

THE UNIVERSITY OF TULSA

**BUILDING EMERGENCY
PLAN**

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

(Revised July 2017)

**READ
ME**

EMERGENCY CONTACTS

Emergency Assistance (e.g. fire, disaster, accident, crime) _____ 911
Campus Security: (24 hr) _____ 918-631-5555
 Director of Campus Security: Joe Timmons _____ (w) 918-631-2710 (c) 918-740-1681
Poison Control _____ 800-222-1222
Sexual Assault/Rape Hotline _____ 918-744-7273
Helpline (Crisis intervention and information) _____ 918-836-4357
Primary Emergency Management Contact: Kevan Buck _____ (w) 918-631-3245 (c) 918-809-7367
 1st Alternate: Kayla Hale _____ (w) 918-631-2565 (c) 918-809-4195
Crisis Management Chair: Wayne Paulison _____ (w) 918-631-2616 (c) 918-606-5967 (h) 918-455-2368
Health, Safety, and the Environment: Scott Holmstrom _____ (w/m) 918-631-3031

Other University Contacts:

Alexander Health Center: Dr. Kara Butler _____ 918-631-2241
TU Sexual Assault Reporting: _____ Campus Security 918-631-5555 or Dean of Students 918-631-2327
Building Services & Housing: Physical Plant _____ 918-631-2287
Sharp Chaplain: Jeff Francis _____ (w) 918-631-2084 (c) 918-406-1875 (h) 918-749-0093
Counseling and Psychological Services: Tom Brian _____ (w) 918-631-2200 (c) 918-671-3526
Media Contact: Mona Chamberlin _____ (w) 918-631-2656 (c) 918-633-0585
Gilcrease Museum: Susan Neal _____ (w) 918-631-3246 (c) 918-408-0715
Oxley College of Health Sciences: Robin Ploeger _____ (w) 918-631-3170 (c) 918-231-7018
North Campus: Scott Holmstrom _____ (w/c) 918-631-3031
KWGS: Rich Fisher _____ (w) 918-631-2578 (c) 918-625-0224

Key incident personnel 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 personnel to carry out appropriate emergency response actions.

Building Specific Contacts (Refer to following pages for responsibilities)

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:

RESPONSIBILITIES OF TU PERSONNEL

Building Contacts

- Assigns Building Monitor(s) and Staging Area Supervisor(s), maintains a list of Hazard Area Supervisors, and updates current assignments to HR (Wayne Paulison) as necessary.
- Ensures that Building Emergency Plans are posted 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.

Building Monitors

- 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:
 - o Ensures that all persons have left area assigned to the monitor and have exited to staging area, where possible, without endangering self.
 - o 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 Supervisors

- 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:
 - o a copy of the Building Emergency Plan;
 - o knowledge of typical building occupants;
 - o 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

Hazard Area Supervisors

- Have knowledge of all hazards in their assigned area (typically research laboratories, workshops, art studios, theater areas, etc.). These include safety hazards, chemical hazards, biological hazards, and physical hazards.
- Communicate hazards to all personnel who enter the hazard area and provide task-specific training for standard operating procedures and appropriate emergency responses for all possible scenarios including, but not limited to, fires and spills.
- Maintain an up-to-date hazardous materials inventory, with appropriate safety data sheets, that is available to the Staging Area Supervisor in emergency situations.

Building Occupants

- Become familiar with the contents of the Building Emergency Plan and emergency procedures for all areas occupied.
- 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.
- Follow instructions of those in authority.
- 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 and does not have access to a building phone or mobile phone, they should attempt contact from a nearby 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.

If severe weather conditions exist and there is a tornado warning, persons should assemble in a **Severe Weather Area designated in Appendix A of this plan until an “all clear” signal is given**.

In the event of an emergency building evacuation, building occupants shall assemble in a designated **Staging Area as noted in Appendix B 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.

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 Emergency Management Contact, Kevan Buck (w) 918-631-3245 or (c) 918-809-7367.
- Occupants may go back into building only when someone in authority, such as the Fire Marshall, says it is safe to do so.

INJURIES:

- 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 Emergency Management Contact, Kevan Buck (w) 918-631-3245 (c) 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 (w) 918-631-2616, (c) 918-606-5967, or (h) 918-455-2368 in order to make required OSHA notifications within 8 hours

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 11 and 12)**, 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 or 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

Campus security officers will respond to the situation, including confronting an armed suspect and assisting responding law enforcement.

HOSTILE INTRUDER(S) IN A RESIDENCE HALL OR NON-RESIDENT BUILDING Initiate ALICE

A – Alert

- Contact authorities: 911 and Campus Security at 918-631-5555. By notifying both Tulsa Police and Campus Security, both agencies are able to locate the building faster. Many addresses on campus can be confusing, and Campus Security officers will know where to respond to, and help facilitate other responding emergency service's arrival.
- Be as clear and accurate with information as possible. When describing the suspect(s), include: location, number of suspect(s), race/gender, clothing description (work from a person's head to their feet), type of weapon(s) (rifle, shotgun, or handgun), any backpacks or items carried.
- Report any injured person(s) near you. Their location and type of injury

L – Lockdown

- If you cannot safely make it to an exit, shelter in place. Lock and barricade all entry points.
- Turn off lights and keep all occupants calm and quiet.
- Expedite the lock down procedure by carrying your keys at all times, or keep you door locked and simply prop it open when you are present.

- Begin to plan with any other occupants about your actions if your barricaded room is breached.
- Only police/security personnel may enter a locked down room.
- If you cannot lock the door or reasonably barricade the entry- consider evacuation

I – Inform

- Pay attention to any text message or email alert. This information will put you in the best position to make an informed decision on what to do. If you should lockdown or evacuate.
- If possible, continue to update Campus Security and 911 dispatch on the locations of any possible suspect(s) or injured persons.

C – Counter

- Countering the attacker is a last resort option.
- If you are not able to evacuate or barricade or your barricaded room has been compromised- then total commitment to counter the attacker is necessary.
- Use whatever means necessary (chairs, books, or other items) to throw at the intruder to distract him and make your escape.
- If you have multiple people in your room, have a plan of attack (one person to each limb of the intruder, one person grabs high, one low, and one grabs the weapon).

E – Evacuate

- Get out of the building. Use any exit necessary to get yourself and others to safety. Once outside of the building, keep moving away from the building until you have reached a secure place out of sight. DO NOT go to a building evacuation staging area.

These actions are not in sequential order. Any decision must be made by the individual at the time of the incident. Variables such as the ability to secure your room, proximity to an emergency exit, and physical capabilities will determine what option will work best.

Campus Security Response

- Activate Campus Security Active Shooter Protocol in coordination with the Tulsa Police Department.

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.

APPENDIX A: 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

College of Law: 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

True Blue Neighbors 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: Designated severe weather shelter – **West Wing**

Westby Hall: northeast corner lower level, 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 Mabee Hall: basement game room, interior hall away from windows

Lafortune Hall: lower level interior halls, stairwell

Lottie Jane Mabee 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 Mabee Residence Hall; and Lottie Jane Mabee Residence Hall

Univ. Square West Apartments: lower floor: walk-in closets, bathrooms, laundry room; John Mabee Residence Hall; and Lottie Jane Mabee Residence Hall

Norman Village Apartments: lower floor: walk-in closets, bathrooms, laundry room; John Mabee Residence Hall; and Lottie Jane Mabee 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 Mabee 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.

Oxley College of Health Sciences (1215 S. Boulder Avenue):

Basement – take the elevator to the first floor main lobby. Next, take the stairwell that goes to the basement, these are located directly south of the elevators.

APPENDIX B: STAGING AREAS FOR BUILDING EVACUATION

ABBR	BUILDING	ADDRESS	STAGING AREA
AHC	Alexander Health Center	2946 E. 5th St.	Northeast corner 5th and College
ACSU	Allen Chapman Student Union (Mike Neal – Sodexo))	440 S. Gary Ave.	East Entrance/Exit Direct to Samson Plaza South Entrance/Exit Direct to Sorority Row Sidewalk
	Send BEP to LeeAnna to distribute		
BLC	Boesche Legal Clinic	407 S. Florence Ave.	Grassy area across from building
HELM	Helmerich Hall	2900 E. 5th St.	The U
CAC	Case Athletic Complex	3150 E. 8th St.	Thomas Plaza
CGE	Center for Global Education	3126 E. 5th Place	Chi Omega Sorority Lawn
CH	Chapman Hall	2830 East 5th St.	The U
FP	5 th Place House	3126 E 5th Place	Harwell Field
CAH	Collins Administration Hall	2905 E. 8th St.	Bayless Plaza
CFC	Collins Fitness Center	502 S. Delaware Ave.	South grassy area
RC	Donald W. Reynolds Center	3208 East 8th St.	LaFortune Parking Lot
KA	Fraternity-Kappa Alpha	3145 E. 7th St.	Lawn Pi Kappa Alpha
KS	Fraternity-Kappa Sigma	3131 E. 7th St.	Lawn Pi Kappa Alpha
LC	Fraternity-Lambda Chi Alpha	3201 E. 7th St.	Lawn Kappa Sigma
PK	Fraternity-Pi Kappa Alpha	3123 E. 7th St.	Lawn Kappa Sigma
SI	Fraternity-Sigma Chi	3223 E. 7th St.	Lawn Lambda Chi Alpha
HH	Harwell Hall	615 S. Florence Ave.	East of Sharp Chapel
HENN	Henneke Building	1204 S Harvard Ave.	Parking Lot South of Yellow Rental
HA	Hardesty Hall (Offices/Res. Hall)	3105 E. 5th Place	McFarlin Library Parking Lot
SP	7 th Street House	3211 E. 7th St.	Harwell Field
GYM	Hurricane Athletic Admin/Mabee Gym/Music Annex	3105 E. 8th St	North of Physical Plant; For evacuation contact Hurricane Athletics x2393-there is no connecting alarm
HAB	Hurricane Athletic/Security	3115 E. 8th St	Front lawn of Kappa Sigma House. For evacuation contact Hurricane Athletic Admn. x3063-there is no connecting alarm

JM	John Mabee Residence Hall	2807 E. 5th Pl.	The U
LAW/MLIC	College of Law/Mabee Legal Info	3120 E. 4th Pl.	South of building, grassy area/ACAC Outback
KH	Kendall Hall	601 S. College Ave	Lawn NE of Bldg.
KEP	Keplinger Hall	441 S. Gary Ave	Sampson Plaza – West of Keplinger
LF	LaFortune Residence Hall	3202 E. 7th St.	Front lawn of Lambda Chi Alpha
LH	Lorton Hall	2820 E. 6th St	North of McClure
LJ	Lottie Jane Mabee Residence Hall	2808 E. 6th St.	The "U"
CC	Mary K. Chapman Center	2820 E. 5th St	Grassy area east of building
MCC	McClure Hall	2905 E. 7th St	Bayless Plaza
MLIB	McFarlin Library	29933 E. 6 th St.	Sharp Plaza
MDCT	Michael D. Case Tennis Center	712 S. Delaware Ave.	South Retention Pond Area
NCW	N.C. TUFFP/TUPDP	2450 E Marshall	Southwest side of parking lot
NCAH	NC: Alpine House	2450 E Marshall	East of Parking Lot
NCDB	NC: Drill Building	2450 E Marshall	Northwest corner of parking lot
NCMS	NC: Machine Shop	2450 E Marshall	N of Parking
NCML	NC: Model Lab Building	2450 E Marshall	West of parking lot
NCRB	NC: Special Projects Building	2450 E Marshall	East of Research Bldg
	NC: Hydrate Facility	2450 E Marshall	Grassy area beside Alpine Building
NCSB	NC: Storage Building	2450 E Marshall	NA
OH	Oliphant Hall	3015 E. 7th St	Bayless Plaza
PH	Phillips Hall	2930 E. 5th St	Grassy area East of Phillips
PP	Physical Plant	3015 E. 8th St.	N.E. Corner of Tucker Drive/Bayless Plaza
SC	Sharp Chapel	2940 E. 6th St	Sharp Plaza
HAC (SS)	H.A. Chapman Stadium	3112 E. 8th St.	Reynolds Center Plaza/Reynolds Center
CK	Sorority-Chi Omega	3100 E. 5th Pl	Harwell Field
DD	Sorority-Delta Delta Delta	3112 E. 5th Pl	Harwell Field
DG	Sorority-Delta Gamma	3150 E. 5th Pl	Harwell Field
KT	Sorority-Kappa Alpha Theta	3120 E. 5th Pl	Harwell Field
KD	Sorority-Kappa Delta	3134 E. 5th Pl	Harwell Field
KG	Sorority-Kappa Kappa Gamma	3146 E. 5th Pl	Harwell Field

FS	Fisher South	2831 E. 8th St.	South of Shaw Alumni Center (Collins Hall)
FE	Fisher East	2821 E. 8th St.	South of McClure Hall
FWS	Fisher West Suites	2821 E. 8th St.	Fisher West Suites Lot (8 th & Delaware)
TH	Tyrrell Hall	2930 E. 6th St	Bayless PLaza
USCH	University School	326 S. College Ave	Methodist parking lot south of school building
USAS	University Square South Apartments (Bldg. 1800,1900, 2000)	425 S Delaware, 2815 E. 5th, 2830 E 4th PI	Parking lot just west of USA South mailbox kiosk on west side of 2815 E 5th., Bldg.1900
NV	Norman Village Apartments (Bldgs. 100, 200, 300, 400, 500, 600, 700, 800, 900)	305, 315, 321, 327, 333, 339 S Delaware, 2830 E 3rd, 2831 E 4 PI, 312 S Evanston	Near USA Clubhouse
USAW	University Square West Apartments (Bldgs. 1200,1300,1400,1500,1600, 1700)	412, 416, 420, 424, 428, 432 S. Delaware	USA West mailbox kiosk on the north side of the cabana - 408 S. Delaware
MV	Mayo Village	2806 - 2858 E. 8th Street	Fisher West Suites Lot (8 th & Delaware)
LV	Lorton Village	3002 - 3026 E. 8th Street	North End of Lorton Village Parking Lot
BR	Brown Village	3201 - 321- 4th Place	North Keplinger Parking Lot
WESTBY	Westby Hall	710 S. College Ave	Bayless Plaza
ZH	Zink Hall	3101 E. 7th St	South of Oliphant Hall
LPC	Lorton Performance Center	550 S. Gary Place	Lawn East of Building
RH	Rayzor Hall	3155 E. 5 th Place	Sampson Plaza – North of Rayzor Hall
ZC	Zarrow Center for Arts & Education (Matthews Bldg.	124 East Brady Street	Across the street away from the bldg./Guthrie Green
SH	Stephenson Hall	3205 E. 5 th Place	Sampson Plaza – Northwest of Stephenson Hall
WP	West Park Apartments: 1010-1038/Psychology Dept. Clinic	2504 4 th Place S.	Parking lot directly east of the apartment building
OCHF	Oxley College of Health Health Sciences	1215 S. Boulder Avenue	Side parking lot on the north side of the building or across the street on the sidewalk by the First United Methodist Church.