NEVER ENDANGER YOUR PERSONAL SAFETY

Building evacuation is mandatory whenever a fire alarm sounds. Every building occupant is responsible for knowing these procedures.

Updated on: May 2017
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Scope

This plan has been prepared to ensure orderly and complete evacuation of your building whenever an emergency occurs, or the alarm sounds.

The primary objectives of this building plan are to ensure that:

1. Everyone leaves the building safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Building occupants are accounted for after an emergency evacuation.
4. Personnel are selected among building occupants, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the building:

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).
- Building air contamination

The following are emergencies for which it will be necessary to seek shelter in the building’s designated shelter:

- Severe weather
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).

The plan will be updated at least annually. The plan will be revised by members of the building’s safety committee, which is comprised of staff who have volunteered to participate in the planning process.
Key Words & Definitions

**Work Area Rep:** checks department rooms and informs all people in work area of evacuation. Reports to Floor Monitor.

**Floor Monitor:** monitors corridors on assigned floor and ensures personnel are moving toward exits; checks bathrooms, assists with safe rooms. Reports to Emergency Coordinator.

**Emergency Coordinator:** collects information on who may still be in the building and who needs help in safe rooms. Communicates with emergency personnel.

**Area of Refuge:** regular room that is easily accessible to individuals with limited mobility, has closeable doors.

**Designated Shelter:** provides shelter in the building during severe weather or other emergency.

**Evacuation Assembly Point:** assigned meeting location outside of building in the event of evacuation.

**FM:** Facilities Management

**General Building Evacuation Procedure**

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

**Evacuation Instructions**

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Meetings in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
• Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn’t mean the emergency is over.

Chemical Spill Lab Evacuation instructions

• Notify other lab occupants in immediate area
• Everyone who can safely leave, should leave lab away from spill
• While exiting, close double doors leading into other labs
• A lab occupant leaving lab should immediately head to area of refuge button (near freight elevator on each floor) or call 911
• Notify operator of spill and location
• Operator can remotely activate fire alarm and send emergency personnel
• Evacuate building according to general evacuation procedures

Radiation Incident Instructions

• Occupants should call 911 in the following situations:
  o if you encounter a radiation incident
  o if you are unsure as to whether or not you are at a radiation incident
• The following information is needed:
  o Report that you have a radiation incident
  o Building Name
  o Room Number
  o Brief Description of the incident
  o Your name and a telephone number where you can be reached
• DO NOT LEAVE. Remain at the incident and near the phone
• All individuals must be surveyed prior to being released

Active Shooter Instructions

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

If escape is possible:
• If it is safe to escape from the building, do so.
• Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc., between you and the gunman whenever possible.
• Dial 911 when you are a safe distance away.
• Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:
• Upon learning of an active shooter in the building, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
• If you can do so safely, allow others to take shelter with you.
  ➢ Remember the safety of the many vs. the safety of the few.
  ➢ Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
  ➢ The shooter may bang on the door and yell for help as a way to entice you to open the
• When in doubt, do NOT open the door.
  ➢ WITHOUT ENDANGERING PERSONAL SAFETY, AHCRBMS may utilize building intercom system to notify building occupants to seek shelter.
• Block interior windows and/or close interior blinds whenever possible.
• Turn off all radios/speakers and computer monitors and silence cell phones.
• Place signs in exterior windows to identify the location of injured persons.
• After securing the room all occupants should take cover where they cannot be seen from any windows.
  ➢ Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
  ➢ Occupants should NOT group together. Remain spread apart.
• Dial 911 if it is safe to do so. Give your location and a description of the shooter.
• Remember that responding law enforcement personnel will not know whether or not you are a threat.
  ➢ Follow all directions from officers.
  ➢ Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

Building Emergency Instructions

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:
• Call the Building Systems and Automation Center (BSAC) at 624-2900 to notify them of the emergency. Call 624-3357 for after-hours emergencies.
• Notify staff who are located near the emergency so they may take appropriate precautions.
• Follow evacuation instructions, if evacuation is necessary.

Shelter Emergency Instructions

• In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location
• In the event of the release of hazardous chemical substances which threaten human health and the immediate lab needs to evacuate, but other building occupants are safe, please follow the steps below:
  o Notify other lab occupants in immediate area
  o Everyone who can safely leave, should leave lab away from spill
  o While exiting, close double doors leading into other labs
  o Contact DEHS according to established lab safety protocols

Emergency Evacuation Personnel

For the purpose of this plan, emergency evacuation personnel and their alternates are regular employees who have been selected to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points where they will be accounted for, and persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

On the following page is a list of building emergency evacuation personnel, and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety
# Emergency Evacuation Personnel Duties

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Area Reps.</strong></td>
<td>• Have a general awareness of all current occupants, including part time and student employees in immediate work area.</td>
</tr>
<tr>
<td></td>
<td>• Inform area occupants leave the building in cases where there is word of an emergency but building alarm didn’t sound.</td>
</tr>
<tr>
<td></td>
<td>• Inform occupants of their duty to report to your assembly point.</td>
</tr>
<tr>
<td></td>
<td>• Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairway.</td>
</tr>
<tr>
<td></td>
<td>• Leave the building as soon as possible and go to your assembly area.</td>
</tr>
<tr>
<td></td>
<td>• Check off co-workers who safely reported to assembly point from occupant list.</td>
</tr>
<tr>
<td></td>
<td>• Collect information on missing personnel known, or suspected to still be in the building, and report to floor monitor or emergency personnel.</td>
</tr>
<tr>
<td><strong>Emergency Coordinators</strong></td>
<td>• Monitor corridors on assigned floor and ensure personnel are moving toward exits.</td>
</tr>
<tr>
<td></td>
<td>• Check restrooms on assigned floor to ensure they have been evacuated.</td>
</tr>
<tr>
<td></td>
<td>• Make sure fire doors on enclosed stairways and exits are closed and not blocked open.</td>
</tr>
<tr>
<td></td>
<td>• Assist and/or direct occupants with limited mobility, either to safe rooms, or down stairs if able to negotiate stairway.</td>
</tr>
<tr>
<td></td>
<td>• Leave the building as soon as possible and ensure assigned entryway is being monitored. Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept.</td>
</tr>
<tr>
<td></td>
<td>• Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.</td>
</tr>
<tr>
<td><strong>On Scene Police Officers</strong></td>
<td>• Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps.</td>
</tr>
<tr>
<td></td>
<td>• Meet emergency responders at building entrance.</td>
</tr>
<tr>
<td></td>
<td>• Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or On Scene Commander.</td>
</tr>
<tr>
<td></td>
<td>• Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel.</td>
</tr>
<tr>
<td></td>
<td>• Conduct post emergency meeting if necessary.</td>
</tr>
<tr>
<td></td>
<td>• Assist emergency responders from the fire department in gaining access to building as needed.</td>
</tr>
<tr>
<td></td>
<td>• Help secure building and prevent re-entry</td>
</tr>
<tr>
<td></td>
<td>• Maintain communication between emergency responders and University officials.</td>
</tr>
</tbody>
</table>
Procedure for Persons Needing Assistance to Evacuate
Any person unable to use stairs, or need assistance to evacuate, should proceed to the nearest designated “area of refuge” or remain in his/her office if safe. Emergency evacuation personnel will check “area of refuge”, and ensure emergency response and rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas.

Building “Areas of Refuge”
Reasonably “areas of refuge”, unless otherwise specified, are regular rooms that are easily accessible to individuals with limited mobility, are preferably equipped with a telephone and windows to the outside, and are monitored by emergency personnel (Work Areas Reps, Floor Monitors).

One area per floor is designated as an “area of refuge”. These areas are for use as a refuge by individuals who cannot negotiate stairs during evacuation, until trained emergency rescue personnel arrive to assist in their safe evacuation if circumstances warrant. These locations have emergency contact buttons inside of elevators in order to inform emergency personnel of your specific need and location.

Building Shelters
Every building should have at least one shelter designated for severe weather or other emergency which would require sheltering in place.
## Building Specific Information

### Work Area Reps: (Customer to Fill Out)

The following individuals have been selected as Work Area Reps, and will carry out their duties as listed in this plan under “Work Area Reps duties.” Redundant Work Area Reps have been selected for each area in the event the primary Work Area Rep is unavailable at the time of an emergency.

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Work Area Reps</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Matt McNearney, Jim Crants</td>
</tr>
<tr>
<td>3</td>
<td>Pete Boulay, Tim Griffis</td>
</tr>
<tr>
<td>4</td>
<td>Jessica Gutknecht, Karina Fabrizzi</td>
</tr>
<tr>
<td>5</td>
<td>Kurt Spokas, Brent Dalzell</td>
</tr>
</tbody>
</table>
**Floor Monitors: (Customer to Fill Out)**
Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

List name.

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Floor Monitors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Primary</strong></td>
<td><strong>Alternate</strong></td>
</tr>
<tr>
<td>2</td>
<td>Matt McNearney</td>
<td>Jim Crants</td>
</tr>
<tr>
<td>3</td>
<td>Tim Griffis</td>
<td>Pete Boulay</td>
</tr>
<tr>
<td>4</td>
<td>Jessica Gutknecht</td>
<td>Karina Fabrizzi</td>
</tr>
<tr>
<td>5</td>
<td>Kurt Spokas</td>
<td>Brent Dalzell</td>
</tr>
</tbody>
</table>

**Emergency Coordinators: (Customer to Fill Out)**
The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

List name, phone and/or cell phone, and email.

**Primary:** Andrew Scobbie, scobb001, 5-2712

**1st Alternate:** Marjorie Bonse, mbonse, 5-3740

**2nd Alternate:** Kari Jarcho, kjarcho, 5-5251
Areas of Refuge

The following are areas of refuge: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Safe Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-5</td>
<td>Central elevator lobby on each floor</td>
</tr>
</tbody>
</table>
Designated Shelters
The following are designated shelter locations: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Designated Shelters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S140</td>
</tr>
<tr>
<td>2</td>
<td>Central corridor away from windows</td>
</tr>
</tbody>
</table>

Evacuation Assembly Points
When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are designated by floor as listed below:

<table>
<thead>
<tr>
<th>Home Floor Number</th>
<th>Evacuation Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2 &amp; 3</td>
<td>In front of Alderman Hall by the parking lot</td>
</tr>
<tr>
<td>4, 5 &amp; 6</td>
<td>In front of Borlaug Hall by the parking lot</td>
</tr>
</tbody>
</table>

See attached “Evacuation Assembly Points Map” showing location of all building assigned assembly points on page 15.
Assigned Building Entrances
CCRB has four main entrances. These entrances must be monitored during building evacuation to maximize building security, limit access to emergency personnel, and ensure unsuspecting employees and visitors do not enter the building, until the all-clear signal is given.

This task is delegated to the Floor Monitors. Floor Monitors who are assigned to monitor these entrances will ensure to delegate this responsibility to someone else in case of their absence during an emergency.

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Assigned Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AED Locations
Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tone Alert Radios
Tone Alert Radios (TARs) receive severe weather warnings, such as tornado warnings, and other emergency information via a radio frequency. Messages are sent from the University of Minnesota Public Safety Emergency Communications Center. A test message is sent at 1 p.m. the first Wednesday of every month.

Tone Alert Radios are located in the following areas: Also locations identified on floor plans

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Building Emergency Plan Committee Members:(Customer to Fill Out)

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

List name, phone and/or cell phone, and email.

**Building Emergency Plan Committee Members:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Department</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Scobbie</td>
<td>SWAC</td>
<td>Scobb001</td>
<td>5-2712</td>
</tr>
<tr>
<td>Marjorie Bonse</td>
<td>SWAC</td>
<td>Mbonse</td>
<td>5-1244</td>
</tr>
</tbody>
</table>
Exterior Evacuation Assembly Location Map
EMERGENCY PROCEDURES

State you are at the University of Minnesota, Building ____________, Room ________

Register for text alerts at TXT-U.umn.edu
Learn about safety guidelines, procedures, and resources at SAFE-U.umn.edu
Remain alert and aware of your surroundings at all times

FIRE

EVACUATE
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/spacial needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities

SEVERE WEATHER

SEEK SHELTER
- Close all doors, including main corridors
- Move to lowest interior space of building, such as hallways, basements, and restrooms away from windows and glass
- Crouch near floor or under heavy, well-supported objects and cover back of head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression, ditch, or ravine, and cover back of your head

MEDICAL EMERGENCY

STAY CLEAR
- If trained, administer first aid/CPR/automated external defibrillator as appropriate
- If not trained, stay clear of area where emergency has occurred
- Direct first responders to incident location
- Re-enter area only when directed by authorities

Suspicious Activity

STAY CLEAR
- Always report unusual or suspicious activity to 911
- Open locked doors for authorized persons only
- Do not touch or disturb unknown or suspicious objects
- Secure belongings, assist, and research
- Re-enter area only when directed by authorities

BE PREPARED

SAFE U

911

EMERGENCY

POWER OUTAGE

EVALUATE
- Secure all experiments, unplug electrical equipment, and shut off research gases
- Fully close fume hoods
- If people are trapped in an elevator, do not pry open elevator doors
- Isolate hazardous areas to prevent harm and/or evacuate building as appropriate
- Re-enter area only when directed by authorities

HAZARDOUS MATERIALS RELEASE

EVACUATE
- Alert people in immediate area to evacuate
- Avoid breathing vapors from spill
- Unless properly trained, do not attempt to clean up spill
- If personally contaminated, seek eye wash and/or emergency shower
- Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames, within spill area
- Re-enter area only when directed by authorities

HOSTILE INTRUDER

GET OUT, HIDE OUT, KEEP OUT
- If you know location of assailant, consider escaping if a safe route is available
- IF UNSAFE TO ESCAPE:
  - Immediately seek protection
  - Secure area by locking or barricading door using whatever means available
  - Stay behind solid objects away from door
  - Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate
  - Obey law enforcement direction

NATURAL GAS LEAK

STAY CLEAR
- Leave area at once and go to an exterior location where you no longer smell gas
- Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames
- Do not try to locate source of gas leak
- Meet at designated assembly areas
- Re-enter area only when directed by authorities

IN THE EVENT OF AN EMERGENCY:
Visit umn.edu, watch for a TXT-U, check your email, and tune into the local media for updates.
Building Floor Plans with Locations For Areas of Refuge, Designated Shelter, AED Equipment, & Tone Alert Radios, Starting with Lowest Floor in Building
One floor per page starting with building’s lowest level.