INDIANA UNIVERSITY

BUILDING

EMERGENCY ACTION PLAN

For

IUPUI

The Department/Office/School of: IU McKinney School of Law

Address: 530 W. New York Street
Indianapolis, Indiana 46202
Phone: (317) 278-8422
Fax: (317) 274-3955

Date Revised: September 2, 2015

EMERGENCY CONTACTS

From a Campus Phone ........................................................................................................ 911

From any other phone (Fire, Police, Ambulance) ........................................................................ (317) 274-7911

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

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

IUPD (non-emergency) ......................................................................................................... (317) 274-2058

Campus Facility Services (Utilities, Building Services, etc.) .................................................. (317) 278-1900

Insurance Loss Control & Claims (Formerly Fire Protection Services) ................................. (317) 274-8951
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PURPOSE

The purpose of an Emergency Action Plan is to protect IUPUI 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 Emergency Action Plan 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. The entire EAP will include the Building Specific EAP, the Emergency Procedures Handbook and evacuation maps.

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 EAP, 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 EAP 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—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 Marion County)
- Indiana University Police Department (IUPD)
- Internet—(iupui.edu or emergency.iu.edu)
- Social Media—(Facebook, Twitter)

ASSIGNMENT AND RESPONSIBILITIES

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 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 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 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 EAPs, 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 EAP, making it available for all building occupants—either electronic or hard copy.
- Use and apply guidance materials (e.g., EAP 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 Wardens

Floor 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 EAP 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 building EAP; 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 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 EAP 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 EAP. 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](http://www.eeoc.gov/facts/evacuation.html))

- If a person requests a Buddy, one should be appointed by the Floor 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 EAP.

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

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

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

Emergency Coordinators and Floor 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://training.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 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
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 (317) 278-1900.

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

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](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 a campus phone 911 or from any other phone (317)274-7911. 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](http://www.in.gov/iifc) or the Department of Homeland Security’s website at [http://www.dhs.gov/if-you-see-something-say-something](http://www.dhs.gov/if-you-see-something-say-something)

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**Common Fire and Workplace Hazards**

Call INLOCC at (317) 274-8951, 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 (317) 274-8951.

Any other inquiries regarding maintenance to alarm systems can be reported to CFS (317)278-1900.

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
</tr>
<tr>
<td>BIMT</td>
<td>Building Incident Management Training</td>
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<tr>
<td>Buddies</td>
<td>Personnel assigned in each building to support individuals with access and functional needs.</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>EAP</td>
<td>Emergency Action Plan</td>
</tr>
<tr>
<td>EAP</td>
<td>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</td>
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<tr>
<td>EMI</td>
<td>Emergency Management Institute</td>
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<tr>
<td>EMS</td>
<td>Emergency Medical Service</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>Floor Warden</td>
<td>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</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>Materials potentially harmful to people and the environment</td>
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<tr>
<td>IDHS</td>
<td>Indiana Department of Homeland Security</td>
</tr>
<tr>
<td>IIFC</td>
<td>Indiana Intelligence Fusion Center</td>
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<tr>
<td>INLOCC</td>
<td>(IU) Insurance, Loss Control and Claims</td>
</tr>
<tr>
<td>IUUEMC</td>
<td>Indiana University Emergency Management and Continuity</td>
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<tr>
<td>IU-Notify</td>
<td>The mass notification system used by IU to inform students, faculty and staff of emergency or urgent situations requiring immediate attention and action</td>
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<tr>
<td>IUPD</td>
<td>Indiana University Police Department</td>
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<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
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<tr>
<td>PPE</td>
<td>Personnel Protective Equipment</td>
</tr>
<tr>
<td>SDS</td>
<td>Safety Data Sheet</td>
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1. To summon immediate assistance, to report an accident, serious injury or a crime in progress, call:

911 from a Campus phone or (317)274-7911 from any other phone.
Campus Facility Services (Utilities, Building Services, etc.) …………………… (317) 278-1900

2. Evacuation Route Maps were posted in the building on: (Insert Date)

3. The building has:
   a. NOAA All-Hazards Radio(s) in Room(s): Library Circulation Desk; Library Reference Desk; Receptionist Desk-Atrium; Dean’s Office #227P
   b. AM/FM Radio(s) in Room(s): Staff Lounge Rm. 206D
   c. Television that receive outside stations in Room(s): Student Lounge Rm. 151
   d. Building Smoke Detection AND/OR Sprinkler System? YES
      a. IT/THEY WILL automatically activate the fire alarm
      b. The fire alarm WILL send a notification to IUPD/Control Center
      c. There ARE manual fire alarms on each floor
   e. The building has an AED: YES x 3
      a. Location of AED(s): 1st floor Northeast stair well; 2nd floor at Main Elevator; 3rd floor at Main Elevator
   f. The building has a First Aid Kit: YES x 4
      a. Location of First Aid Kit(s): Rooms 111, 119F, 217, 343
   g. This building has emergency phones YES x 2 Location: __Landline phones located on 2nd & 3rd floors south hall outside suite double doors; Library 2nd & 3rd floor central area; Campus Emergency Call boxes located in garage vestibule; south garage wall; on 2nd & 3rd floor near south elevators and on 1st floor next to room 124.

4. In an emergency, communications will be by (choose all that apply):
   - Two-way radio
   - Public address system
   - Voice
   - Other:
5. The **Emergency Coordinators** are:

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE PHONE</th>
<th>CELL PHONE</th>
<th>EMAIL</th>
<th>OFFICE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Susan Bushue-Russell</td>
<td>317-274-8039</td>
<td>317-847-1170</td>
<td><a href="mailto:sbushuer@iupui.edu">sbushuer@iupui.edu</a></td>
<td>206A</td>
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<tr>
<td>B. Cheri Bauder</td>
<td>317-278-8422</td>
<td>317-438-7096</td>
<td><a href="mailto:cbauder@iupui.edu">cbauder@iupui.edu</a></td>
<td>227P</td>
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</tbody>
</table>

6. **Building Floor Wardens** are:

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<thead>
<tr>
<th>NAME</th>
<th>FLOOR</th>
<th>OFFICE PHONE</th>
<th>CELL PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Allan Celik</td>
<td>Library</td>
<td>274-1922</td>
<td></td>
<td><a href="mailto:abcelik@iupui.edu">abcelik@iupui.edu</a></td>
</tr>
<tr>
<td>B. Beverly Bryant</td>
<td>Library</td>
<td>274-1923</td>
<td></td>
<td><a href="mailto:bbyrant@iupui.edu">bbyrant@iupui.edu</a></td>
</tr>
<tr>
<td>C. Miriam Murphy</td>
<td>Library</td>
<td>274-1928</td>
<td></td>
<td><a href="mailto:mimurpjy@iupui.edu">mimurpjy@iupui.edu</a></td>
</tr>
<tr>
<td>D. Terry Rickhoff</td>
<td>Library</td>
<td>274-1932</td>
<td></td>
<td><a href="mailto:trickhof@iupui.edu">trickhof@iupui.edu</a></td>
</tr>
<tr>
<td>E. Susan Agnew</td>
<td>1st Floor</td>
<td>274-2423</td>
<td></td>
<td><a href="mailto:sagnew@iupui.edu">sagnew@iupui.edu</a></td>
</tr>
<tr>
<td>F. Lindsey Mosier</td>
<td>1st Floor</td>
<td>274-2459</td>
<td></td>
<td><a href="mailto:llmosier@iupui.edu">llmosier@iupui.edu</a></td>
</tr>
<tr>
<td>G. Ginger Smallwood</td>
<td>1st Floor</td>
<td>278-0202</td>
<td></td>
<td><a href="mailto:gsmallwo@iupui.edu">gsmallwo@iupui.edu</a></td>
</tr>
<tr>
<td>H. Cheri Bauder</td>
<td>2nd Floor</td>
<td>278-8422</td>
<td></td>
<td><a href="mailto:cbauder@iupui.edu">cbauder@iupui.edu</a></td>
</tr>
<tr>
<td>I. Susan Bushue-Russell</td>
<td>2nd Floor</td>
<td>274-8039</td>
<td></td>
<td><a href="mailto:sbushuer@iupui.edu">sbushuer@iupui.edu</a></td>
</tr>
<tr>
<td>J. Terri Cuellar</td>
<td>2nd Floor</td>
<td>278-1596</td>
<td></td>
<td><a href="mailto:tcuellar@iupui.edu">tcuellar@iupui.edu</a></td>
</tr>
<tr>
<td>K. Kyle Galster</td>
<td>2nd Floor</td>
<td>274-0042</td>
<td></td>
<td><a href="mailto:kgalster@iupui.edu">kgalster@iupui.edu</a></td>
</tr>
<tr>
<td>L. Janice White</td>
<td>2nd Floor</td>
<td>274-1915</td>
<td></td>
<td><a href="mailto:jawhite@iupui.edu">jawhite@iupui.edu</a></td>
</tr>
<tr>
<td>M. Brooke Merry</td>
<td>3rd Floor</td>
<td>278-7918</td>
<td></td>
<td><a href="mailto:bmerry@iupui.edu">bmerry@iupui.edu</a></td>
</tr>
<tr>
<td>N. Julie Davis</td>
<td>3rd Floor</td>
<td>274-8945</td>
<td></td>
<td><a href="mailto:davisjiw@iupui.edu">davisjiw@iupui.edu</a></td>
</tr>
<tr>
<td>O. Faith Long</td>
<td>3rd Floor</td>
<td>274-1913</td>
<td></td>
<td><a href="mailto:falong@iupui.edu">falong@iupui.edu</a></td>
</tr>
<tr>
<td>P.</td>
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</tbody>
</table>
7. When sheltering in place, emergency actions will be coordinated from:

**FLOOR WARDENS**

8. In the event of a tornado, occupants will shelter:

**ALL CLASSROOMS, RESTROOMS, OR INTERIOR HALLWAYS**

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

**FLOOR WARDENS WILL ENCOURAGE ALL OCCUPENTS TO MOVE TO A SAFE LOCATION.**

---

**Building Name**

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

   a. The primary meeting place, which is: **Lot 85 – west of the law school**

   (Location: )

   b. The alternate interior location is: **IT Building – north of the law school**

   (Location: )

11. The follow-up procedure for reporting missing, trapped or injured persons to emergency personnel is:

**Word of mouth via floor wardens, buddies and building emergency coordinators.**

12. For those needing 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: __________________________________________________________________________

   - [ ] Stairway landing within a smoke-proof enclosure; Safe Rooms: Courtroom #100, Rm 267 and Rm 381 and, stairway landings to garage at each floor.

   (Location: ____________________________________________)

   - [ ] Other:

13. Building “Buddies” are:

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE PHONE</th>
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</table>

16
14. This building **MAY** have critical operations that must be shut down by designated personnel. YES/NO
15. This building has which of the following utilities (choose all that apply):

- □ Gas Located: NA
- X Steam Located: 010 Machine Room
- X Electricity Located: 010C Machine Room
- X Water Located: 010 Machine Room

**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.

16. 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):

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Andrew Klein, Dean</td>
<td>IH 227H</td>
<td>317-274-2009</td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. IUEMC</td>
<td>351 W. 10th St., Suite 110</td>
<td>317-278-8362</td>
</tr>
</tbody>
</table>

17. The location of the following are:
   a. Safety Data Sheets: _______ CFS __________________________

   b. Personal Protective Equipment (sheet attached): __ CFS __________________________

   c. Spill Containment & Security Equipment: ___ CFS __________________________
20. Personnel on the Building Incident Management Team (BIMT) have taken the following training (choose all that apply sheet of personnel and dates of training to be attached):

- Building Incident Management Training (BIMT):
  Number of personnel trained: ________________

- First Aid / CPR / AED
  Number of Personnel trained: 2010; Oct. 2013 (10 – 12 trained)

- Fire Extinguisher Training:
  Number of Personnel: _2010 – approx. 10 trained____________________

- Emergency Preparedness:
  Number of personnel trained: _3/4/13 – 2 trained__________________

- IS-100.HE (FEMA):
  Number of personnel trained: ________________

- IS-700.a (FEMA):
  Number of personnel trained: ________________
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’s immediate supervisor
- Emergency Coordinator
- IU Emergency Management and Continuity

<table>
<thead>
<tr>
<th>NAME</th>
<th>BUILDING/FLOOR &amp; ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED NEEDS</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDDY ASSIGNED</th>
<th>BUDDY NAME / PHONE #</th>
</tr>
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<tbody>
<tr>
<td>YES □  NO □</td>
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<td>BUDDY NAME / PHONE #</td>
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<tr>
<td>YES ☐ NO ☐</td>
<td></td>
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</tbody>
</table>