



**AMERICAN RAILWAY BUILDING:  
BUILDING EMERGENCY PLAN**

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**Prepared By: J. Martin Mlynarik**

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## SECTION I: PLAN DEVELOPMENT AND VALIDATION

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building deputy or an individual designated by the department head will develop the BEP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Preparedness and Planning Office.
3. If you have any questions about this plan, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.
4. This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: Building Deputy or Designated Individual J. Martin Mlynarik, Safety Consultant
Reviewed by: Department Head (or Designated Individual) Keith H. Hawks, Assistant Department Head
Reviewed by Campus Emergency Preparedness and Planning Office Ron Wright, Director

Annual Review:
Annual Review:
Annual Review:

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## SECTION II: YOUR BUILDING EMERGENCY PLAN

### 1. INTRODUCTION

a. The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and human-made events.

b. All building occupants need to review and understand their Building Emergency Plan (BEP) information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency? are just a few of the questions the BEP should answer.

c. As a member of the Purdue Community, you should also be familiar with the **Purdue Emergency Procedures Handbook**. This manual describes the procedures to follow in a variety of emergencies. A copy of the **Handbook** is attached (attachment 1) to the BEP or you can view it electronically at [http://www.purdue.edu/fire/safety\\_handbook.pdf](http://www.purdue.edu/fire/safety_handbook.pdf).

### 2. RESPONSIBILITIES

#### a. **Department Head or designated representative**

1) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.

2) Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

#### b. **BEP Developer (building deputy or an individual designated by the department head)**

1) Prepare, coordinate, and distribute the BEP to building occupants.

2) Ensure the BEP is readily available and used during emergency incidents.

3) Review the **BEP annually** to ensure information and procedures are current.

4) List all **Critical Operations** in the BEP for first responder reference and use.

5) Attach a copy of the **Purdue Emergency Procedures Handbook** to the BEP.

6) In the event of an emergency ensure emergency notification to emergency agencies takes place.

7) Assist in building evacuation.

8) Report to emergency assembly area (EAA) and account for evacuated personnel.

9) Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).

10) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).

11) Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

### c. Building Occupants

1) Know the evacuation routes and EAA location(s).

2) Participate in annual exercises/drills.

3) Attend department training sessions.

4) 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 in mind as you read through the document:

➤ ***Be familiar with:***

- ***the Purdue Emergency Warning Notification System—Purdue ALERT.***
- ***evacuation routes, exit points, and location to report for roll call after evacuating the building.***
- ***when and how to evacuate the building.***
- ***locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.***
- ***proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).***
- ***additional building specific procedures and requirements.***

### **3. BEP REQUIREMENTS**

a. The BEP is reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Purdue Fire Department.

**b. 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. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Emergency Preparedness and Planning Office. The Campus Emergency Preparedness and Planning Office will assist in exercise development if needed.

c. 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.

### **4. TRAINING SLIDE PRESENTATION TEMPLATE**

A Power Point Training Presentation template is located on the Emergency Preparedness website ( [http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/) ) to assist the building deputy or designated representative develop a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set up and training objectives.** Please contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you have any questions.

## SECTION III: BUILDING INFORMATION

### 1. BUILDING DEPUTY/ALTERNATE BUILDING DEPUTY

Please fill in the following areas. Tailor the form to the needs of your building

**Building Name:** American Railway Building (RAIL)

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**Building Deputy (BD):** Rick Duvall **Email:** rwduvall@purdue.edu

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**BD Campus Address:** 585 Purdue Mall

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**BD Telephone No.:** 49-45654 **FAX No.:** 49-40539

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**Alternate BD or Bldg Contact person:** Mike Sherwood **Email:** msherwoo@purdue.edu

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**Alternate BD Campus Address:** 585 Purdue Mall

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**Alternate BD Telephone No.:** 49-45651 **FAX No.:** 49-40539

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### 2. BUILDING DESCRIPTION

The American Railway Building consists of 2 floors of offices and conference rooms for faculty, staff, and students.

### 3. 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>
ME	Keith Hawks	49-45716	ME	201
ME	Rick DuVall	49-45654	ME	44
Building Services	Mike Dexter	49-44906	PFSB	1244A

**4. BUILDING SAFETY COMMITTEE**

All departments with employees in your building should be represented on your committee. List Committee members and positions (chair, vice-chair, other officers, members, etc.).

<u>Name &amp; Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Rick DuVall (Co-Chairman)	ME	49-45654	ME	44
Bert Gramelspacher	ME	49-45662	ME	244
Keith Hawks (Co-Chairman)	ME	49-45716	ME	201
Mike Logan	ME	49-48756	ME	244
Mike Sherwood	ME	49-45651	ME	12
Jackie Baumgardt	ME	49-49768	ME	212

**5. BUILDING CRITICAL OPERATIONS**

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. Employees may need to notify Purdue Fire about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
None at this time.				

**6. BUILDING ALARMS (s)**

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

The building has no alarms.

**7. BUILDING SERVICES & BUILDING MAINTENANCE**

Day shift 5:00 am. to 1:30 pm. – Howard Byers 49-47115

Evening shift 3:00 pm. to 11:30 pm. – Danny Montoya 494-3913

After hours call PUPD 49-48221



## SECTION IV: NOTIFICATION PROCEDURES

### 1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **911** from any public or campus telephone.

### 2. NON-EMERGENCY NOTIFICATION PROCEDURES:

- a. Department phone number: 49-46900
- b. Fire: Purdue Fire Department (PUFD) 494-6919
- c. Police: Purdue Police Department (PUPD) 494-8221
- d. Closest medical facility: PUSH 49-41700; Home Hospital 447-6811; St. Elizabeth Medical Center 423-6011; Clarian Arnett Hospital 448-8000
- e. Radiological and Environmental Management: 494-6371
- f. Physical Facilities Services: 494-9999
- g. Physical Facilities Zone Services: Zone 1 49-47645

### 3. PURDUE EMERGENCY WARNING NOTIFICATION SYSTEM—Purdue ALERT

Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (***Shelter-In-Place***).
- Fire alarms (***Evacuate*** the building).
- An e-mail will be sent to all people with a **purdue.edu** address.
  - Building Deputies (BDs) should receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be "pushed out" to BDs then a Building Deputy Email Notification will be made. When BDs receive an emergency notification they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.

- Purdue University faculty, staff and students may sign up to receive an emergency notification text message. Reference the Purdue News Service web site, <http://news.uns.purdue.edu/mail.html>, to sign up for the text system.
- The Purdue home page ([www.purdue.edu](http://www.purdue.edu)) is the focal point of the most complete information in all campus-related emergencies.
- University Residences personnel will be notified. They, in turn, will activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- University News Service personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- Information will be posted on a Facebook group called “Purdue Emergency Notification.”
- The Boiler Television Emergency Notification System will broadcast emergency information.

**REMEMBER, WHEN YOU HEAR:**

- ALL HAZARDS 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 solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.*

## SECTION V: EMERGENCY PROCEDURES

1. **Purdue's Emergency Procedures Handbook will be referenced for all emergencies.** A copy of the Handbook must be attached to the BEP.

2. The BEP focuses on two basic and immediate warning notifications:

a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area.

b. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (**Shelter In Place**) in a safe location within closest facility/building.

- "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the 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.

3. Additional warning notifications will follow using Purdue ALERT...the campus emergency warning notification system.

## SECTION VI: EVACUATION

**1. EVACUATION POLICY:** 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. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).

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. After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.

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. Classes in session must evacuate.

d. 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.

e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.

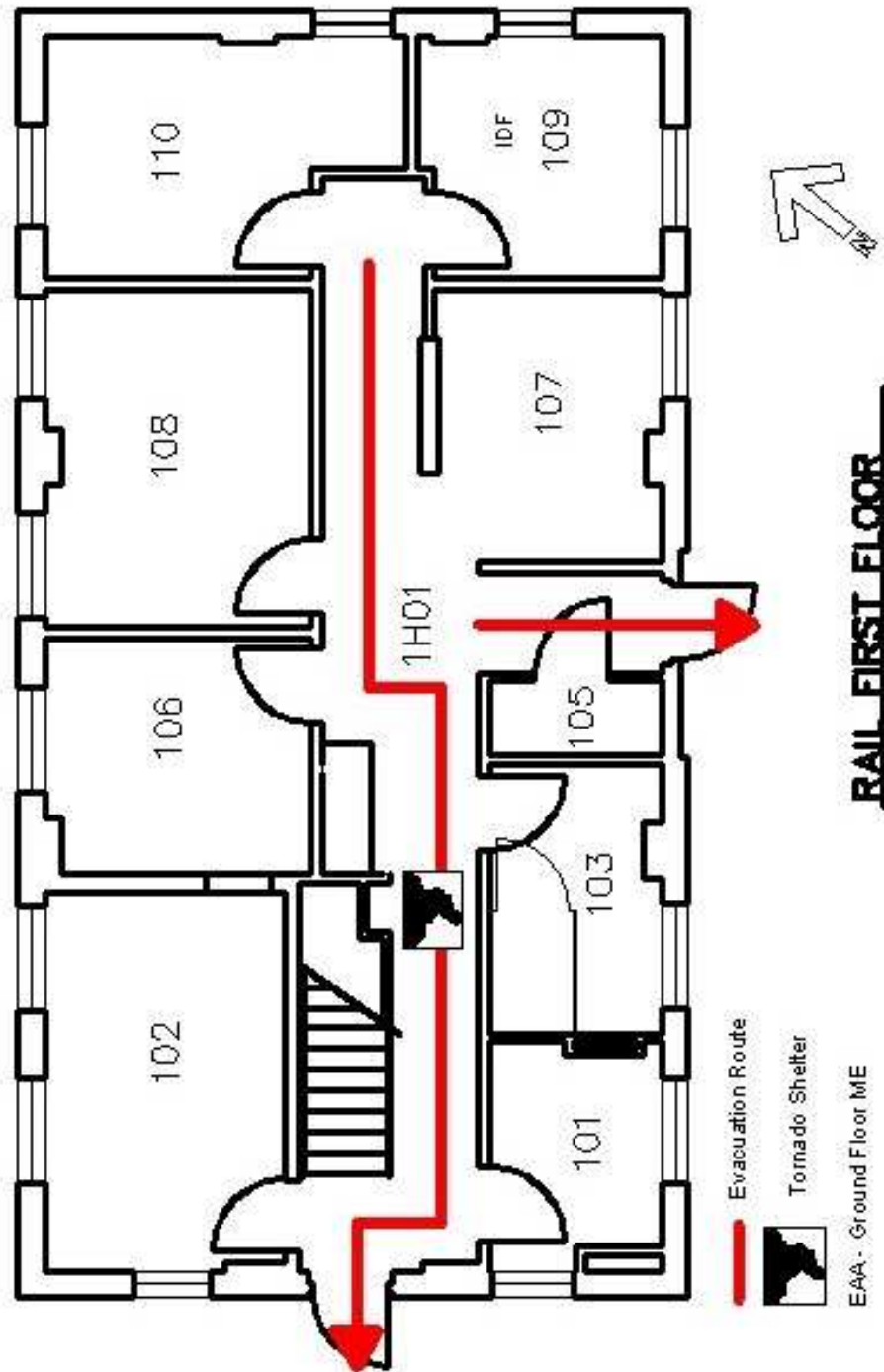
f. Close doors as rooms are vacated.

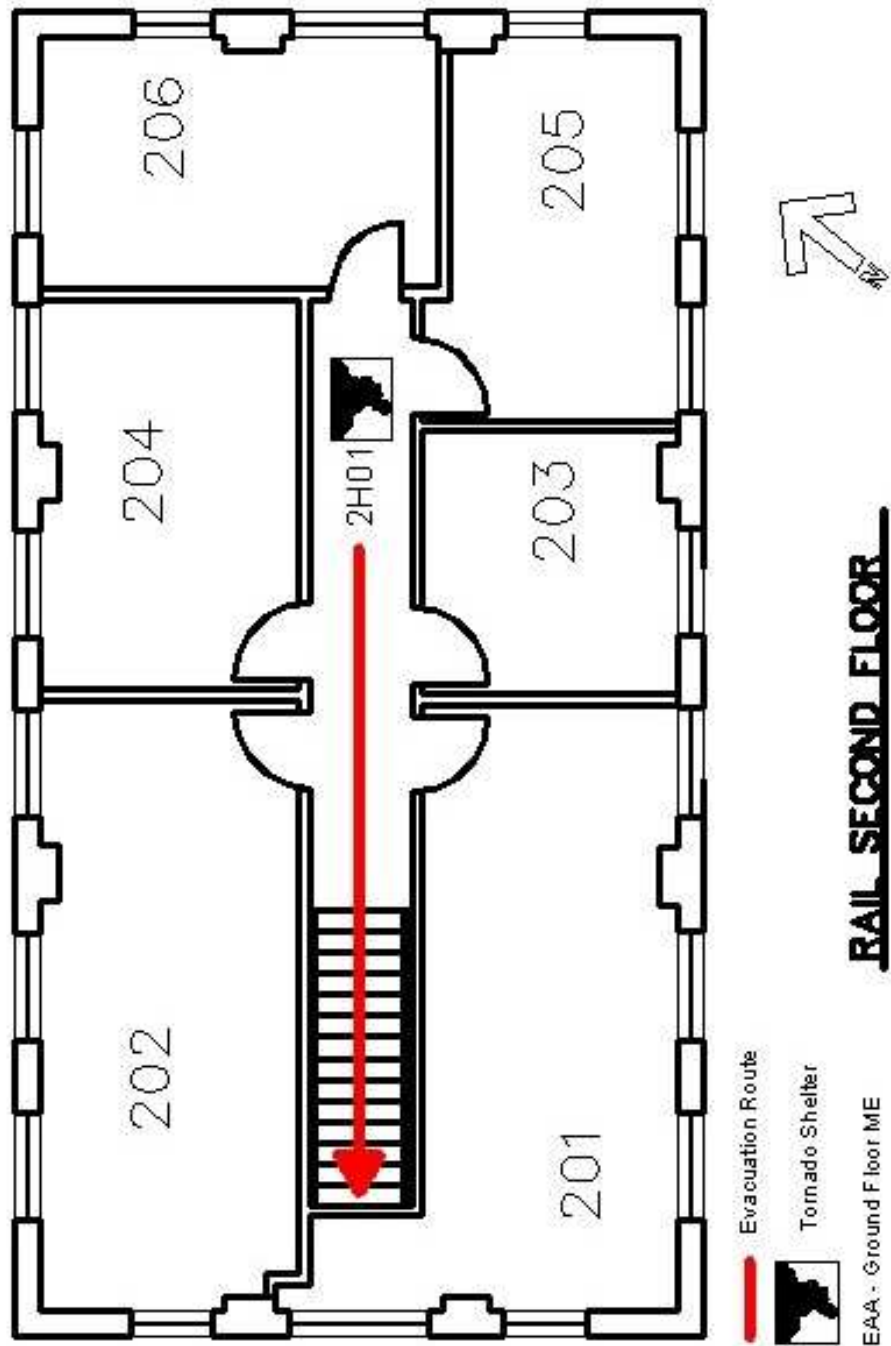
g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

- h. Note location of trapped and injured victims and notify emergency responders.
- i. Walk calmly but quickly to the nearest emergency exit.
- j. Use stairways only. **Do not use elevators.**
- k. Keep to the right side of corridors and stairwells as you exit.
- l. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- m. Remain in EAA until roll is taken and instructions are given.
- n. Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.

### **3. 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. See the following pages to view the evacuation routes in RAIL.





#### **4. EMERGENCY ASSEMBLY AREA LOCATION**

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 (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

The Emergency Assembly Area for RAIL occupants is the ground floor of ME in the front wing.

#### **5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES**

a. General Policy (reference Appendix 1, Emergency Procedures Handbook for specific information that may be useful in developing your specific policy/procedures for your building):

b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities 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 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.

e. Faculty and staff who are mobility impaired should let the building deputy or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

#### **Names & Locations of Building Occupants with Special Emergency Needs**

<b>Name</b>	<b>Room</b>	<b>Phone</b>
No special needs at this time.		



## SECTION VII: SHELTER IN PLACE

1. **TYPES:** You may be required to Shelter In Place for events such as:

- a. Tornado warning or other severe weather events.
- b. Hazardous materials release.
- c. Active shooter, building intruder, or civil disturbance.
- d. As directed by police personnel for any other situation that requires you to find protection within a building.

2. **WHEN TO SHELTER IN PLACE:** You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- a. You hear the All Hazards Emergency Warning Sirens.
- b. When directed by police or fire department personnel.

3. **PROCEDURES:** Purdue ALERT (reference section IV, paragraph 3 for additional information) will be used to notify the Purdue community of a “shelter in place” situation.

- a. If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building. The safe areas will be marked with the following symbol:



1) Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.

2) 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.

3) 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.

4) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

5) Any occupant that encounters a physically disabled individual should assist them if possible.

6) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

b. 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:

1) Close all windows and doors.

2) Move to the shelter in place location.

3) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

4) Do not use elevators as they may pump air into or out of the building.

5) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

6) Any occupant that encounters a physically disabled individual should assist them if possible.

7.) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

c. 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**).

- 1) If possible, take refuge in a room that can be locked.
- 2) 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.
- 3) The room should also provide limited visibility to anyone that is outside of it.
- 4) Hide under a desk, in a closet, or in the corner.
- 5) 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.)
- 6) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

**4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS**

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. The maps in Section VI show the tornado warning safe areas indicated by the “Tornado Shelter” symbol. They are in the interior hallways away from any windows. Moving to a lower floor is not recommended due to the glass doorway at the foot of the stairwell. If sufficient warning has been given, evacuate to the Emergency Assembly Area on the ground floor of ME front wing.

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:

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)
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance—active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

## APPENDICES

### APPENDIX A: Acronyms and Term Definitions

#### Acronyms

**BD:** Building Deputy

**BEP:** Building Emergency Plan

**EAA:** Emergency/Evacuation Assembly Area

**ME:** Mechanical Engineering

**PFSB:** Physical Facilities Service Building

**PUFD:** Purdue University Fire Department

**PUPD:** Purdue University Police Department

**PUSH:** Purdue University Student Health Center

**REM:** Radiological and Environmental Management

#### Term Definitions

**All Hazards Warning Sirens:** Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the five 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, 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.

**Building Safety Committee:** A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

**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.

**Department Safety Coordinator:** This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

**Department Safety Committee:** A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

**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: Resource List**

### **Campus Emergency Preparedness and Planning Office: 765-494-0446**

The office serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information:

[http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/)

### **Radiological and Environmental Management: 765-494-6371**

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://www.purdue.edu/REM>

### **Physical Facilities: 765-494-9999**

Installation and repair of facility safety equipment; maintenance services can be found online at

[http://www.purdue.edu/physicalfacilities/Buildings\\_Grounds/building\\_services.php](http://www.purdue.edu/physicalfacilities/Buildings_Grounds/building_services.php)

### **Purdue University Police: 765-494-8221**

Information on personal safety in the workplace can be found online at

<http://www.purdue.edu/police/programs/types/workplace.htm>

### **Purdue University Fire: 765-494-6919**

Information on training and services <http://www.purdue.edu/fire>

## **ATTACHMENT 1**

**ATTACH A COPY OF THE PURDUE EMERGENCY PROCEDURES HANDBOOK (EPH) TO THE BEP.**

**The EPH is located at:**

[http://www.purdue.edu/fire/safety\\_handbook.pdf](http://www.purdue.edu/fire/safety_handbook.pdf)