



**BIRCK
NANOTECHNOLOGY
CENTER**

BUILDING EMERGENCY PLAN

Date Adopted: December 6, 2006

October 16, 2012

Prepared By: John R. Weaver



TABLE OF CONTENTS

Section I: User Items

- Emergency Contact Information 3
- Other Contact Information 3
- Response to Alarms 5
- Campus Closure..... 10
- Detailed Emergency Procedures 11

Section II: Emergency Responder Items

- Building Description..... 12
- Contact Information 13
- Working with external responders 16
- Notifications..... 17
- Building Access 17
- All-Clear procedures..... 17
- Hazardous Material and Equipment Locations 17
- Building Alarms..... 17

Section III: Administrative Items

- Plan Development and Validation..... 18
- Your Building Emergency Plan 19

Appendixes

- BEP Responsibilities and Requirements 22
- Evacuation Guidelines for People Requiring Additional Assistance 24
- Acronyms, Abbreviations, and Terms..... 25
- Resource List..... 26
- Voluntary Registry for Persons Requesting Additional Assistance 27
- Supplemental Evacuation Guidelines for People with Disabilities 29
- Revision Log..... 32

SECTION I: User Items

1. EMERGENCY CONTACT INFORMATION

In event of an emergency, call **911**

BNC emergency number: 496-3333 (Calls all four managers)

Building Manager: Mark Voorhis 4-3036 mvoorhis@purdue.edu
vtext: mark.voorhis@vtext.com Office: BRK 1214

Facility Manager: John Weaver 4-5494 jrweaver@purdue.edu
vtext: john.weaver@vtext.com Office: BRK 1025

Safety Manager: Stephen Jurss 6-8337 sejurss@purdue.edu
vtext: sejurss@vtext.com Office: BRK 2289

Process & Equipment Manager:
Ron Reger 4-6667 rreger@purdue.edu
vtext: r.reger@vtext.com Office: BRK 2289

Managing Director:
Monica Allain 4-5138 mallain@purdue.edu
vtext: Office: BRK 1021

2. OTHER CONTACT INFORMATION – NON-EMERGENCY

2.1 Non-emergency Contact Numbers:

A) Fire: Purdue Fire Department (PUFD)	494-6919
B) Police: Purdue Police Department (PUPD)	494-8221
C) Radiological and Environmental Management:	494-6371
D) Physical Facilities Services:	494-9999
E) Emergency Preparedness Office	494-0446
F) Emergency Room: St. Elizabeth West	423-6271

2.2 Automatic External Defibrillator (AED)

An 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.

AEDs are located on the first and second floors of the facility on the north end of the atrium and in the cleanroom. Stephen Jurss is the contact person for the AEDs, sejurss@purdue.edu, 496-8337.



3. RESPONSE TO ALARMS

A) Evacuation Policy:

- 1) 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** evacuate the building using the nearest designated exit routes.
- 2) 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) 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.
- 4) All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
- 5) 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.
- 6) No one may re-enter building until authorized to do so by fire or police department officials.

B) General Evacuation Procedures--If you hear the fire alarm or are instructed to leave the building:

- 1) 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) Classes 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 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 notify emergency responders.
- 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.

A. EVACUATION

REMEMBER, WHEN YOU HEAR:

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

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

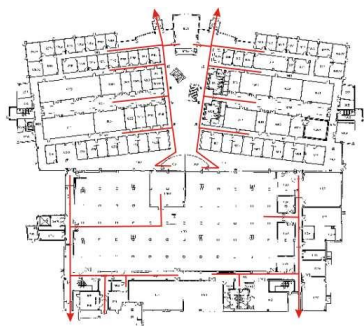
B. EVACUATION ALARM

There are two BNC evacuation alarms, the fire alarm and the toxic gas alarm. If you hear either of these alarms:

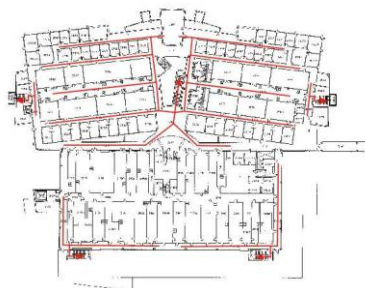
- **Exit the building immediately through the nearest emergency exit.**
Note: If you are in the cleanroom, do not degown. Exit through an emergency exit and then exit the building.
- **Push an evacuation alarm button as you pass it.** This ensures that the proper notification is given to Purdue University Fire Department.



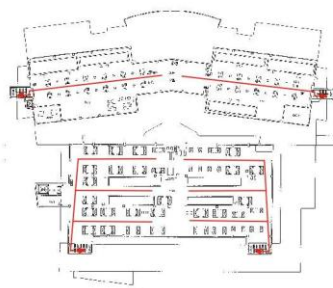
BNC EXIT PATHS



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR

- **Proceed to the lobby area of the Burton Morgan Entrepreneurship Center**, located to the northeast of the Birck Nanotechnology Center. Remain in that area until a roll is taken to ensure that everyone has evacuated the facility.



- **Do not re-enter the Birck Nanotechnology Center until an ALL CLEAR has been given by a uniformed Purdue Police officer or Purdue Firefighter.**

Personnel in Cleanroom:

1. If fire alarm sounds, turn off energy sources to equipment ONLY if you can do so without delaying exit or putting yourself in danger.
2. Evacuate cleanroom using nearest emergency exit. Do not take time to degown while in the cleanroom; remove cleanroom jumpsuit when you have reached a safe location.
3. Exit building using STAIRWAY (Do NOT use elevator) to first level, then exit from nearest emergency exit.
4. Proceed to assembly location and sign in at EAA to verify safe exit from facility.

Personnel in all other areas

1. If fire alarm sounds, turn off energy sources to equipment ONLY if you can do so without delaying exit or putting yourself in danger.
2. If on second or third floor, use STAIRWAY (Do NOT use elevator) to reach first floor, then exit from nearest emergency exit. If on first floor, exit from nearest emergency exit.
3. Proceed to assembly location and sign in at EAA to verify safe exit from facility.

Note: Please choose your route to the assembly location such that you are not putting yourself in danger. If you exit the rear of the building, please proceed around Bindley Biosciences Center or go east to Intramural Drive and then north to Burton Morgan.

The **Emergency Assembly Area (EAA)**, where roll-call and head count are performed) is in the Venture Café near the lobby of the Burton Morgan Entrepreneurship Center, northeast of the BNC. For an after-hours emergency, Purdue University Police have been instructed to unlock the Burton Morgan Entrepreneurship Center building.

2.3 Detailed Emergency Shelter in Place Procedures

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.

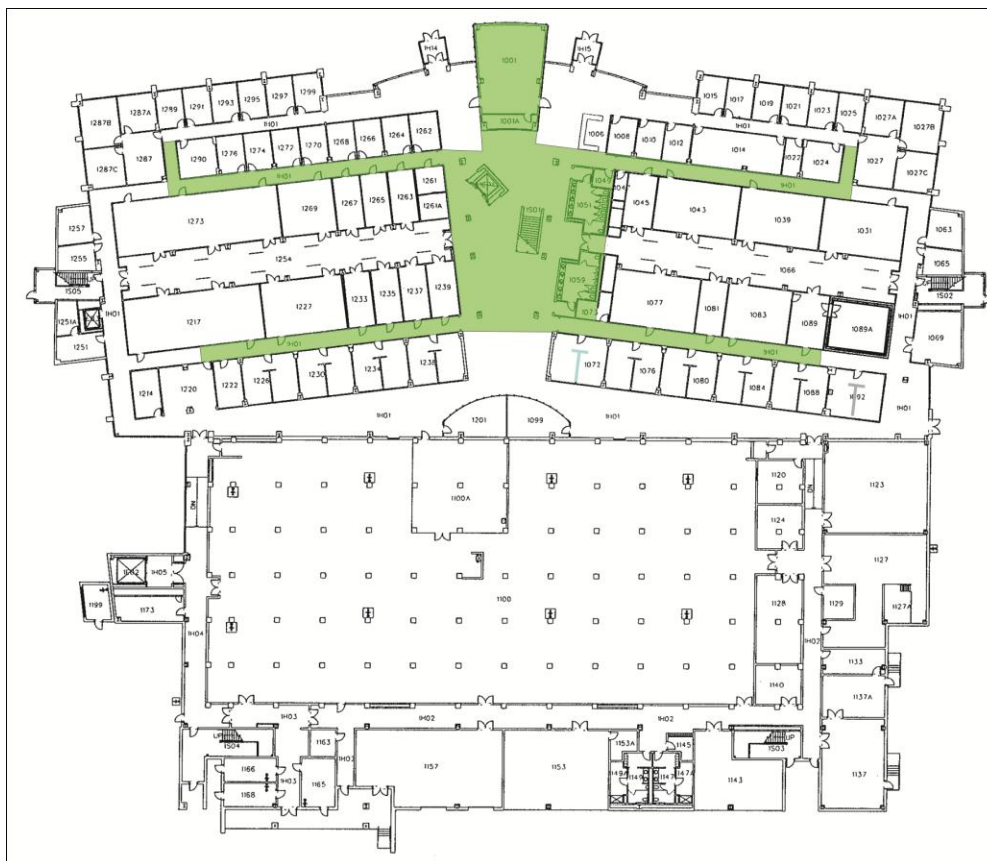
- A) **Types:** You may be required to Shelter In Place for events such as:
- 1) Tornado warning or other severe weather events.
 - 2) Hazardous materials release.
 - 3) Active shooter, building intruder, or civil disturbance.
 - 4) As directed by police personnel for any other situation that requires 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 police or fire department personnel.
- C) **General Procedures:** Purdue ALERT, the University's emergency warning notification system, will be used to notify the Purdue community of a "shelter in place" situation.
- 1) If you are "sheltering" due to a **tornado warning**, immediately go to a safe location in your building.
 - (i) 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.
 - (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 a student or visitor should direct them to take appropriate actions.

- (v) Any occupant that encounters a physically disabled individual should assist them if possible.
 - (vi) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)
- 2) 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 student or visitor should direct them to take appropriate actions.
 - (vi) Any occupant that encounters a physically disabled individual should assist them if possible.
 - (vii) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)
- 3) 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 Outdoors Sirens will be the notification method**).
- (i) If possible, take refuge in a room that can be locked.
 - (ii) 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.
 - (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. Purdue Homepage, TV, radio, email, etc.)
 - (vi) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

C. TORNADO ALARM

The tornado alarm indicates that there is an active tornado somewhere nearby. If you hear this alarm:

- **Proceed to an approved tornado shelter location**
- **Remain in that location until the All Clear has been sounded.**



4. DETAILED EMERGENCY PROCEDURES

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

The BNC Operating Policies and Procedures Manual provides detailed information on dealing with emergencies, including the checklist filled out during an evacuation. This is available at nano.purdue.edu => facilities => operations.

The BEP focuses on three basic and immediate warning notifications:

- a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area. This is the Venture Café in the Burton Morgan Entrepreneurship Center.
- b. **Toxic Gas Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area. This is the Venture Café in the Burton Morgan Entrepreneurship Center.
- c. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (**Shelter In Place**) in a safe location within closest facility/building.

Additional warning notifications will follow using the Purdue Emergency Warning Notification System.

NOTE: In the event of a campus emergency civil disturbance or active shooter, the doors of the BNC will be locked. Access to the building will be by BNC ID swipe card or Purdue ID swipe card if you are a trained occupant/user of the BNC.

A. 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

Name	Office	Laboratory	Phone