



ROBERT E. HEINE PHARMACY BUILDING (RHPH)
BUILDING EMERGENCY PLAN

Date Adopted: May 28, 2008

Date Revised:

**A LIST OF ACRONYMS AND
DEFINITIONS USED IN THIS PLAN IS
FOUND ON PAGE 19**

Prepared by: The College of PNHS Safety Committee

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SECTION I: PLAN DEVELOPMENT AND VALIDATION

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building deputy or an individual designated by the department head will develop the BEP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Emergency Preparedness and Planning Office.
3. If you have any questions about this plan, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.
4. This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: Building Deputy or Designated Individual Marc Loudon, Joe Rogers (Building Deputy) and Susan Holladay
Reviewed by: Department Head (or Designated Individual) Val Watts, Assoc. Dean for Research
Reviewed by Campus Emergency Preparedness and Planning Office

Annual Review:
Annual Review:
Annual Review:

SECTION II: YOUR BUILDING EMERGENCY PLAN

1. INTRODUCTION

a. The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and human-made events.

b. All building occupants need to review and understand their Building Emergency Plan (BEP) information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency? are just a few of the questions the BEP should answer.

c. As a member of the Purdue Community, you should also be familiar with the **Purdue Emergency Procedures Handbook**. This manual describes the procedures to follow in a variety of emergencies. A copy of the **Handbook** is attached (attachment 1) to the BEP or you can view it electronically at http://www.purdue.edu/fire/safety_handbook.pdf.

2. RESPONSIBILITIES

a. **Designated representative (Val Watts, Assoc. Dean for Research)**

1) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents. For RHPH, this will be coordinated through the Safety Committee of the College of Pharmacy, Nursing, and Health Sciences.

2) Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

b. **BEP Developer (Marc Loudon, Joe Rogers, Susan Holladay, Val Watts and the Safety Committee of the Schools of Pharmacy and Health Sciences)**

1) Prepare, coordinate, and distribute the BEP to building occupants. (Loudon, Watts)

2) Ensure the BEP is readily available and used during emergency incidents. (Rogers, Watts)

3) Review the **BEP annually** to ensure information and procedures are current. (Safety Committee)

4) List all ***Critical Operations*** in the BEP for first responder reference and use. (Loudon, Rogers, Watts)

5) Attach a copy of the **Purdue Emergency Procedures Handbook** to the BEP. (Loudon, Watts)

6) In the event of an emergency ensure emergency notification to emergency agencies takes place. (Rogers)

7) Assist in building evacuation. (Safety Committee)

8) Report to emergency assembly area (EAA) and account for evacuated personnel. (Safety Committee)

9) Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.). (Joe Rogers)

10) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.). (Safety Committee)

11) Include in the BEP any additional information as directed by the individual responsible for the building. (Marc Loudon, Safety Committee)

c. **Building Occupants**

1) Know the evacuation routes and EAA location(s).

2) Participate in annual exercises/drills.

3) Attend department training sessions.

4) All building occupants must be familiar with the BEP. **Read it carefully.** If you have any questions, consult your building deputy, department safety coordinator or safety committee representative. Keep the following in mind as you read through the document:

5) An essential part of this plan is that occupants be familiar with the **Purdue Emergency Procedures Handbook**. References to this handbook are included in this document. A copy of this handbook is included with this plan.

➤ **Be familiar with:**

- ***the Purdue Emergency Warning Notification System—Purdue ALERT.***
- ***evacuation routes, exit points, and assembly location after evacuating the building.***

- *when and how to evacuate the building.*
- *locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.*
- *proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).*
- *additional building specific procedures and requirements.*

3. BEP REQUIREMENTS

a. The BEP is reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Purdue Fire Department.

b. Annually exercise the BEP to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Emergency Preparedness and Planning Office. The Campus Emergency Preparedness and Planning Office will assist in exercise development if needed.

c. Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.

4. TRAINING SLIDE PRESENTATION

A Power Point Training Presentation is located at <http://www.pnhs.purdue.edu/safety/>

SECTION III: BUILDING INFORMATION

1. BUILDING DEPUTY/ALTERNATE BUILDING DEPUTY

Please fill in the following areas. Tailor the form to the needs of your building

Building Name: Robert E. Heine Pharmacy Building (RHPH)

Building Deputy (BD): Joseph B. Rogers **Email:** km9v@pharmacy.purdue.edu

BD Campus Address: RHPH Room 153

BD Telephone No.: 4-1396 **FAX No.:** 4-1414

Alternate BD or Bldg Contact person: Val Watts, Assoc. Dean **Email:** wattsv@purdue.edu

Alternate BD Campus Address: RHPH Room 106A

Alternate BD Telephone No.: 6-3872 **FAX No.:**

2. BUILDING DESCRIPTION

RHPH is a multi-use building of five stories above ground (Floors 1–5) and 1 story below (Floor G), plus a basement that largely contains utilities. The building consists of offices for faculty and staff; classrooms; student laboratories; research laboratories; Pharmacy Stores; workshops; the PNHS Library; and a licensed Pharmacy. The building contains some secure areas.

3. BUILDING DEPARTMENTS

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
IPPH (Industrial and Physical Pharmacy)	Rodolfo Pinal	66247	RHPH	124C
MCMP (Medicinal Chemistry and Molecular Pharmacology)	Marc Loudon	41462	RHPH	112C
PHPR (Department of Pharmacy Practice)	Matthew Murawski	41470	RHPH	502C
HLS (School of Health Sciences)	James F. Schweitzer	42350	CIVL	B173
Libraries	Vicki J. Killion, PNHS Librarian	41417	RHPH	272

MMDS (Materials Management: Pharmacy Stores)	Jill Haynes	43026	RHPH	130A
Purdue Animal Care	Karen Wethington	41415	RHPH	240

4. BUILDING SAFETY COMMITTEE

<u>Name & Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Val J. Watts, Chair	Assoc. Dean/Admin	63872	RHPH	106A
MCMP	Administration	41396	RHPH	151
Marc Loudon	MCMP	41462	RHPH	112C
Susan Holladay, Director of Instructional Laboratories	Administration	67762	RHPH	412A
Jim Schweitzer, REM	HLS	42350	CIVL	B173
Rodolfo Pinal	IPPH	66247	RHPH	124C
Matthew Murawski	PHPR	41470	RHPH	502C
Cheryl E. Smith (ex officio)	Libraries	41418	RHPH	272
Pamela M. Aaltonen	NURS	44041	JNSN	216
Kevin Sowinski	PHPR/IU Med Ctr	317-613-2315 Ext 310	WISHARD	7 th floor PHPR suite
Jill Haynes (ex officio)	MMDS (Pharmacy Stores)	43026	RHPH	130A
Karen Wethington (ex officio)	Animal Care Facility	41415	RHPH	240

5. BUILDING CRITICAL OPERATIONS

This section includes critical operations that would be affected by an emergency. Only operations that would be affected in a short-term emergency (< 24 hr) are listed

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Cell Culture Incubators for longer than 4 hrs	RHPH 512, 526, 540	MCMP	Prof. Chris Rochet	41413; 743-7026; 404-8106

Cell Culture Incubators for longer than 4 hrs	RHPH 206	MCMP	Prof. Greg Hockerman	63874, 743-0412
IT Operations	RHPH 347	Administration	Kristian Skjervold	41405; 567-7303; 426-7399

6. BUILDING ALARMS

Occupants should be able to identify the following alarms and take appropriate action.

Fire Alarm: The fire alarm is a loud, repeated, high-pitch tone. Respond by leaving the building by the nearest stairwell and congregate in one of the Emergency Assembly Areas stipulated on p. 13–16 of this plan. *Do not use the elevators.*

All-Hazard (Tornado) Siren: Respond as indicated on pp. 16–18 of the Purdue **Emergency Procedures Handbook** and the shelter-in-place instructions for RHPH on p. 17 of this plan. Note that tornado sirens are tested at 11:00 AM on the first Saturday of each month in good weather.

Hood Alarms: Respond by correcting the condition that led to the alarm, usually lowering the sash. If you cannot correct the condition or believe that the alarm resulted from a system failure, cease using the hood and contact the Building Deputy at 4-1396.

Elevator Alarms: The elevator alarm is a bell activated by a user. If you hear the elevator alarm being activated repeatedly, follow the instructions on p. 22 of the Purdue **Emergency Procedures Handbook**.

Other Instrument Alarms: Contact the Building Deputy at 4-1396.

7. BUILDING SERVICES & BUILDING MAINTENANCE

Custodial Services are provided on the evening shift. Supervisor is Don Blackburn, Phone 47118.

SECTION IV: NOTIFICATION PROCEDURES

1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **911** from any public or campus telephone.

2. NON-EMERGENCY NOTIFICATION PROCEDURES:

- a. Department phone number: Joe Rogers, Building Deputy, 4-1396
- b. Fire: Purdue Fire Department (PUFD) 494-6919. The automatic system installed in RPH registers the location of the alarm.
- c. Police: Purdue Police Department (PUPD) 494-8221
- d. Closest medical facility for off-campus employees: N/A
- e. Radiological and Environmental Management: 494-6371
- f. Physical Facilities Services: 494-9999
- g. Physical Facilities Zone Services: Zone 3, Dave Rater, Supervisor, 4-7646

3. PURDUE EMERGENCY WARNING NOTIFICATION SYSTEM—Purdue ALERT

Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (***Shelter-In-Place***). See pp. 18–21 of the Purdue **Emergency Procedures Handbook** for shelter-in-place instructions.
- Fire alarms (***Evacuate*** the building). The fire panel located just inside the loading dock door will tell the fire department the location of the alarm. Follow the instructions on pp. 13–16 of this plan.
- An e-mail will be sent to all people with a **purdue.edu** address.
 - Building Deputies (BDs) should receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be “pushed out” to BDs then a Building Deputy Email Notification will be made. When BDs receive an emergency notification

- they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.
- Purdue University faculty, staff and students may sign up to receive an emergency notification text message. Reference the Purdue News Service web site, <http://news.uns.purdue.edu/mail.html>, to sign up for the text system.
 - The Purdue home page (www.purdue.edu) is the focal point of the most complete information in all campus-related emergencies.
 - University Residences personnel will be notified. They, in turn, will activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
 - University News Service personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
 - Information will be posted on a Facebook group called “Purdue Emergency Notification.”
 - The Boiler Television Emergency Notification System will broadcast emergency information.

REMEMBER, WHEN YOU HEAR:

- ALL-HAZARDS (Tornado) SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility. See p. 17 of this plan.
- FIRE ALARMS immediately **evacuate** the building and move to a safe location. See p. 13 of this plan.

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

SECTION V: EMERGENCY PROCEDURES

1. **Purdue’s Emergency Procedures Handbook will be referenced for all emergencies.** A copy of this handbook has been distributed with this plan.

2. The BEP focuses on two basic and immediate warning notifications:

a. **Fire Alarms** mean to *immediately evacuate* the building and proceed to your Emergency Assembly Area. See pp. 13–16 of this plan for a complete description.

b. **All-Hazards Emergency Warning Sirens** means to *immediately* seek shelter (**Shelter In Place**) in a safe location within closest facility/building. Shelter-in-Place instructions are found on pp. 18–21 of the Purdue **Emergency Procedures Handbook**.

- “Shelter in place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

3. Additional warning notifications will follow using Purdue ALERT...the campus emergency warning notification system.

SECTION VI: EVACUATION

1. EVACUATION POLICY: Purdue policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must **promptly** depart the building using designated exit routes. The exit routes are the stairwells and hall corridors in the building. Two stairwells are located on the southwest (Armory) side of the building, and the east (Purdue Mall) side of the building.

a. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA). See pp. 13–16 for details.

b. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

c. All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.

d. After exiting building, occupants are to go directly to their designated EAA (see p. 14) and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.

e. No one may re-enter building until authorized to do so by fire or police department officials.

2. GENERAL EVACUATION PROCEDURES--If you hear the fire alarm or are instructed to leave the building:

a. Immediately obey evacuation alarms and orders. Tell others to evacuate.

b. No one may remain inside a building when an evacuation is in progress.

c. Classes in session must evacuate.

d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.

e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.

f. Close doors as rooms are vacated.

g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

h. Note location of trapped and injured victims and notify emergency responders.

i. Walk calmly but quickly to the nearest emergency exit.

j. Use stairways only. **Do not use elevators.**

k. Keep to the right side of corridors and stairwells as you exit.

l. Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.

m. Remain in EAA until instructions are given. If you plan to leave the area for any reason, check in with someone who is staying and inform them that you are leaving.

n. Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

3. RHPH EMERGENCY ASSEMBLY AREAS (EAA)

Building exits and emergency assembly areas (EAA) are designated as follows:

1. **Southeast A:** located just south of, and visible from, the elevator on the 1st floor. **Southeast B:** located just south of, and visible from, the foyers outside the classroom areas (RHPH 172, 164, and 162). These exits empty onto the area near JNSN and the Armory parking lot (the "benzene ring"). This area is stipulated as the **South** EAA.
2. **East:** located near, and visible from, the entrance to the Purdue Pharmacy on the first floor. This exit empties onto the Purdue Mall. This area is stipulated as the **East** EAA.
3. **West:** located near, and visible from, the entrance to the Office of Student Services. This exit is accessed by following the corridor outside the classrooms to the Office of Student Services. This exit empties onto the area near University Avenue. This area is stipulated as the **West** EAA.
4. **North:** located on the loading dock. This exit is accessed through the double doors near the freight elevator. This empties onto the loading dock and from there into the PUSH (Student Hospital) lot. Persons using this exit should quickly vacate the loading dock and the nearby parking lot and congregate *outside of the lot* in the area near University Avenue, as the loading dock and adjacent parking lot is used for access by emergency personnel. This area is stipulated as the **North** EAA.

There are two general-use stairwells: the southeast stairwell, which empties into the **South** congregating area; and the east stairwell, which empties into the **East** congregating area. A third stairwell (west stairwell) is accessed through the *emergency exit* of the animal facility. This empties into the **West** congregating area.

4. RHPH EVACUATION PROCEDURES

Each office and laboratory should stipulate an exit route and emergency assembly area (EAA). Each member of an office or laboratory should exit by the stipulated route and congregate in the stipulated EAA. If a person is not in their office or laboratory at the time of the alarm, they should exit by the nearest exit and proceed around the *outside* of the building to their designated EAA. Teaching assistants should remain with their students.

If a person known to be present in the building is missing from their EAA, emergency personnel should be notified.

5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

a. The procedures for persons with disabilities are found on p. 23 of the **Purdue Emergency Procedures Handbook**.

b. Faculty and graduate teaching assistants should determine on the first day of each class whether there are persons who would have special needs during an evacuation.

c. Note that people in wheel chairs on floors other than the first floor should move to the nearest stairwell and should wait for emergency responders. Each office should designate a partner to help with a disabled person in their office. This designated partner on should assist the disabled person to move to the nearest stairwell, and should then immediately notify the emergency responders of the need to evacuate the disabled person. The faculty member or teaching assistant is responsible for assisting disabled persons in their classes to the nearest stairwell, and then should notify emergency personnel immediately of the location of these persons. Only in the even of *immediate* hazard should the person be moved down the stairwell. In such a case, the faculty member should recruit additional people who can help move the disabled persons to a safe area. Follow the procedures in the Emergency Procedures Handbook, p. 23. Note that this should be used only as a last resort.

d. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

e. **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

f. Faculty and staff who are mobility impaired should let the building deputy or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Room	Phone
There are no disabled persons currently on the faculty or staff.		

SECTION VII: SHELTER IN PLACE

1. **TYPES:** You may be required to Shelter In Place for events such as:

- a. Tornado warning.
- b. Other severe weather events.
- c. Active shooter, building intruder, or civil disturbance.
- d. As directed by police personnel for any other situation that requires you to find protection within a building.

2. **WHEN TO SHELTER IN PLACE:** You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- a. You hear the All-Hazards Emergency Warning Sirens.
- b. When directed by police or fire department personnel.

3. **PROCEDURES:** Purdue ALERT (reference section IV, paragraph 3 on p. 10 for additional information) will be used to notify the Purdue community of a “shelter in place” situation.

a. The all-hazards siren is used for a variety of situations. Your reaction will depend on the nature of the hazard. If you hear the all-hazards siren and have no further information on the nature of the hazard, do the following:

1) Stay calm but be aware that an emergency situation is occurring.

2) *Immediately seek information as quickly as possible about the nature of the emergency by paying attention to conditions around you (such as weather), consulting the Purdue Home Page, checking for a text message (if you are subscribed), or by immediately checking for an e-mail from Purdue authorities to determine the nature of the hazard.* For example, if the weather is bright and sunny, you shouldn't take action for a tornado. Locking your door (see paragraph c below) would be a reasonable first course of action. If, in the absence of further information, the weather appears conducive to a tornado, assuming a tornado hazard and acting accordingly (see paragraph b below) would be a reasonable first course of action.

3) Once the nature of the emergency is known, take appropriate action. (See paragraphs b and c for “tornado” and “active shooter” procedures.)

4) In the absence of adequate information, and if weather conditions are uncertain, proceed to the building G-level and await further instructions, and then adjust location accordingly, if necessary.

b. **Tornado Alert.** If you are “sheltering” because of a tornado warning, immediately go to a safe location in your building.

1) Proceed to the corridor of the ground floor (G-floor) of RHPH. Be prepared to kneel facing a wall and cover your head.

2) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

3) Any occupant that encounters a physically disabled individual should assist them if possible. See p. 15 of this plan for further instructions on dealing with persons with disabilities.

4) Try to obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

c. **Active Shooter, Building Intruder, and/or Civil Disturbance.** If you are “sheltering” because of an active shooter, building intruder, or a civil disturbance on campus, immediately go to a safe location in your building.

1) If possible, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it.

2) If possible, close and lock the building's or room's door(s). If unable to lock the door secure it by any means possible.

3) Hide under a desk, in a closet, or in the corner.

4) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

5) Report any suspicious activity if you can do so without jeopardizing your safety. Call 911 if possible.

d. A **hazardous materials (HAZMAT)** situation within RHPH should be handled in the same manner as a fire. This is *not* a shelter-in-place situation. The fire alarm will sound, and evacuation should follow the procedures for fire.

APPENDICES

APPENDIX A: Acronyms and Term Definitions

Acronyms

BD: Building Deputy

BEP: Building Emergency Plan

EAA: Emergency/Evacuation Assembly Area

HLS: School of Health Sciences

IPPH: Industrial & Physical Pharmacy Department

MCMP: Medicinal Chemistry & Molecular Pharmacology Department

PHPR: Department of Pharmacy Practice

PNHS: College of Pharmacy, Nursing, and Health Sciences

PUFD: Purdue University Fire Department

PUPD: Purdue University Police Department

REM: Radiological and Environmental Management

Term Definitions

All-Hazards Warning Sirens: Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the five sirens located on campus.) Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

Building Deputy: The building deputy is a University employee (Joe Rogers for RHPH) who has a defined role in each campus building. In an emergency, the building deputy should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

College of PNHS Safety Committee: A group composed of representatives from each major unit of the College. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Emergency/Evacuation Assembly Area(EAA): A pre-designated safe location near a building where building occupants assemble after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University police department, Purdue fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

APPENDIX B: Resource List

Campus Emergency Preparedness and Planning Office: 765-494-0446

The office serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information:

http://www.purdue.edu/emergency_preparedness/

Radiological and Environmental Management: 765-494-6371

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://www.purdue.edu/REM>

Physical Facilities: 765-494-9999

Installation and repair of facility safety equipment; maintenance services can be found online at

http://www.purdue.edu/physicalfacilities/Buildings_Grounds/building_services.php

Purdue University Police: 765-494-8221

Information on personal safety in the workplace can be found online at

<http://www.purdue.edu/police/programs/types/workplace.htm>

Purdue University Fire: 765-494-6919

Information on training and services <http://www.purdue.edu/fire>

ATTACHMENT 1

ATTACH A COPY OF THE PURDUE EMERGENCY PROCEDURES HANDBOOK (EPH) TO THE BEP.

The EPH is located at:

http://www.purdue.edu/fire/safety_handbook.pdf

ATTACHMENT 2

BEP TRAINING PRESENTATION