and staff who have mobility impairments should let the building deputy or designated building representative know the location of their usual work area and additional needs.
- F) An individual that requires additional assistance may fill out the “**Voluntary Registry for Persons Requesting Additional Assistance**” form located on the Campus Emergency Preparedness Department website, and **APPENDIX-A**. Emergency Preparedness personnel will assist the individual in developing a personalized response plan for possible emergency incidents. Once all information has been entered on the form it should be hand carried to the Campus Emergency Preparedness Office located inside the Purdue Police Department at 205 S. Martin Jischke Drive.

APPENDICES

Appendix A: Acronyms and Term Definitions

Acronyms

AED: Automated External Defibrillator
BD: Building Deputy
BEP: Building Emergency Plan
EAA: Emergency/Evacuation Assembly Area
EPG: Emergency Procedures Guide
REM: Radiological and Environmental Management

Term Definitions

Automated External Defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

All Hazards Outdoor Emergency Warning Sirens: Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the seven sirens located on campus.) Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, hazardous material release or as deemed necessary by police personnel.

Building Deputy: The building deputy is a University employee who has a defined role in each campus building. In an emergency, the building deputy should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Emergency/Evacuation Assembly Area (EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University police department, Purdue fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

APPENDIX B

DATE SUBMITTED: _____
REVIEWED BY: _____



**VOLUNTARY REGISTRY FOR PERSONS
REQUESTING ADDITIONAL ASSISTANCE**

****Only to be completed by person requesting assistance****

Once all information has been entered completely, please send form by campus mail, U.S.P.S. or in person to:

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 _____

Emergency Notification	Type of Assistance Requested
Fire / Building Evacuation: _____	_____
_____	_____
Severe Weather: _____	_____
_____	_____
Shelter-in-place: _____	_____
_____	_____
Other (specify): _____	_____
_____	_____

In the event of an emergency that may require the evacuation of a building, the following procedures are offered :

- If you are able to be evacuated, please do so at that time. Remember to use the stairs if able. Never use the elevator during a fire alarm.
- If not... shelter-in-place in an area with no immediate hazards and call or text 911. Advise the police dispatcher of your location. The use of 911 routinely identifies the location of the caller if you are calling from a land-line phone. Even if the caller is unable to speak, the dispatcher will then automatically surmise that the caller may be in trouble and will respond accordingly.
- If you are unable to call or text 911, advise others around you of your location and have them inform emergency personnel of your location.
- If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system if available.)
- You are also encouraged to carry a sounding device like a small whistle, flashlight and cell phone to alert emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Having a plan and practicing it may save your life. Contact the Emergency Preparedness and Planning Office for arrangements or questions at (765) 494-9269.

For further assistance in your personal emergency preparedness activities, please contact the Purdue University Campus Emergency Preparedness & Planning Office at (765) 494-9269 or visit our website at:

www.purdue.edu/ehps/emergency_preparedness/

Appendix C: 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.

I. In all emergencies, after an evacuation has been ordered:

- A) Evacuate if possible.
- B) **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
- C) 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.
- D) **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.
- E) 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.
- F) **If you have a physical disability and are unable to use stairways:**
 - 1) Stay calm, and take steps to protect yourself.
 - 2) If there is a working phone, call 911 and tell the police dispatcher where you are or where you will be moving to.
 - 3) **If** you must move, we recommend the following:
 - (i) Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
 - (ii) Request persons exiting by way of the stairway to notify the Fire Department of your location.
 - (iii) Await Emergency Responders.

II. Power Outages:

- A) 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.
- B) 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.

III. The following guidelines are general and may not apply in every circumstance.

- A) Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- B) Two or more trained volunteers, if available, should conduct the evacuation.
- C) ALWAYS **ASK** people with disabilities how you can help **before** attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- D) Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- E) Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified, depending on the disabilities of the people. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the Office of Institutional Equity.

IV. Tips to remember when interacting with people with specific disabilities

- A) Blindness or Visual Impairment
 - 1) Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
 - 2) 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.
 - 3) Give other verbal instructions or information (i.e. elevators cannot be used).
- B) Deafness or Hearing Impairment
 - 1) 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.
 - 2) Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.
- C) Mobility Impairment
 - 1) It may be necessary to help clear the exit route of debris (if possible).
 - 2) If people with mobility impairments cannot exit, they should move to a safer area, e.g.
 - (i) Most enclosed stairwells.
 - (ii) An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
 - 3) Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.

- 4) 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.
- 5) If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

V. Summary

- A) Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.