

EMERGENCY EVACUATION PLAN JAMES L. ALLEN CENTER

CAUSES FOR AN EMERGENCY EVACUATION

- FIRE
- HAZARD MATERIALS
- VERIFIED BOMB THREAT
- POWER OUTAGE
- SEVERE WEATHER



WHAT TO DO IF YOU DISCOVER OR SUSPECT A FIRE

Pull the nearest fire alarm station.

Fire alarm stations are located throughout the building, usually near exits and entrances. Call or go to the front desk and give the attendant the location and nature of the fire, and ask him/her to call the University Police. If the fire is small enough to be extinguished easily by a portable fire extinguisher and you have been trained in how to use it, do so, but **pull the fire alarm first**. If the fire has gained headway or if it appears that it cannot be extinguished easily, leave the area.



Evacuation Procedures

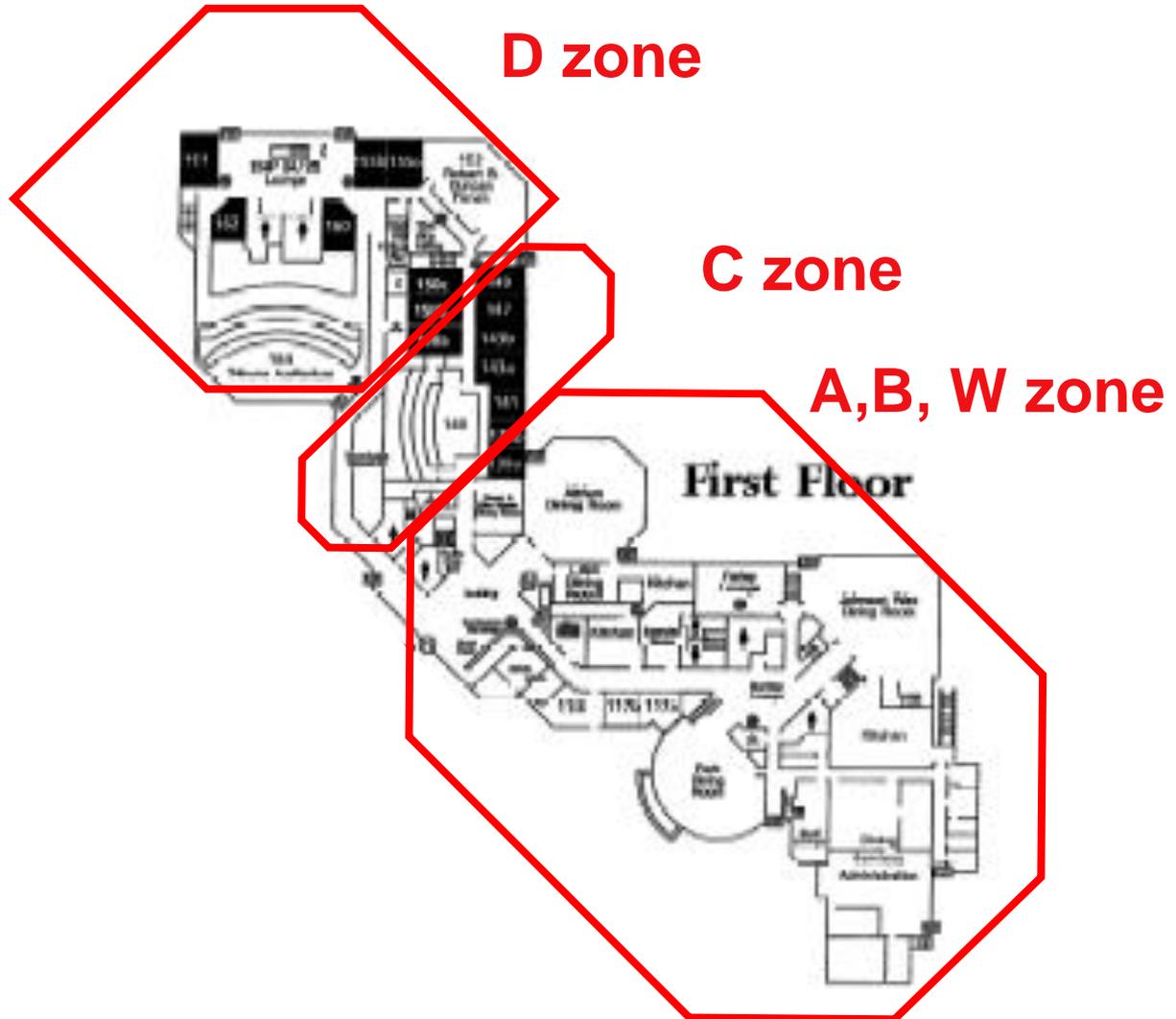
ZONE ALARM SYSTEM

Fire panel will display alarms by wing / zone

Alarm system and fire doors separate building into zones

If one zone is sounding an audible alarm, only that zone needs to be evacuated

General alarm means all wings must evacuate



Evacuation Procedures

Is it appropriate to tell a guest that we are evacuating because of a false alarm?

No. The alarm should be treated seriously until the Police or Fire department releases the alarm status.

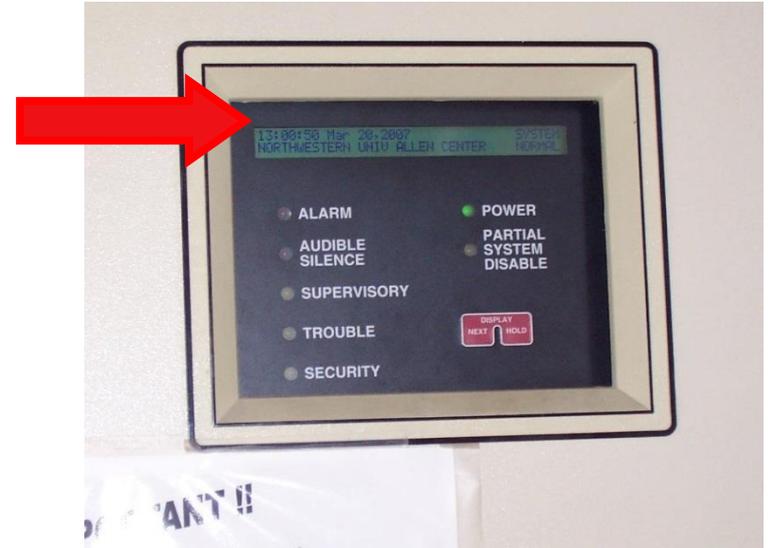
Should we call rooms or check rooms for stragglers?

No. The professionals will do that. We facilitate the evacuation, man our marshal points and tally the evacuated guests in the event of a FULL EVACUATION

Evacuation Procedures

Are all alarms audible alarms?

No. The alarm panel will indicate the type. Some alarms are just “trouble alarms” indicating low batteries. Some are “in room smoke detectors” which only sound in the bedroom. All alarms should be reported to University Police/Buildings and Grounds



What happens with a bedroom smoke alarm?

These alarms will sound only in the bedroom and can be silenced at the alarm panel with the proper key. The room should be checked immediately before silencing (if false) or sounding the general alarm (if true).



Evacuation Procedures

GENERAL ALARM

There are pull stations situated on walls throughout the building.

IF YOU SEE SMOKE OR SIGNS OF FIRE,
DO NOT HESITATE TO PULL THE ALARM.

A general alarm calls for a **FULL BUILDING EVACUATION**. There is no zone protocol in a full evacuation, and in this case **ALL SECTIONS AND ASSEMBLY AREAS ARE IN EFFECT**.



BEING A SAFETY MARSHAL

SAFETY MARSHAL PERSONEL

Jonathan Wise

Derek Drake

Narciso Lara

Mark Payne

Alison Wilder

Kailey Lyons

Ben Park

David Collins

Gabriela Baiza

Lillian Murphy

Colette Feldges

Elmer Almacher

Jason Hilgers

Breanne Parker

Everett Gilmer

Carolyn McHugh

Paul Christensen

Daniela Deleon

Francisco Pineda

Felipe Galvan

Iftikhar Siddiqui

Robert Lilly

Fuchsia Forrester

Ferron Cawelle

Robert Robbins

Noor Latfolla

Maximo Roque

Junior Martinez

Steve Peavler

Kendall Hatchett

Carlos Carrera

Jon Carlos Rodriguez

Lilly Chang

Stephanie Young

Jane Wuellner

SAFETY MARSHAL TOOLS



Evacuation routes will be clearly designated by SAFETY MARSHALS.
Marshals will be visible using flashlights or colored vests

MARSHAL STATIONS:

3rd, 4th floors: SG rooms (Housekeeping, Maintenance)

**2nd: Exec Prog stairwell (Exec Ed Team)
Barr/223 stairwell (Exec Ed Team)
223/EMBA Stairwell (EMBA Team)
Study Group Hall 243-250 (Exec Ed Team/Lillian Murphy)
Helenhouse lounge, SG hallway (Exec Ed Team/Jane Wuellner)**

**1st: Buffet Area (Dining Managers)
Garden Exit doors (Dining Managers)
Campus Drive Lobby, North Vestibule (Front Desk/Sched staff)**

In the event of a D wing evacuation:

**Hallway between 140-153 (Front Desk staff)
North McCormick Auditorium Lounge area (KIS/Scheduling staff)
Hallway between 240 and 249 (SGR's) (EMBA Staff)**

SAFETY MARSHAL STATIONS

Evacuation routes will be clearly designated by SAFETY MARSHALS/Teams.

Marshals will be visible using flashlights or colored vests



Exec Prog stairwell
(Exec Ed Team)



Barr/223 stairwell
(Exec Ed Team)



223/EMBA
(EMBA Team)



Buffet Area
(Dining managers)



Garden Exit doors
(Dining managers)



Front Desk Exit
(Front Desk staff)



North Tribune Lounge area
(KIS/Scheduling staff)

EMERGENCY EXIT PLANS FOR CLASSROOMS

Rm140 – Brownfield

North Door—Out to hallway, turn left and follow FIRE EXIT sign.

South Door—Out to hallway, turn right and exit through main lobby door.

Rm153 – Duncan

North Door—Turn right, proceed to lounge area, exit at FIRE EXIT

South Door—Turn left, and left again and follow FIRE EXIT sign.

Rm164 – McCormick Auditorium

Balcony N & S—East exits to stairs, down to FIRE EXIT and out to Global Hub Assembly Area

Main Floor—East exits to FIRE EXIT and out to Global Hub Assembly Area

Front Left—Up 5 stairs, down hall to FIRE EXIT and out to Global Hub Assembly Area

Rm 212 – Barr Forum

North Front—Turn right, go down stairs and exit through Johnson Wax D.R.

South Front—Descend stairs straight ahead and exit through Johnson Wax D.R.

South Rear-- Descend stairs to ground level and through FIRE EXIT to Silverman Assembly Area

Rm 221

North Door—Out to main hallway, turn right and down stairs to Johnson Wax DR South Door—Descend stairs to ground level and through FIRE EXIT to Silverman Assembly Area

Rm 222

Turn left to main hallway, turn right and down stairs to Johnson Wax D.R.

Rm 223 – Rand McNally

North Door—Turn left, go down main stairs to lobby exit.

South Door—Turn right, proceed to stairs, down to Johnson Wax D.R.

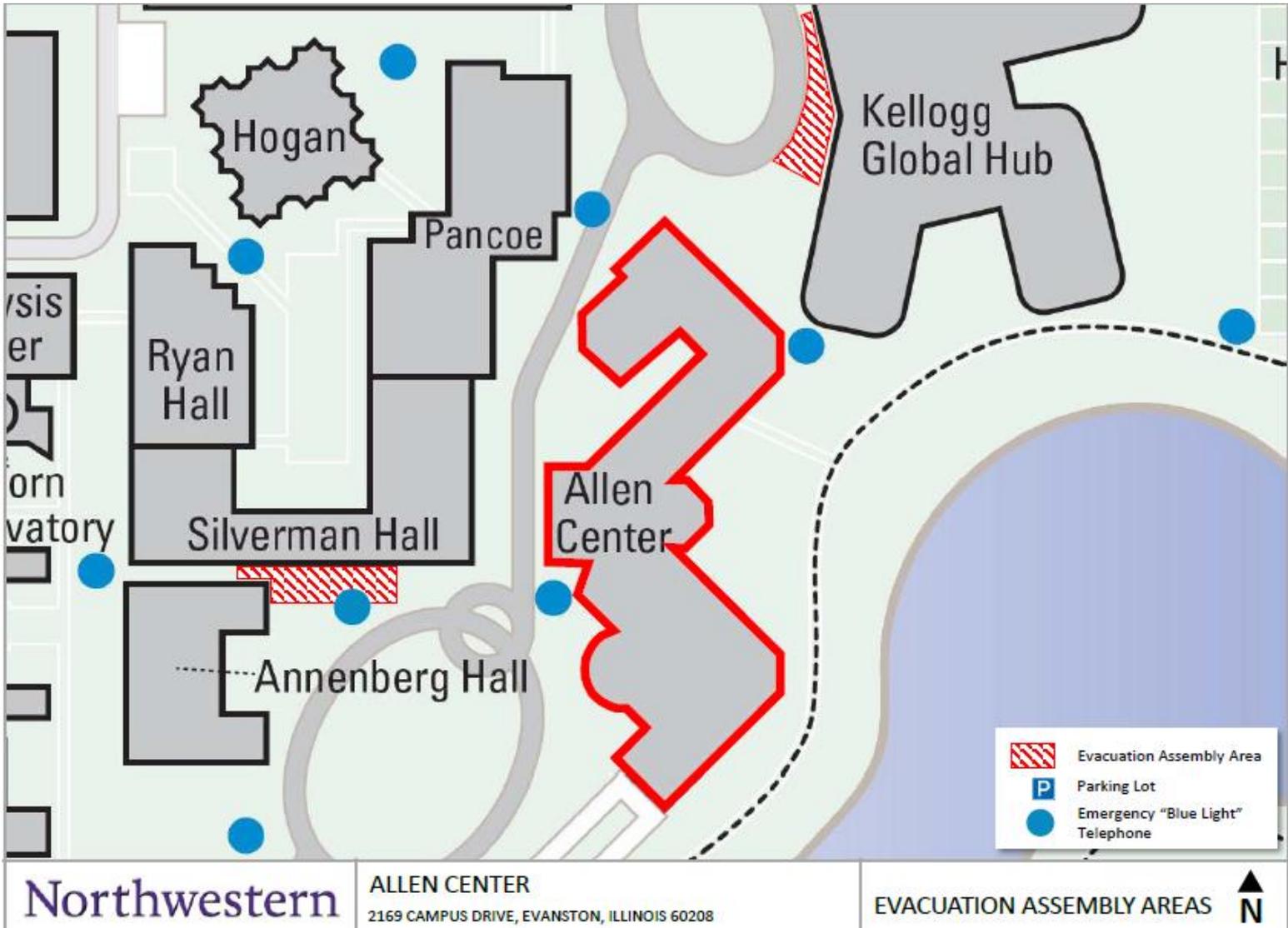
Rm240 – Baldrige

North Door—Exit right, go down main stairs to lobby exit.

South Door—Same as North Door -OR- Exit left, turn right down hallway to FIRE STAIRWAY, down to FIRE EXIT and out to Silverman Assembly Area

ASSEMBLY AREAS

Meeting points should be clearly designated by SAFETY MARSHALS. Area in front of entrance must be clear. Drive must be kept clear for Police and Fire engines.



Global Hub
Assembly Area



= Assembly Area



= Safe Zone

**IF ALARM is
in A,B,W
zone:**

•Dining, Front Desk
areas evacuate

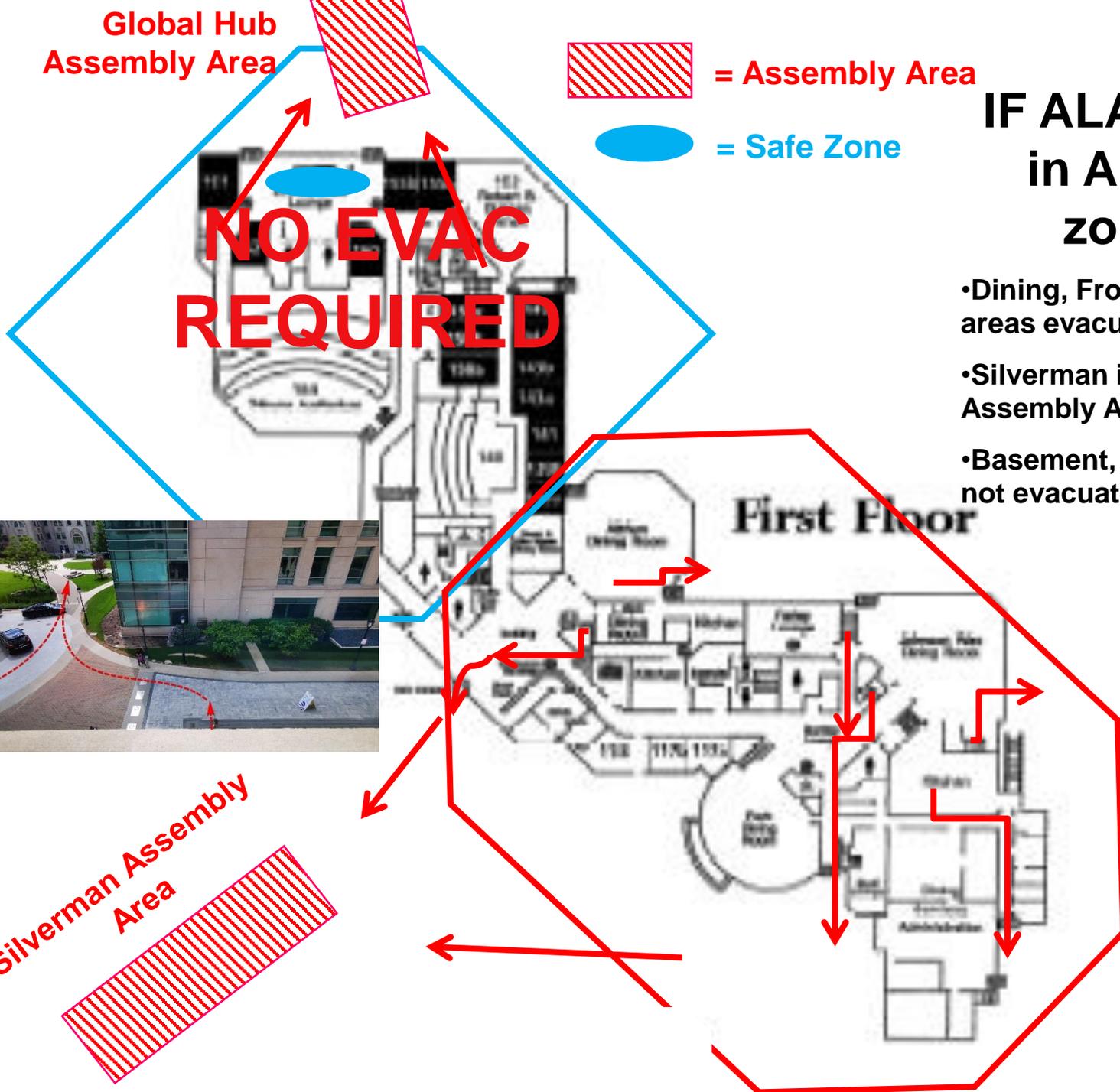
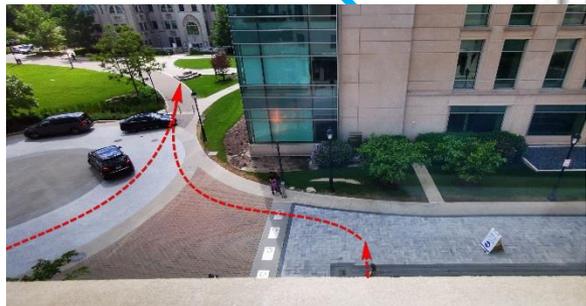
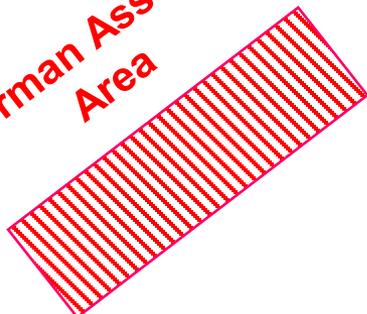
•Silverman is the
Assembly Area

•Basement, 140 does
not evacuate

**NO EVAC
REQUIRED**

First Floor

Silverman Assembly
Area



**Global Hub
Assembly Area**

 = Assembly Area

 = Safe Zone

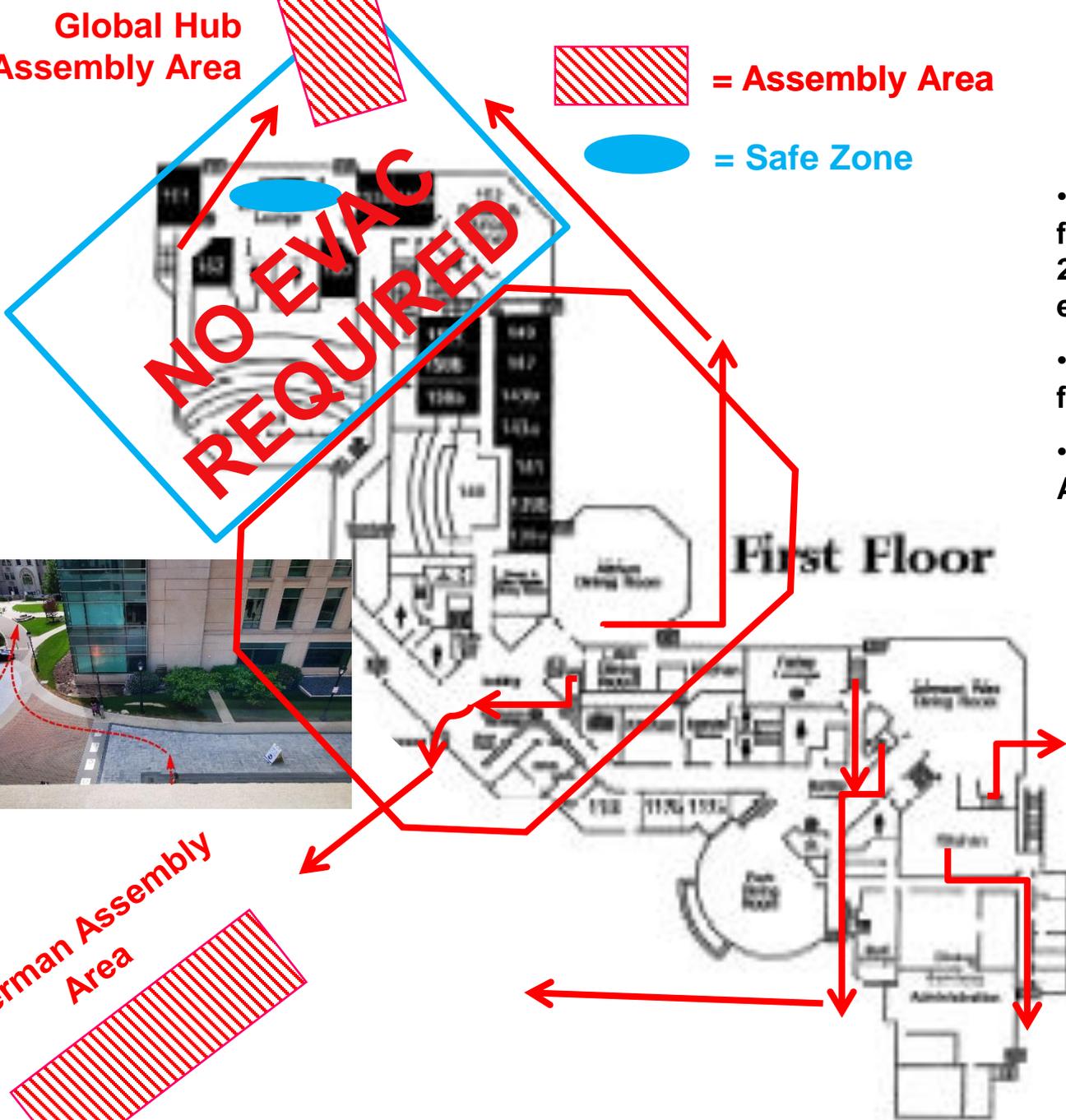
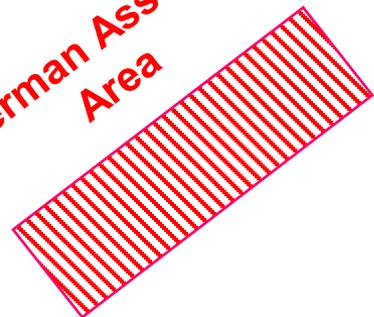
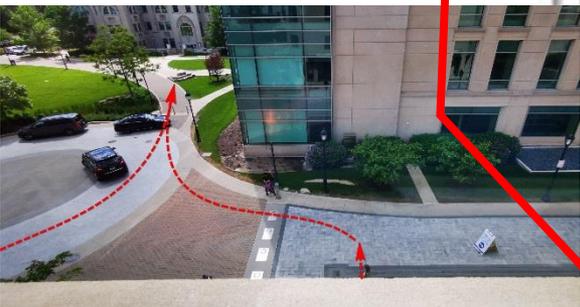
IF ALARM is in C zone:

- Fire doors on second floor mean that Barr, 221, 222 do not evacuate
- 223, 240 and most of first floor evacuate
- Silverman is the Assembly Area

**NO EVAC
REQUIRED**

First Floor

**Silverman Assembly
Area**



**Global Hub
Assembly Area**



= Assembly Area

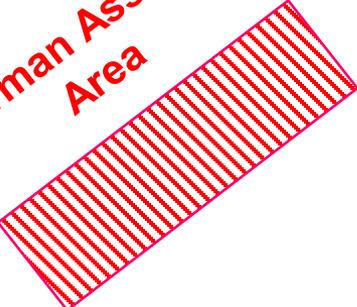


= Safe Zone

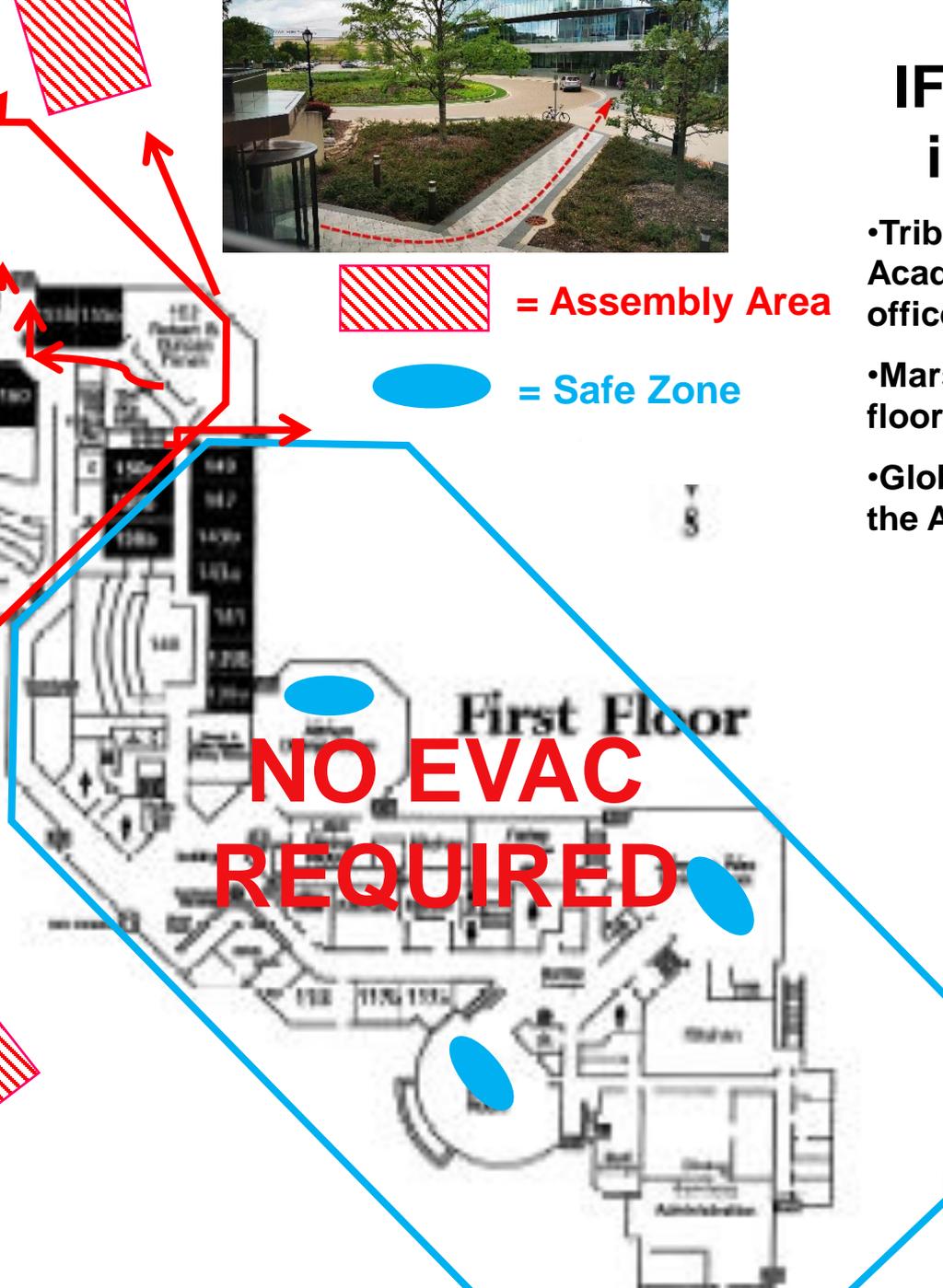
IF ALARM is in D zone:

- Tribune 164, 153, Academic Director offices evacuate
- Marshall points in first floor north
- Global Hub Entrance is the Assembly Area

**Silverman Assembly
Area**



**NO EVAC
REQUIRED**



Evacuation Procedures

MARSHAL and LIGHT CRITICAL AREAS

Stairwells, Hallway Corners – These areas should have lanterns in the event of a power outage – They are also critical marshal stations. Make sure a guest coming out of any room or stairwell has a marshal within view directing them where to turn

REPORT ACCOUNTED PERSONS FROM ALL ASSEMBLY AREAS

At Assembly Areas Marshals should also check roster. Marshals should communicate via radio and hand off guest list by meeting around building exterior

Final roster and unaccounted guest names should be given to the fire chief or ranking officer as soon as possible.

CHECK ALL EXITS

Security staff should check outside all emergency exits after an alarm, once “all clear” is given, to let any participants who may be locked out back into the building

Evacuation Procedures

Guest Name List - No Extensions

James L. Allen Center

Page No 1

System Date: 04/02/2019

Printed: 04/02/2019 #####

Room

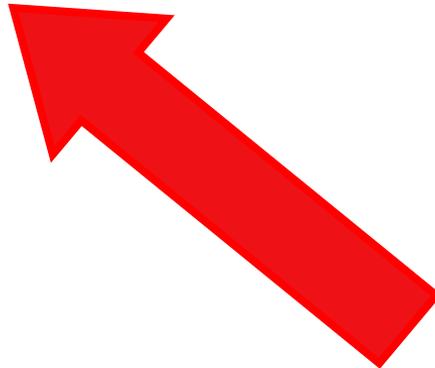
Room	Guest Name	Depart	Acct#	Guest Type	Company	Group	Adult	Youth	Child	Child2	Child3
587	XXXXXXXXXXXXXX	04/03/2019	170275	EXECPR	Building Executive Cap Johnson Controls - A1		1	0	0	0	0
448	XXXXXXXXXXXXXX	04/04/2019	170262	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
333	XXXXXXXXXXXXXX	04/02/2019	170168	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
527	XXXXXXXXXXXXXX	04/02/2019	170191	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
486	XXXXXXXXXXXXXX	04/03/2019	170230	EXECPR	Building Executive Cap Johnson Controls - A1		0	0	0	0	0
428	XXXXXXXXXXXXXX	04/04/2019	170291	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
565	XXXXXXXXXXXXXX	04/04/2019	170250	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
579	XXXXXXXXXXXXXX	04/04/2019	170209	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
550	XXXXXXXXXXXXXX	04/02/2019	170173	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
546	XXXXXXXXXXXXXX	04/04/2019	170253	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
484	XXXXXXXXXXXXXX	04/03/2019	170229	EXECPR	Building Executive Cap Johnson Controls - A1		0	0	0	0	0
454	XXXXXXXXXXXXXX	04/04/2019	170289	EMP	Fresenius Kabi Impact	Fresenius Kabi-SPECI	1	0	0	0	0
411	XXXXXXXXXXXXXX	04/04/2019	170274	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
424	XXXXXXXXXXXXXX	04/02/2019	170195	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
480	XXXXXXXXXXXXXX	04/03/2019	170243	EXECPR	Building Executive Cap Johnson Controls - A1		0	0	0	0	0
413	XXXXXXXXXXXXXX	04/04/2019	170261	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
557	XXXXXXXXXXXXXX	04/04/2019	170170	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
552	XXXXXXXXXXXXXX	04/04/2019	170197	EXECPR	Increasing Sales Force SALES, April 2019		1	0	0	0	0
436	XXXXXXXXXXXXXX	04/04/2019	170281	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
473	XXXXXXXXXXXXXX	04/04/2019	170210	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
384	XXXXXXXXXXXXXX	04/03/2019	170263	EXECPR	Building Executive Cap Johnson Controls - A1		0	0	0	0	0
521	XXXXXXXXXXXXXX	04/04/2019	170237	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
402	XXXXXXXXXXXXXX	04/04/2019	170283	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
305	XXXXXXXXXXXXXX	04/02/2019	170159	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
434	XXXXXXXXXXXXXX	04/04/2019	170272	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0
504	XXXXXXXXXXXXXX	04/02/2019	170190	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
335	XXXXXXXXXXXXXX	04/03/2019	170234	EXECPR	Building Executive Cap Johnson Controls - A1		0	0	0	0	0
461	XXXXXXXXXXXXXX	04/04/2019	170203	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
575	XXXXXXXXXXXXXX	04/04/2019	170247	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
469	XXXXXXXXXXXXXX	04/04/2019	170220	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
444	XXXXXXXXXXXXXX	04/02/2019	170186	EXECPR	Perkins Coie	Perkins Coie Leadersh	0	0	0	0	0
573	XXXXXXXXXXXXXX	04/04/2019	170216	EXECPR	Increasing Sales Force SALES, April 2019		0	0	0	0	0
403	XXXXXXXXXXXXXX	04/04/2019	170288	KGSM	Fresenius Kabi Impact	Fresenius Kabi Impact	0	0	0	0	0

Roster procedure:

IF GENERAL ALARM is sounded (if an actual fire or emergency is determined and full building evacuation is in effect) front desk will:

Check names

Use guest list and participant lists to check off names of those at assembly areas



Other Security Procedures

TORNADO SHELTER

The Safety manual has instructions on 1ST floor building areas that would be appropriate for shelter during a tornado.

These rooms are on the first floor:

Classroom 140, 164, & SGRs 150A,B,C or Bally's Fitness Room



Other Security Procedures

DISASTER RECOVERY

In the event that we must leave the building indefinitely, we need to:

1. VERIFY THE ROSTER

Use the ROSTER PROCEDURE along with the help of UP and EFD to determine if anyone is missing

2. RELOCATE OUR STAFF AND GUESTS:

- PANCOE or ANNENBERG – closest options
- KELLOGG GLOBAL HUB– after hours, we have a building key at the front desk
- HILTON ORRINGTON and HYATT HOUSE
Call to verify available space
Use shuttle van or taxi vouchers to transport