THE UNIVERSITY OF TULSA

BUILDING EMERGENCY PLAN

{Building Name}
{Building Address}
Campus Phone 631-2000

(Revised June 2015)

READ ME
EMERGENCY CONTACTS

Off-Campus
Emergency Assistance (e.g. fire, disaster, accident, crime)..........................................................................................911
Poison Control .......................................................................................................................... 1-800-222-1222
Call Rape Hot Line...................................................................................................................918-744-7273
Helpline (volunteer crisis intervention and information).................................................... 918-836-4357

Campus
Campus Security: (24 hr) ..................................................................................................................918-631-5555

Director of Campus Security; Joe Timmons........work 918-631-2710, home 918-739-4213, cell 918-740-1681

Primary Contact; Kevan Buck, Executive Vice President & Treasurer.................. work 918-631-3245
...........................................................................................................................................cell 918-809-7367

1st Alternate; Kayla Acebo, Vice President of Institutional Advancement ..........work 918-631-2565
...........................................................................................................................................cell 918-809-4195

Crisis Management Team; Wayne Paulison, Chairman ..........work 918-631-2616, home 918-455-2368
...........................................................................................................................................cell 918-606-5967

Alexander Health Center; Stephanie Fell................................................................. 918-631-2241

TU Sexual Assault Reporting Line …Campus Security 918-631-5555 or Dean of Students 918-631-2327

Building Services & Housing (Resident Hall & Apartments; Physical Plant)...............918-631-2287

Sharp Chaplain; Jeff Francis ...............work 918-631-2084, home 918-749-0093, cell 918-406-1875

Counseling and Psychological Services; Dr. Tom Br... work 918-631-2200, cell 918-671-3526

Media Contact; Mona Chamberlin ..........work 918-631-2656, cell 918-633-0585

KWGS 8 a.m. to 5 p.m ....918-631-2577; after 5 p.m., weekends and holidays contact Director KWGS: Frank Christel......................... work 918-631-2578, home 918-274-3959, cell 918-625-0247

Key incident persons or groups shall develop their own individual procedures, chain of authority, off-site contacts, supplies, equipment, off-site resources, and training, as applicable, associated with their responsibilities under the TU Emergency and Disaster plan. Others, not listed, may be designated by the Primary Contact or other key persons to carry out appropriate emergency response actions.

Building Specific (should refer to page 3 for definitions)

Building Contact(s) {name, building, room} ................................................................. {phone}

Building Monitor(s) {name, room} .................................................................................. {phone}

Staging Area Supervisor {name, room} ................................................................. {phone}
EVACUATION STAGING AREA:  {name area for specific building}
SEVERE WEATHER AREA:

BUILDING OCCUPANTS

- Become familiar with the contents and follow the Building Emergency Plan procedures
- Follow instructions of those in authority
- Prior to an emergency situation become familiar with location of emergency exits, alarm provisions, safety equipment such as fire extinguishers, severe weather areas, and evacuation staging areas.
- Take personal responsibility for moving to safe areas, when necessary

GENERAL INFORMATION

With strict adherence to safety precautions in all university activities, most emergency situations can be avoided. Prompt, responsible action during those emergency situations which do arise will reduce the impact to persons and property to a minimum.

The following procedures would be the most likely response to an emergency situation, but unusual situations may require unique responses based generally on common sense. Contacts may be made to others not listed under each event procedure, as necessary. For most situations considered major crisis or disaster the Primary Contact, Kevan Buck (or 1st alternate, Kayla Acebo) will coordinate emergency response with notification to the Director of Campus Security (Joe Timmons). The Primary Contact (Kevan Buck) will coordinate emergency response for all events, such as those that involve death or serious injury, extensive property damage, bomb threat, evacuation, fire, civil violence, or environmental contamination. In general, once immediate danger is eliminated the Building Contact person should be contacted as soon as possible and supervisors of the persons or area impacted.

The Crisis Management Team (CMT) will generally provide support to campus crisis and emergency response. The CMT may be called into action by the Primary Contact (Kevan Buck) or Security (Joe Timmons) as a whole, or specific members working as a team; or the CMT may be contacted directly by calling the CMT Chairman, Wayne Paulison. Non-major emergencies or critical conditions may be resolved by members of the CMT without full involvement by the Primary Contact (Kevan Buck).

The Media Contact (Mona Chamberlin) shall be responsible for coordinating all communications with public media. Communication with campus community shall be coordinated with appropriate university officials in consultation with the Media Contact (Mona Chamberlin).

When a person who is attempting to make emergency contact is unable to access the building phones, they should attempt contact from the nearest building or use the outside twenty-four hour emergency phones located on blue poles or phone boxes bolted to poles and marked by a distinctive blue light. These phones are connected directly to the Security Office and will strobe if used for an emergency call. They are located throughout the campus area.

In the event of an emergency building evacuation, building occupants shall assemble in a designated Staging Area as noted on pages 15 - 17 of this plan. Personnel assigned with emergency responsibilities can then determine if all occupants, to their knowledge, were able to leave the building and whether emergency rescue activities may be necessary. Status of reoccupying the building will be provided at the staging area.

If severe weather conditions exist and there is a tornado warning, persons should assemble in a Severe Weather Area mentioned on pages 13 and 14 of this plan until an “all clear” signal is given.
BUILDING OR AREA MONITOR

- Following the sounding of a building alarm or an announcement made through one of TU’s emergency notification systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter), requiring building occupants to leave the building:
  
  ▪ ensures that all persons have left area assigned to the monitor and have exited to staging area, where possible, without endangering self
  ▪ reports to staging area supervisor: evacuation proceedings in assigned area, known or suspected persons who did not leave assigned area, location of persons with disabilities who are sheltering in a “designated rescue area,” and knowledge of endangerment to these persons

- During a weather ‘watch’ or other situation where sheltering may be necessary, attempts to warn people in assigned area during a ‘watch’ situation to listen for city emergency ‘warning’ to sound, or through one of TU’s emergency notifications systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter), or public media to issue a ‘warning’ so that all people including the monitors can take immediate shelter during a ‘warning’ situation.
- Assists Building Contact person during emergencies after immediate evacuation or severe weather responses
- Ensures that all known persons with special needs are aware of emergency situations

STAGING AREA SUPERVISOR

- Following notice of a building evacuation, moves immediately to the building staging area (determine new staging area if designated staging area is in danger.) Has available for emergency response personnel:
  
  • a copy of the Building Emergency Plan
  • a list of the usual building occupants with the exception of students and visitors
  • an inventory listing of all known hazardous chemicals present in the building, if such exist in quantities other than normal office, janitorial, or residential supplies

- Receives reports from Building Monitor(s) regarding the status of evacuation for their assigned area
- Provides information to those in authority; in particular, the city Fire Department or other rescue personnel regarding knowledge of anyone remaining in the building
- Remains in staging area to receive information and relay information to building occupants until emergency situation is over
- Allows building occupants to return to building once communication that it is safe to do so is given by the Fire Marshall or university personnel in authority

BUILDING CONTACT (person familiar with building activities and has authority for making decisions which affect the building; generally a Dean, Director, or their designee)

- Makes Building Monitors and Staging Area Supervisor assignments, provides a list of current assignments to the Associate V.P. of Human Resources & Risk Management (Wayne Paulison); posts Building Emergency Plans in frequented areas
- Provides building information and support to emergency personnel
- May make emergency response decisions and provide authorizations to emergency personnel
- If requested, assists persons with special needs to determine their personal emergency response plans where they may differ from those listed
- May determine when building is safe to reenter following an evacuation, in consultation with emergency response personnel
- Receives information on potential hazards and requests corrective action from appropriate persons

**IMMEDIATE RESPONSE IN CASE OF**

**FIRE OR EXPLOSION:**

- If clothing catches fire STOP, DROP, and ROLL to smother the flames
- Pull fire alarm or provide verbal warning to leave the building
- Leave the building by nearest safe exit; go to area upwind of the fire, preferably the designated building staging area. Secure critical research operations, close ventilation hoods, shut down equipment, turn off ignition sources, and close doors and windows, if time permits
- If there is smoke or heat in area while leaving the building keep low, crawling if necessary
- Contact Fire Department by dialing 911, ensure that address of location is provided
- Contact Campus Security at 918-631-5555
- If the fire is extensive or causes serious injury call the TU Primary Contact (Kevan Buck) 918-631-3245 or cell 918-809-7367
- After warning other occupants to leave the building, an employee may choose to fight the fire, if the fire is small and can be extinguished using an available fire extinguisher, where there is no danger to the employee
- Occupants may go back into building only when someone in authority, such as the Fire Marshall, says it is safe to do so

**INJURIES (including hazardous chemical exposure):**

- Where possible remove the hazard or the affected person from the hazard (e.g. remove person to fresh air for hazardous inhalation exposure, assist or remove person from fire danger, wash harmful chemicals from skin or eyes for a period of fifteen minutes), obtain medical assistance
- If ambulance transportation is needed dial 911
- Use barriers such as gloves or other protective material to prevent contact with a victim's blood
- Contact Security at 918-631-5555 and, if serious, Primary Contact (Kevan Buck) 918-631-3245, or cell 918-809-7367
- **Employees:** for life or limb threatening injuries or for after hour injuries (5 p.m. to 8 a.m. and weekends) the victim should be transported to the nearest available emergency room, such as:

  - Hillcrest Medical Center, 1120 S. Utica Avenue (11th and Utica) 918-579-6150
  - St. John's Emergency Room, 1923 S. Utica (21st and Utica) 918-744-2191

For injuries which are not life or limb threatening, employees should go to the **Concentra Medical Clinic located at 1541 N. Sheridan (918-836-5406) between 8 a.m. and 5 p.m. weekdays.** If time permits, contact a supervisor and obtain a signed “Authorization to Treat” form.

For employees, the "Employer's First Notice Of Injury-Form 2" should be completed the day of the incident if time permits, or as soon as possible by supervisor and forwarded to TU’s Office of Human Resources & Risk Management.
- **Students:** for all serious injuries, the victim should be transported to the nearest available emergency room, such as:

  Hillcrest Medical Center, 1120 S. Utica Avenue (11th and Utica) 918-579-6150  
  St. John's Emergency Room, 1923 S. Utica (21st and Utica) 918-744-2191  

Students may go to the Alexander Health Clinic or medical professional of choice for injuries that are not serious

- If there is one work related employee death or hospitalization of 3 or more employees, the Associate V.P. of Human Resources & Risk Management (Wayne Paulison) shall be contacted at work 918-631-2616, home 918-455-2368, cell 918-606-5967, to make required OSHA notifications within 8 hours

**HAZARDOUS SPILL OR CONTAMINANT RELEASE:**

- If time permits and safety is ensured contain the spill or release and turn off ignition sources
- For **emergency spills or releases**; such as a high concentration of toxic substances, situation that is life or injury threatening, condition that poses a fire or explosion hazard, a situation that poses a safety or health hazard to employees cleaning the release up or has the potential for uncontrolled environmental contamination:
  - Pull fire alarm, emergency alarm or provide verbal warning to leave the building or area if outside
  - Leave the facility by nearest exit, secure critical research operations if time permits, go to area upwind from the facility, preferably the “Building Staging Area”
  - Contact Campus Security at 918-631-5555
  - Contact Associate V.P. of Human Resources & Risk Management (Wayne Paulison) at work 918-631-2616, home 918-455-2368, cell 918-606-5967; the Associate V.P. will make any required local, state or federal reports
  - Contact city Fire Department Hazardous Response Team by dialing 911; or contact a contractor trained in cleaning up hazardous spills
  - If spill requires evacuation or has the potential for severe consequences call the Primary Contact (Kevan Buck) 918-631-3245 or cell 918-809-7367
  - If the city Fire Department Hazardous Response Team has been called they will respond to remediate the spill or provide instructions for remediation by TU; the Associate V.P. of Human Resources & Risk Management (Wayne Paulison) or other person trained in First Response will coordinate the TU response, as necessary
  - Information as to the nature of the spill or release will be provided by the Associate V.P. of Human Resources & Risk Management (Wayne Paulison), Building Contact, or other persons who have direct knowledge of the incident or activities involved
  - The Associate V.P. of Human Resources & Risk Management (Wayne Paulison) will work with appropriate officials in determining possible hazards to health or the environment and necessity for any further area evacuation
  - The building or area may be reentered once the Fire Department Hazardous Response Team, Associate V.P. of Human Resources & Risk Management (Wayne Paulison) or other TU authority has indicated it is safe to do so
  - If the spill is outside, evacuate to a safe distance; follow the facility plan, in addition to that above
- For small, incidental (confined to immediate work/activity area, not threatening to safety or health) spills or releases, including unknown odors:
  - Isolate the area from unauthorized entry, if necessary
  - Contact immediate supervisor, department chair, Building Contact person or Associate V.P. of Human Resources & Risk Management (Wayne Paulison); as necessary
  - Respond as appropriate, e.g. ventilate area; using spill cleanup materials, clean spill; repair any leaks

- If the city siren warning system should alarm with a steady blaring, immediately take shelter in a safe area and tune to radio or TV for informational broadcasts, KWGS FM 89 will provide any available information

- TU specific announcements, through one of TU’s emergency notifications systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter). If there has been a hazardous air contaminant release, windows should be closed and ventilation systems turned off. Follow any instructions given by city Fire Marshall, Emergency Management System personnel, City/County Health Department, Federal authorities, or TU authorities. Remain in shelter until above authorities announce that it is safe to evacuate. The building should remain evacuated until three cycles of air have been ventilated from building.

**SEVERE WEATHER:**

- SEVERE WEATHER WATCH, watch for conditions which might indicate a response is necessary, listen to media reports where possible
- SEVERE WEATHER WARNING

  - if a **tornado warning** is given by the media or steady blaring of the city sirens, or an announcement is made through one of TU’s emergency notifications systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter) - move immediately to Severe Weather Area (pages 13 and 14), ground floor or basement away from windows, preferably a hallway or inside room such as a restroom until warning is lifted
  - if a **flood warning** is given by the media or an intermittent blaring of city sirens or an announcement is made through one of TU’s emergency notifications systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter), and the flooding is in and around the TU area, remain in a sheltered area till the media indicates the flood waters have receded before attempting to drive through the indicated flooded areas

- If time permits, turn off electrical equipment and disconnect from power source, secure critical operations
- Move away from windows for any type of severe weather that might cause breakage
- During lightning storms remain in building, avoid using telephones and electrical equipment, and disconnect equipment from power source, where possible
- Damage to the building and/or housing facilities should be reported to the Physical Plant at 918-631-2287
- Where major damage occurs that may cause injuries or might increase the possibility of fire:
  - Dial 911 and leave the building by the nearest exit to the nearest secure building
  - Contact Campus Security at 918-631-5555 and Primary Contact (Kevan Buck) 918-631-3245, or cell 918-809-7367
  - Do not return to the building until off-site emergency responder in authority such as the Fire Marshall or TU authorities indicate that it is safe to do so
VIOLENCE, CIVIL DISOBEDIENCE, BOMB THREATS, OR OTHER CRIMINAL ACTIVITIES:

- Contact Campus Security at 918-631-5555. Take all threats seriously
- For major disturbances or violence dial 911 and request city police, ambulance, and/or fire response as necessary, leave the area immediately
- If violence is within a building, leave when possible; until then, turn off lights in room, lock or barricade door, and move to area out of sight of door windows, dial 911 if phone is available
- Do not move any suspicious objects
- For bomb threats, write down all that is said, ask when the bomb is set to detonate, where it is located, name of caller, and where the caller is located
- For major incidents (those which may cause serious injuries or death, extreme property damage, or involve more than one building) contact the Primary Contact (Kevan Buck) 918-631-3245, or cell 918-809-7367
- For sexual assault incidents, call Campus Security at 918-631-5555 or the Call Rape Hot Line at 918-744-7273

DISRUPTIVE, CRISIS, OR OUT-OF-CONTROL BEHAVIOR (including potential harm to self or others, hallucinatory or delusional behavior)

- Contact Campus Security at 918-631-5555
- Contact Director of Counseling and Psychological Services (Dr. Tom Brian) at 918-631-2200, using the terms "crisis" or "emergency" (after hours call emergency dispatch at 918-631-5555 and request Dr. Tom Brian)
- If residence hall staff is reporting an incident they should immediately contact supervisor after notifying Campus Security

ACTIVE SHOOTER PROTOCOL

Armed Security Officers will respond to the situation, including containment and confronting an armed suspect and assisting responding law enforcement.

HOSTILE INTRUDER(S) IN A NON-RESIDENT HALL BUILDING
When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a campus building the following procedures are recommended. Each situation is different and may require a different response.

Contact Authorities
- Use Emergency 911
- Contact Campus Security at 918-631-5555

Be aware that the 911 system may be overloaded. Program TU Campus Security (918-631-5555) into your cell phone for emergency use or consider email. Email may be an option when unable to speak

Secure Immediate Area
- Lock and barricade doors
  - Use chairs, desks tables, etc.
  - Some doors require a key, try to make a habit of carrying your keys with you
- Turn off lights
- Close blinds/block windows
  - Use large tables if able to
  - If not, stay away from the windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones
- Place signs in exterior window to identify the location of injured person(s)

**Un-Securing an Area**
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the person(s) inside a secure area
- Try to make decisions that benefit the greatest number of people
- Stay in a secured area until emergency response personnel tell you it is alright to leave

**What to Report**
- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries – number of injured, types of injuries
- Assailants(s) – location number of suspects, race/gender, clothing description, physical features, types of weapon(s) (long gun, or handgun), backpack, shooter identity if known, separate explosives from gunfire, etc.

**Campus Security Response**
- Respond to area with Tulsa Police Department
- Secure immediate surroundings
- Activate Campus Security Active Shooter Protocol in coordination with Tulsa Police Department

**HOSTILE INTRUDER(S) IN A RESIDENCE HALL**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, the following procedures are recommended. Each situation is different and may require a different response.
- Lock yourself in your room
- If communication is available, call Campus Security at 918-631-5555 or call 911
- If away from your room, join others in a room that can be locked
- Do not stay in the open hall
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit
- Barricade yourself in your room with desks, beds, or anything you can push against the door
- Lock your window and close the blinds or curtains
- Stay away from the window
- Turn all lights and audio equipment off
- Try and stay calm and be as quiet as possible
- If you are caught in the open such as hallways and lounge areas, you must decide what you are going do to. This is a very crucial time and can possibly mean life or death depending on your actions.
You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the dorm looking for more victims.

If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line.

The last option you have if caught in an open area in the dorm may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

HOSTILE INTRUDER(S) ON THE GROUNDS OF THE UNIVERSITY – INDIVIDUAL RESPONSE

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, the following procedures are recommended. Each situation is different and may require a different response:

- Run away from the threat if you can, as fast as you can
- Contact Campus security at 918-631-5555 or call 911 on a cell phone
- Do not run in a straight line
- Keep vehicles, bushes, trees, and anything else that could possibly block your view from the hostile person(s) while you are running
- If you can get away from the immediate area of danger, summon help and warn others
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police they will give you further directions to follow

BUILDING ALARM (mechanical or verbal):

- Leave the building; go to staging area (shut down equipment if time permits)
- Contact Campus Security at 918-631-5555
- Wait for further instructions by someone in authority
- Occupants may go back into building only when someone in authority, such as the Fire Marshall or university personnel in authority, says it is safe to do so

POWER OUTAGE/GAS LEAK/FLOODING:

- Leave area if in immediate danger (shut down equipment and secure critical research operations, if time permits)
- Contact Physical Plant work control at 918-631-2287
- Contact Campus Security at 918-631-5555
- For power outage, move to area of emergency light or window light
- Be alert for any changes in circumstance, such as smoke or electrical sparks
- If problem requires leaving of the work or activity area, wait for further instructions by university personnel in authority or offsite emergency response authority before returning

OTHER:

- If the city siren system should alarm, or an announcement is made through one of TU’s emergency notification systems (text messaging, blast email, posting on TU’s website, digital signage, and/or posting on Facebook & Twitter), immediately take shelter and tune to radio or TV for informational broadcasts. Follow any instructions given by city Fire Marshall, Emergency Management Agency personnel, City/County Health Department, Federal authorities, or TU authorities. Do not attempt to leave shelter unless instructed or allowed to do so by above authorities.
- For other emergency events not specifically listed contact the Building Contact person or Campus Security at 918-631-5555

EVACUATION FOR THOSE PERSONS WITH PHYSICAL DISABILITIES:

Individuals who use wheelchairs or are otherwise mobility impaired:

- If on ground floor leave the building at the nearest safe exit
- If on above or below ground floor - Predetermine the safest plan of action considering your particular physical circumstances and the areas you will be in, with advice from your physician, and concurrence or assistance from the Director of the Center for Student Academic Support (918-631-2334) for students and with the Building Contact for staff and faculty. The following general procedures are suggested by fire department and emergency personnel:

- In all areas you frequent become familiar with location of at least two exits, alarm provisions, safety equipment such as fire extinguishers, storm shelter areas, and evacuation staging areas.
- Before an emergency, choose at least two peers or fellow employees who are willing and able to assist you, if assistance may be needed in carrying you with or without the wheelchair to safety. Ask faculty, supervisor, or Building Contact (Director of the Center for Student Academic Support for students) if help is needed in getting volunteers.
- Discuss with assistants and practice, if possible, the safest method for moving you up or down a stairway. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- During an emergency if not in immediate danger, wait till traffic has thinned, inform faculty, supervisor, or Building or Area Monitor where you will be, then go with assistants to a “designated rescue area,” usually beside an exit stairway or a room near the exit stairway with a door that closes, a window and preferably a telephone. If near a telephone, dial 911 and/or 918-631-5555 and inform dispatchers where you are. Assistants should then exit to alert emergency responders. Wait for trained emergency responders to assist you from the building.
- If in immediate danger, inform assistants of safest way to move you up or down stairs.

Notes:
- Persons on respirators should be given priority assistance in emergencies involving smoke or fumes because their ability to breathe is seriously jeopardized
- There are many different types of wheelchairs which have many movable or weak parts which are not built to withstand the stress of lifting
- Remove batteries from an electric wheelchair before attempting to transport it
Individuals with Vision Limitations or Hearing Impairment:

- Follow the process above in predetermining emergency evacuation routes and assuring a volunteer (which could be a faculty or staff member) is assigned to inform you of the danger and assist you, if needed, out the safest evacuation route. It may be advisable to wait until the traffic has thinned.

Note: This plan will be updated as changes occur by the Associate V.P. of Human Resources & Risk Management (Wayne Paulison) and distributed in appropriate locations throughout the building by the Building Contact person.
SEVERE WEATHER AREAS: In general most lower level interior restrooms are adequate storm shelter areas - seek protection from glass mirrors; all areas refer to lowest level with doors closed

Alexander Health Center: Exam Room 2
Allen Chapman Student Union: 1st floor rest rooms, kitchen servery and pantry, dishwashing room, mail room, 1st floor interior Sodexo offices, and if needed all lower stairwell areas
Boesche Legal Clinic: faculty work room 1101, Interview room, rest rooms
Case Athletic Complex: south side of lower level – locker rooms
Chapman Hall: basement interior hall, rest rooms, interior stairwell, lecture hall
Collins Hall: main hallways lower level with the east and west doors closed and rest rooms
Donald W. Reynolds Center: lowest level outer hallways and rooms
Fisher East: lower level suites and interior hall-room doors closed, away from lobby area
Fulton & Susie Collins Fitness Center: men’s and women’s locker rooms first floor, equipment rooms
H.A. Chapman Stadium: locker rooms or Donald Reynolds Center lowest level outer hallways and rooms
Harwell Hall: Information Services north to south hall, rest rooms
Helmerich Hall: storage room 126, under stairs room 112A; archive storage room 111; School of Finance – HELM 118, 1st floor hallway between suite 118 and room 122; Takach Graduate Student Lounge – HELM 125; hallway outside 105 and 106; and McFarlin library lower level if there is time
Henneke Building: Basement, inside rooms with no windows
Hardesty Hall (Offices) – 1st floor rest rooms and 1st floor interior hallways
Hurricane Athletic Building: first floor interior hall with doors closed
John Rogers Hall: MLIC lower level away from glass in rotunda area, overflow into library stacks
Kendall Hall: green room, other basement rooms and halls
Keplinger Hall: lower level interior halls away from glass partitions (lab/hall doors shut), rest rooms
Legal Information Center: lower level away from glass in rotunda area, overflow into library stacks
Lorton Hall: main hallway lower level with the east and west doors closed, interior hallway in suite 102
Lorton Performance Center: basement lower level hallways and storage area
Mabee Gymnasium/Athletics/Band & Orchestra: interior east hallway, music hallway and library
Mary K. Chapman Center: basement class rooms, rest rooms
McClure Hall: room 105 and 106 with office doors closed, rest rooms
McFarlin Library: basement area between Reserve and Media Services in the 1926 section, corner stairwells and any interior rooms in lowest level of 1979 portion of building, restrooms
Michael D. Case Tennis Center: locker rooms, central core area lower level building area
Center for Global Education/Global Neighbor House: basement
Oliphant Hall: first floor east to west hall with doors on each end closed
Phillips Hall: lower level interior hall, student lounge, interior rooms on lower level
Physical Plant: interior offices in administrative area and rest rooms
Rayzor Hall: first floor interior hallways and rest rooms
Sharp Chapel: rest rooms, kitchen, pantry, south lower stairwell, Kendall Hall (preferred)
Stephenson Hall: first floor interior hallways and rest rooms
Tyrrell Hall: west end basement interior hall with room doors closed
University School for the Gifted: downstairs class work rooms and storage areas that do not have windows; downstairs interior bathrooms and other interior areas, administrative area, the bottom half of the two stair wells
Westby Hall: lower level fax machine area, south interior area with doors shut, kitchen, room 108, 109, rest rooms
Zarrow Center for Arts & Education (Matthews Building): interior hall-room doors closed, away from lobby area and rest rooms
Zink Hall: basement elevator lobby, offices without windows, rest rooms
North Campus Buildings
Drill Building: interior rooms on lower level, lower level rest rooms
Machine/TUFFP Shop, TUFFP/TUPDP Building: move to electronics shop, Model Lab Building or Drill Building
Model Laboratory and associated rooms: interior offices and rooms without chemicals
Special Projects Building: move to safer building if time permits, otherwise use restrooms
Alpine House: Rest rooms, under stairs in nearest North Campus building
Hydrate Building: Shelter areas listed in nearest North Campus building

Residential Buildings
Fraternity Houses: lower level interior rooms
5th Place House: Interior hallway 1st floor
7th Street House: lower level computer room, kitchen
John Mahee Hall: basement game room, interior hall away from windows
Lafortune Hall: lower level interior halls, stairwell
Lottie Jane Mahee Hall: basement kitchen, meeting room, interior hall away from windows
Sorority Houses: bedroom side - first floor interior halls and hall suites, with room doors shut
Fisher South: first floor interior halls with room doors closed
Fisher West Suites: lower level interior halls with room doors closed
Hardesty Hall: storm shelter in basement level
Univ. Square South Apartments: lower floor: walk-in closets, bathrooms, laundry room; John Mahee Residence Hall; and Lottie Jane Mahee Residence Hall
Univ. Square West Apartments: lower floor: walk-in closets, bathrooms, laundry room; John Mahee Residence Hall; and Lottie Jane Mahee Residence Hall
Norman Village Apartments: lower floor: walk-in closets, bathrooms, laundry room; John Mahee Residence Hall; and Lottie Jane Mahee Residence Hall
Lorton Village: lower floor: walk-in closets, bathrooms, laundry room; Reynolds Center; William F. Fisher Hall (Twin South); and LaFortune Residence Hall
Mayo Village: lower floor: walk-in closets, bathrooms, laundry room; William F. Fisher Hall (Twin South); and Lottie Jane Mahee Residence Hall
Brown Village: lower floor: walk-in closets, bathrooms, laundry room; and basement of Keplinger Hall
West Park Apartments/Psychology Dept. Clinic: 1st floor interior hallway just outside of the True Blue Neighbors’ office

Gilcrease Museum
Interior hallway outside conservation laboratory; Interior hallway behind library; Storage area opposite education offices; Myers Galleries and Central Suite of museum galleries; and Gilcrease house basement, if no time to reach main museum building

HCAR:
Men’s and Women’s Rest Room on the first floor - These 2 areas should be sufficient if there are no events and a limited number of visitors in the building.
As the number of visitor’s increases then the Hallway past the elevator on the main floor should be used.
If there is a really large event going on, use the hallway down stairs in the HCAR building. People should be kept closest to the HCAR doorway.
# STAGING AREAS FOR BUILDING EVACUATION

<table>
<thead>
<tr>
<th>ABBR</th>
<th>BUILDING</th>
<th>ADDRESS</th>
<th>STAGING AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC</td>
<td>Alexander Health Center</td>
<td>2946 E. 5th St.</td>
<td>Northeast corner 5th and College</td>
</tr>
<tr>
<td>ACSU</td>
<td>Allen Chapman Student Union (LeeAnna Lamb)</td>
<td>440 S. Gary Ave.</td>
<td>East Entrance/Exit Direct to Samson Plaza</td>
</tr>
<tr>
<td></td>
<td><em><strong>Send BEP to LeeAnna to distribute</strong></em></td>
<td></td>
<td>South Entrance/Exit Direct to Sorority Row Sidewalk</td>
</tr>
<tr>
<td>BLC</td>
<td>Boesche Legal Clinic</td>
<td>407 S. Florence Ave.</td>
<td>Grassy area across from building</td>
</tr>
<tr>
<td>HELM</td>
<td>Helmerich Hall</td>
<td>2900 E. 5th St.</td>
<td>The U</td>
</tr>
<tr>
<td>CAC</td>
<td>Case Athletic Complex</td>
<td>3150 E. 8th St.</td>
<td>Thomas Plaza</td>
</tr>
<tr>
<td>CGE</td>
<td>Center for Global Education</td>
<td>3126 E. 5th Place</td>
<td>Chi Omega Sorority Lawn</td>
</tr>
<tr>
<td>CH</td>
<td>Chapman Hall</td>
<td>2830 East 5th St.</td>
<td>The U</td>
</tr>
<tr>
<td>FP</td>
<td>5th Place House</td>
<td>3126 E 5th Place</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>CAH</td>
<td>Collins Administration Hall</td>
<td>2905 E. 8th St.</td>
<td>Bayless Plaza</td>
</tr>
<tr>
<td>CFC</td>
<td>Collins Fitness Center</td>
<td>502 S. Delaware Ave.</td>
<td>South grassy area</td>
</tr>
<tr>
<td>RC</td>
<td>Donald W. Reynolds Center</td>
<td>3208 East 8th St.</td>
<td>LaFortune Parking Lot</td>
</tr>
<tr>
<td>KA</td>
<td>Fraternity-Kappa Alpha</td>
<td>3145 E. 7th St.</td>
<td>Lawn Pi Kappa Alpha</td>
</tr>
<tr>
<td>KS</td>
<td>Fraternity-Kappa Sigma</td>
<td>3131 E. 7th St.</td>
<td>Lawn Pi Kappa Alpha</td>
</tr>
<tr>
<td>LC</td>
<td>Fraternity-Lambda Chi Alpha</td>
<td>3201 E. 7th St.</td>
<td>Lawn Kappa Sigma</td>
</tr>
<tr>
<td>PK</td>
<td>Fraternity-Pi Kappa Alpha</td>
<td>3123 E. 7th St.</td>
<td>Lawn Kappa Sigma</td>
</tr>
<tr>
<td>SI</td>
<td>Fraternity-Sigma Chi</td>
<td>3223 E. 7th St.</td>
<td>Lawn Lambda Chi Alpha</td>
</tr>
<tr>
<td>HH</td>
<td>Harwell Hall</td>
<td>615 S. Florence Ave.</td>
<td>East of Sharp Chapel</td>
</tr>
<tr>
<td>HENN</td>
<td>Henneke Building</td>
<td>1204 S Harvard Ave.</td>
<td>Parking Lot South of Yellow Rental</td>
</tr>
<tr>
<td>HA</td>
<td>Hardesty Hall (Offices/Res. Hall)</td>
<td>3105 E. 5th Place</td>
<td>McFarlin Library Parking Lot</td>
</tr>
<tr>
<td>SP</td>
<td>7th Street House</td>
<td>3211 E. 7th St.</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>GYM</td>
<td>Hurricane Athletic Admin/Mabee Gym/Music Annex 3105 E. 8th St</td>
<td>North of Physical Plant; For evacuation contact Hurricane Athletics x2393-there is no connecting alarm</td>
<td></td>
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<tr>
<td>HAB</td>
<td>Hurricane Athletic/Security 3115 E. 8th St</td>
<td>Front lawn of Kappa Sigma House. For evacuation contact Hurricane Athletic Admin. x3063-there is no connecting alarm</td>
<td></td>
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<tr>
<td>JM</td>
<td>John Mabee Residence Hall 2807 E. 5th Pl.</td>
<td>The U</td>
<td></td>
</tr>
<tr>
<td>JRH/MLIC</td>
<td>John Rogers Hall/Mabee Legal Info. Center 3120 E. 4th Pl.</td>
<td>South of building, grassy area/ACAC Outback</td>
<td></td>
</tr>
<tr>
<td>KH</td>
<td>Kendall Hall 601 S. College Ave</td>
<td>Lawn NE of Bldg.</td>
<td></td>
</tr>
<tr>
<td>KEP</td>
<td>Keplinger Hall 441 S. Gary Ave</td>
<td>Sampson Plaza – West of Keplinger</td>
<td></td>
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<tr>
<td>LF</td>
<td>LaFortune Residence Hall 3202 E. 7th St.</td>
<td>Front lawn of Lambda Chi Alpha</td>
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<tr>
<td>LH</td>
<td>Lorton Hall 2820 E. 6th St</td>
<td>North of McClure</td>
<td></td>
</tr>
<tr>
<td>LJ</td>
<td>Lottie Jane Mabee Residence Hall 2808 E. 6th St.</td>
<td>The &quot;U&quot;</td>
<td></td>
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<tr>
<td>CC</td>
<td>Mary K. Chapman Center 2820 E. 5th St</td>
<td>Grassy area east of building</td>
<td></td>
</tr>
<tr>
<td>MCC</td>
<td>McClure Hall 2905 E. 7th St</td>
<td>Bayless Plaza</td>
<td></td>
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<tr>
<td>MLIB</td>
<td>McFarlin Library 29933 E. 6th St.</td>
<td>Sharp Plaza</td>
<td></td>
</tr>
<tr>
<td>MDCT</td>
<td>Michael D. Case Tennis Center 712 S. Delaware Ave.</td>
<td>South Retention Pond Area</td>
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<tr>
<td>NCW</td>
<td>N.C. TUFFP/TUPDP 2450 E Marshall</td>
<td>Southwest side of parking lot</td>
<td></td>
</tr>
<tr>
<td>NCAH</td>
<td>NC: Alpine House 2450 E Marshall</td>
<td>East of Parking Lot</td>
<td></td>
</tr>
<tr>
<td>NCDB</td>
<td>NC: Drill Building 2450 E Marshall</td>
<td>Northwest corner of parking lot</td>
<td></td>
</tr>
<tr>
<td>NCMS</td>
<td>NC: Machine Shop 2450 E Marshall</td>
<td>N of Parking</td>
<td></td>
</tr>
<tr>
<td>NCML</td>
<td>NC: Model Lab Building 2450 E Marshall</td>
<td>West of parking lot</td>
<td></td>
</tr>
<tr>
<td>NCRB</td>
<td>NC: Special Projects Building 2450 E Marshall</td>
<td>East of Research Bldg</td>
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</tr>
<tr>
<td>NCMS</td>
<td>NC: Hydrate Facility 2450 E Marshall</td>
<td>Grassy area beside Alpine Building</td>
<td></td>
</tr>
<tr>
<td>NCSB</td>
<td>NC: Storage Building 2450 E Marshall</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>OH</td>
<td>Oliphant Hall 3015 E. 7th St</td>
<td>Bayless Plaza</td>
<td></td>
</tr>
<tr>
<td>PH</td>
<td>Phillips Hall 2930 E. 5th St</td>
<td>Grassy area East of Phillips</td>
<td></td>
</tr>
<tr>
<td>PP</td>
<td>Physical Plant 3015 E. 8th St.</td>
<td>N.E. Corner of Tucker Drive/Bayless Plaza</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td>Sharp Chapel 2940 E. 6th St</td>
<td>Sharp Plaza</td>
<td></td>
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<tr>
<td>HAC (SS)</td>
<td>H.A. Chapman Stadium 3112 E. 8th St.</td>
<td>Reynolds Center Plaza/Reynolds Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sorority</td>
<td>Address</td>
<td>Location</td>
</tr>
<tr>
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<td>----------</td>
<td>-------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>CK</td>
<td>Chi Omega</td>
<td>3100 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>DD</td>
<td>Delta Delta</td>
<td>3112 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>DG</td>
<td>Delta Gamma</td>
<td>3150 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>KT</td>
<td>Kappa Alpha Theta</td>
<td>3120 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>KD</td>
<td>Kappa Delta</td>
<td>3134 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>KG</td>
<td>Kappa Gamma</td>
<td>3146 E. 5th Pl</td>
<td>Harwell Field</td>
</tr>
<tr>
<td>FS</td>
<td>Fisher South</td>
<td>2831 E. 8th St.</td>
<td>South of Shaw Alumni Center</td>
</tr>
<tr>
<td>FE</td>
<td>Fisher East</td>
<td>2821 E. 8th St.</td>
<td>South of McClure Hall</td>
</tr>
<tr>
<td>FWS</td>
<td>Fisher West Suites</td>
<td>2821 E. 8th St.</td>
<td>Fisher West Suites Lot</td>
</tr>
<tr>
<td>TH</td>
<td>Tyrrell Hall</td>
<td>2930 E. 6th St</td>
<td>Bayless Plaza</td>
</tr>
<tr>
<td>USCH</td>
<td>University School</td>
<td>326 S. College Ave</td>
<td>Methodist parking lot</td>
</tr>
<tr>
<td>USAS</td>
<td>University Square South Apartments (Bldgs. 1800,1900, 2000)</td>
<td>425 S Delaware, 2815 E. 5th, 2830 E 4th Pl</td>
<td>Parking lot just west of USA South mailbox kiosk on west side of 2815 E 5th., Bldg.1900</td>
</tr>
<tr>
<td>NV</td>
<td>Norman Village Apartments (Bldgs. 100, 200, 300, 400, 500, 600, 700, 800, 900)</td>
<td>305, 315, 321, 327, 333, 339 S Delaware, 2830 E 3rd, 2831 E 4 Pl, 312 S Evanston</td>
<td>Near USA Clubhouse</td>
</tr>
<tr>
<td>USAW</td>
<td>University Square West Apartments (Bldgs. 1200,1300,1400,1500,1600, 1700)</td>
<td>412, 416, 420, 424, 428, 432 S. Delaware</td>
<td>USA West mailbox kiosk on the north side of the cabana - 408 S. Delaware</td>
</tr>
<tr>
<td>MV</td>
<td>Mayo Village</td>
<td>2806 - 2858 E. 8th Street</td>
<td>Fisher West Suites Lot (8th &amp; Delaware)</td>
</tr>
<tr>
<td>LV</td>
<td>Lorton Village</td>
<td>3002 - 3026 E. 8th Street</td>
<td>North End of Lorton Village Parking Lot</td>
</tr>
<tr>
<td>BR</td>
<td>Brown Village</td>
<td>3201 - 321- 4th Place</td>
<td>North Keplinger Parking Lot</td>
</tr>
<tr>
<td>WESTBY</td>
<td>Westby Hall</td>
<td>710 S. College Ave</td>
<td>Bayless Plaza</td>
</tr>
<tr>
<td>ZH</td>
<td>Zink Hall</td>
<td>3101 E. 7th St</td>
<td>South of Oliphant Hall</td>
</tr>
<tr>
<td>LPC</td>
<td>Lorton Performance Center</td>
<td>550 S. Gary Place</td>
<td>Lawn East of Building</td>
</tr>
<tr>
<td>RH</td>
<td>Rayzor Hall</td>
<td>3155 E. 5th Place</td>
<td>Sampson Plaza – North of Rayzor Hall</td>
</tr>
<tr>
<td>ZC</td>
<td>Zarrow Center for Arts &amp; Education (Matthews Bldg.)</td>
<td>124 East Brady Street</td>
<td>Across the street away from the bldg./Guthrie Green</td>
</tr>
<tr>
<td>SH</td>
<td>Stephenson Hall</td>
<td>3205 E. 5th Place</td>
<td>Sampson Plaza – Northwest of Stephenson Hall</td>
</tr>
<tr>
<td>WP</td>
<td>West Park Apartments: 1010-1038/Psychology Dept. Clinic</td>
<td>2504 4th Place S.</td>
<td>Parking lot directly east of the apartment building</td>
</tr>
</tbody>
</table>