EMERGENCY EVACUATION PLAN

Building Name: Ross-Blakley Hall (RBHL)

Building Number: 143

Building Address: 1102 S. McAllister Ave., Tempe, AZ 85281

In the event of a campus emergency, this plan is designed to assist in the safe evacuation of students, faculty, staff, and visitors. This plan establishes the protocols for a safe and orderly evacuation of people due to a hazard such as but not limited to (severe weather event, fire, hazardous material spill, terrorist act, building maintenance issue, etc.) that threatens the University.

Being prepared to handle unexpected emergencies is both an organizational and individual responsibility. When an emergency happens, the safety of ASU's Campus Community is dependent upon the level of your preparedness.

Preparedness is often defined by how well you respond to and recover from an incident; be prepared. The first step in preparing for the unforeseen emergency which may cause the entire and/or partial evacuation of a building is to create an *Emergency Evacuation Plan.* This plan will not only outline the process for a safe evacuation, but assigns responsibilities and communicates the behavioral expectations of the building's occupants. This plan's success is dependent on building tenants collaborating to create the overall evacuation plan.

It is important to understand that at any time, Arizona State University could be subjected to an unexpected emergency. Therefore, there is a need to not only have an *Emergency Evacuation Plan* but to **train** on the plan for better preparedness. An *Emergency Evacuation Plan* makes provisions for the orderly evacuation of all building occupants, to include those with limited mobility or functional needs, by placing life as the highest priority.

Emergency Evacuation Plans are in addition to and support *the Emergency Response Guide (ERG)* https://cfo.asu.edu/emergency-guide. The intent of this plan is to provide a useful tool for your departmental emergency evacuation training, assurance of a safe evacuation for your area or building, certain responsibilities, and specific actions to help conduct an evacuation.

Contacts for additional assistance if needed:

Accident and Injury Claim Forms	https://cfo.asu.edu/ehs-incident-reporting
ASU Employee Assistance	480.965.2271
ASU Fire Marshal's Office & Evacuation Drills	asufire@asu.edu
ASU Police (non-emergencies)	480.965.3456
Continuity of Operation Planning (COOP)	ASUReady@asu.edu
EH&S Safety Trainings	https://cfo.asu.edu/ehs-training
Emergency Response Guide (ERG)	480.965.1823
Occupational Health and Safety	https://cfo.asu.edu/ehs-occupationalsafety
ADA Disability Related questions or concerns	480.727-4501; 480.965.3288; 480.965.0705

Evacuation Plan

Building Name: Ross-Blakley Hall (RBHL)
Building Number: 143
Plan Lead (Name and Phone):   Michael Begay, Coordinator, English (480) 965-3535
Date Prepared: November 2022

Additional Plan Organizers:

Name	Department	Phone	Email
Michael Begay	English	5-3535	Michael.Begay@asu.edu
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EMERGENCY CONTACTS

On Campus Emergencies ------------ 911

ASU PD Non-Emergency
Tempe Campus------------------ 480-965-3456
Polytechnic Campus------------ 480-727-3456
West Campus-------------------- 602-543-3456
Downtown Campus------------- 602-496-3456

Building Occupant Responsibilities:

An effective response and subsequent evacuation requires the cooperation of all occupants in a building. Building occupants, to include visitors must know how to act.   This section outlines specific responsibilities for employees, faculty, and staff and visitors.

- Become familiar with the building and the safety devices (pull stations, fire extinguishers, fire alarm, fire suppression systems, ADA areas, egress components, AEDs, etc.);
- Know the building's evacuation routes and assembly area's;
- Participate in drills and training;
- Orient students with a brief overview of emergency evacuation procedures on the first day of class;
- Help visitors evacuate safely.

Evacuation Procedure

- When an alarm sounds, begin immediate evacuation.
- Close doors behind you.
- If you discover a fire or smoke, and the alarm has not sounded, activate the nearest pull station and call 9-1-1.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate.

Do Not Use The Elevators!
When the alarm sounds, the elevators may automatically recall to a pre-determined floor and shut down.

- If trained and safe to do so, you may attempt to extinguish small fires (no larger than a wastebasket).
- If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.
- In all cases, dial 9-1-1 and advise them of your actions.

Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors upon leaving area.

- Evacuate to the nearest and safest exit. Keep doors closed to help slow the spread of smoke and fire.

- Person(s) with functional needs, refer to the <u>Emergency Evacuation for Persons with Disabilities</u> section for additional evacuation options.

- Evacuate to the pre-determined Evacuation Assembly Point (EAP) (as determined by the department or building committee). You may have two or more EAP's depending on the size of the building. Once assembled, immediately report to your designated floor or fire warden for accountability.

- Evacuation note: only take items of extreme importance from your work space and only take those items if they can be removed safely (i.e. car and house keys, medication, and wallets/ purses). Do not remove large or bulky items, photographs, etc.

- Refer to your *Emergency Response Guide (ERG)* for more details related to fire/evacuation and other emergency scenarios.

How to Respond in an Active Shooter Situation

Responding to an active shooter situation presents a unique challenge because traditional evacuation procedures may be inapplicable. When an act of violence occurs on campus, you have three options:

RUN – leave your belongings, get to the nearest exit, and call 911

HIDE – get to a room with a lock, silence your phone, and call 911 or use the LiveSafe app

FIGHT – improvise weapons, do not hesitate, and commit to action to incapacitate the shooter

The ASU Police Department provides information and training courses on how to respond to an active shooter on campus. The Department of English hosts open seminars in conjunction with ASU PD to deliver this information. Building occupants are strongly encouraged to attend a seminar.

For more information, please visit the ASU Police Department website, www.cfo.asu.edu/police, or contact the Building Manager.

Primary and Alternate Assembly Points

Assembly points are locations where building staff can assemble and be accounted for.   In addition, information related to the incident can be shared with building occupants from these locations.

Primary Evacuation Area:

Armstrong Hall Parking Lot

Leave the building through the nearest exit and gather in the covered Armstrong Hall parking lot.

Secondary Evacuation Area:

Lot 44 Parking Lot (East of Ross-Blakley Hall)

Leave the building through the nearest exit and gather across McAllister Ave in the Lot 41 parking lot to the east of Ross-Blakley Hall.

Re-entry procedure

Never re-enter a building after evacuating unless cleared by emergency personnel!

Once it is determined that re-entry can be made, emergency personnel will give an "All Clear". Note: Emergency personnel are the police, fire department, and Environmental Health & Safety (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, this is usually performed by EH&S or their contracted services.

Re-entry will occur after the "All Clear" from Emergency Personnel. Further action may be determined by the Chair or Director, Associate Chair(s), or Building Manager.

Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons with disabilities. It is likely they may require additional assistance or guidance during an evacuation.   It is important to note that the person assisting should never do more than what is being asked by the person in need.

Mobility Impaired – Wheelchair: Persons using wheelchairs should stay in place, or move to an Area of Refuge when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 9-1-1 with their present location and the location of their Area of Refuge.

There are two Areas of Refuge in Ross-Blakley Hall for mobility-impaired persons:

1. The second-floor southwest stairwell entrance
2. The third floor southwest stairwell entrance

Mobility Impaired - Non-Wheelchair: Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual may wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using other options listed below, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired: Most buildings on campus are equipped with fire alarm strobe light to facilitate an alarm warning for the hearing impaired. Reasonable accommodations for persons with hearing impairments may be

met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired: Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide them through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Persons with disabilities have four basic evacuation options.

Horizontal evacuation: Exit one building to another by using an exit passageway or go directly to the outside safely at ground level.
Stairway evacuation: Above ground level, remain in the stairway enclosure and let others evacuating know you will remain there and to tell the fire department of your location (Stairway enclosures are a separate fire rated building within a building).
Stay in Place: Unless you are in imminent danger, it may be safest to remain in a room that has an exterior window, telephone, and a door that closes. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. The Stay in Place approach may be more appropriate for sprinkler-protected buildings.

Usually, the safest areas for refuge are stairway enclosures. Additional areas may include: fire rated corridors or vestibules adjacent to exit stairs and elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants.

If you are a person with a disability and would like to establish a plan for emergency evacuations, please contact:

English

Jessica Early - Associate Chair

Michael Begay - Building Manager