

SECTION 1 — INTRODUCTION AND PURPOSE

a. INTRODUCTION

Emergencies and disasters are unpredictable, may occur at any moment and, usually without warning. When an emergency happens, the safety of all department employees will depend on our level of preparedness.

At Arizona State University (ASU), Department Emergency Plans are written to supplement, as well as provide fundamental support for the general campus [Emergency Procedures Guide](#) produced by ASU Department of Public Safety (DPS).

This binder is a written emergency plan for the Building and/or Department. Department Emergency Plans are an essential component of the University's general overall emergency response. They are also part of every unit's basic health and safety responsibilities, as well as business continuity planning. Department Emergency Plans outline how an organization will:

- Protect the safety of staff and visitors in the department, and
- Coordinate with the University's emergency response procedures

In addition to augmenting ASU's Emergency Procedures Guide this plan is meant to address the requirements and special departmental protocols as per the following purpose & scope. Each member of each department is responsible for understanding and following this emergency plan

SECTION 1 — INTRODUCTION AND PURPOSE

b. PURPOSE & SCOPE

Purpose

This emergency plan is to provide guidance to the employees of the Building and/or Department in the form of comprehensive, yet simple and flexible procedures that can apply to a variety of emergency incidents that may occur, including

- Fires and Explosions
- Hazardous Materials Releases
- Floods

This written plan is designed to clearly provide the necessary information and guidance to ensure any assigned occupant can safely implement an evacuation of the facility to a safe location.

Each Department within the Building and/or Department should develop a specific Emergency Plan that includes the department's policies relating to the emergency "chain of command," staff release-time, and internal emergency communications procedures (examples are in this plan).

Scope

The plan involves pertinent written plans and procedures. It also contains information for reporting emergencies and notifying, relocating and evacuating occupants; staff duties during emergencies; floor plans identifying fire protection and life safety systems/components as well as exit routes; plans for identifying primary & secondary relocation sites (exterior assembly); staff training and qualification requirements, fire drills, training required per Occupational Safety & Health Administration (OSHA); special considerations related to the facility design & use, and personnel limitations; and pertinent documentation related to rosters, resources, and community programs in support of special response and recovery mitigation and counseling within the department as well as outside the department.

SECTION 1 — INTRODUCTION AND PURPOSE

c. PREPAREDNESS

The first step in Building and/or Department preparedness is to assemble appropriate human and physical resources to do the job.

Each department should be prepared to do the following:

- Recruit a core “Emergency Preparedness Committee” that represents staff and others from your department
- Collaborate with the department head to develop and maintain the information in a department specific emergency plan
- Arrange related staff education and training
- Purchase department emergency supplies
- Support the department manager during an emergency incident
- Be ready to help prepare post-disaster impact summaries and insurance claims
- Be certain procedures for making critical notifications during business hours and during after hours emergencies
- Establish “telephone trees” (examples included in this plan template) and “distribution” email lists to initiate rapid emergency notifications
- Create a department “Emergency Hotline” so that employees call into the department to hear recorded announcements and instructions

Emergency Preparedness Committees should consider dividing their members into an Emergency Response Team and an Emergency Recovery Group to handle those specialized activities.

SECTION 2 — BUILDING INFORMATION

a. Floor plan

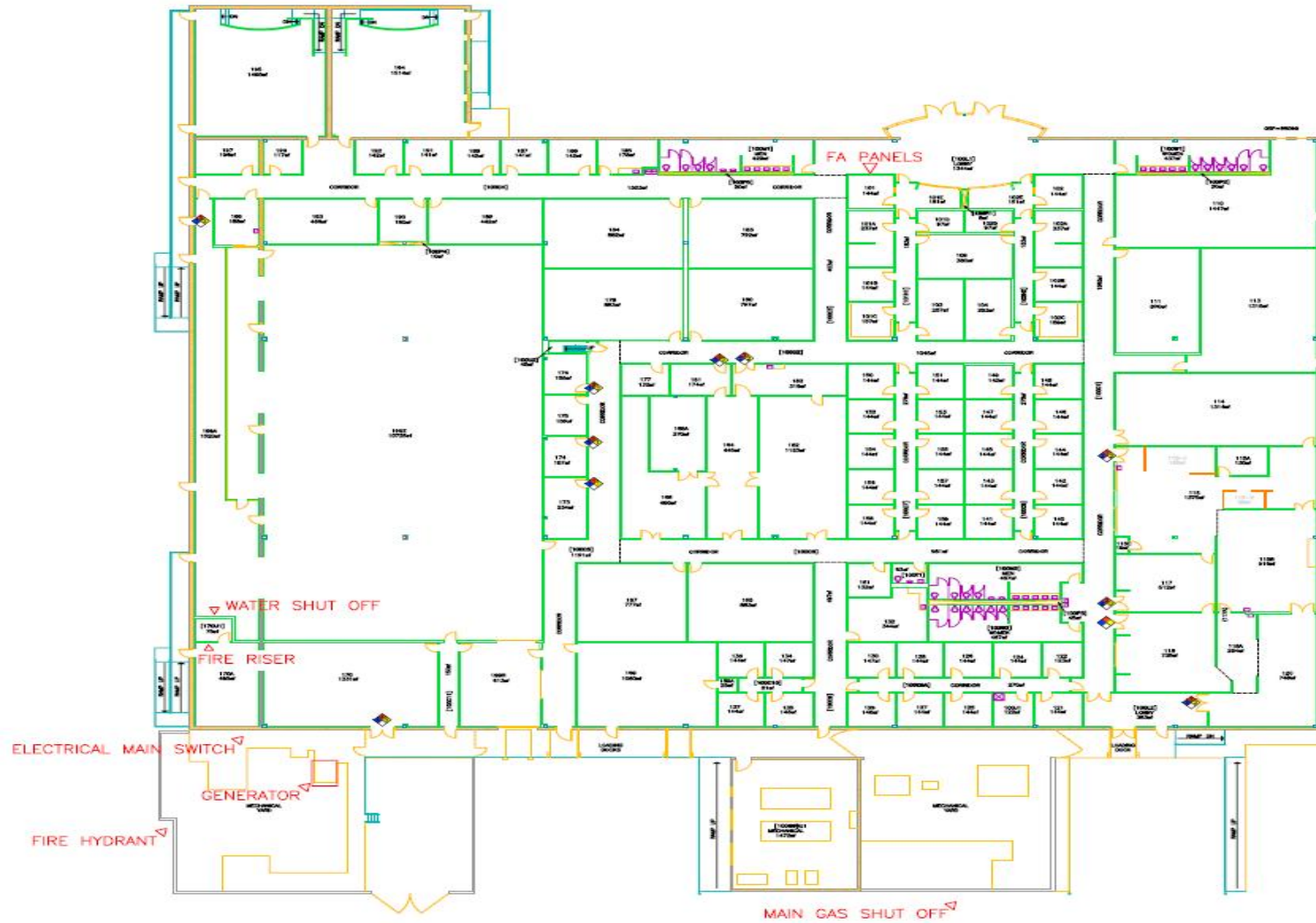
Each Building and/or Department emergency plan should include a floor plan for each floor of the building. The floor plans can be obtained by calling University Facilities Records Management and requesting 11x17 CAD drawings that contain all of the Fire symbols including but not limited to the following:

- Emergency Pull Stations,
- fire extinguishers,
- smoke detectors,
- Automated External Defibrillators (AED), and
- all building exits.

Example: A floor plan is shown below with just some of the fire systems and exits noted that can be used as a sample. Each Building and/or Department should highlight the location of basic fire systems on their floor plans that could be considered vital information necessary for evacuation purposes such as fire extinguishers, emergency pull stations, and exits. The balance of Section 2 part a is reserved for floor plans of all floors in Building and/or Department.

Although AEDs are not considered to be part of the fire systems, they are considered a critical component in emergency situations. If a Building and/or Department is equipped with AEDs an individual, who works on the floor where the AED is located and has been trained to use them, should be assigned the responsibility of ensuring the AED is taken out of the building as part of the evacuation procedure (see Section 3, part h).

EMERGENCY EVACUATION PLAN:
Technology Center
Williams Campus Loop W



SECTION 2 — BUILDING INFORMATION

b. EMERGENCY STAFF

Add Building and/or Department contacts

Examples of individuals that could be considered as emergency staff are as follows:

- Deans
- Department Chairs
- Directors
- Department Managers

Name, Title	Unit	Office Phone	Home Phone	Cell Phone
Lakshmi Munukutla, Chair	ECET	480-727-1847	XXX-XXX-XXXX	XXX-XXX-XXXX
David Folts, MTF Manager	MTF	480-727-1638	XXX-XXX-XXXX	XXX-XXX-XXXX
Richard Newman, MTF Training Director	MTF	480-727-1558	XXX-XXX-XXXX	XXX-XXX-XXXX
Rene Fischer, Tech Support Analyst Asc	ECET	480-727-1828	XXX-XXX-XXXX	XXX-XXX-XXXX
Thomas Schildgen, Chair	DTM	480-727-1685	XXX-XXX-XXXX	XXX-XXX-XXXX
Michael Chiricuzio, GIS Director	GIS	480-727-1310	XXX-XXX-XXXX	XXX-XXX-XXXX
Danny Peterson, ETM Professor	DTM	480-727-1100	XXX-XXX-XXXX	XXX-XXX-XXXX

SECTION 2 — BUILDING INFORMATION

c. BUILDING/DEPARTMENTS

List all departments located in the building here.

Dept/unit Name	Unit	Room #	Office Phone
Department of Technology Management	DTM	TECH 102	480-727-1005
Electronics & Computer Engineering Technology	ECET	TECH 101	480-727-1514
Graphic Solutions Information	GIS	TECH 115	480-727-1310
Microelectronics Teaching Factory	MTF	TECH 199	480-727-1638

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

a. EMERGENCY EVACUATION STEPS

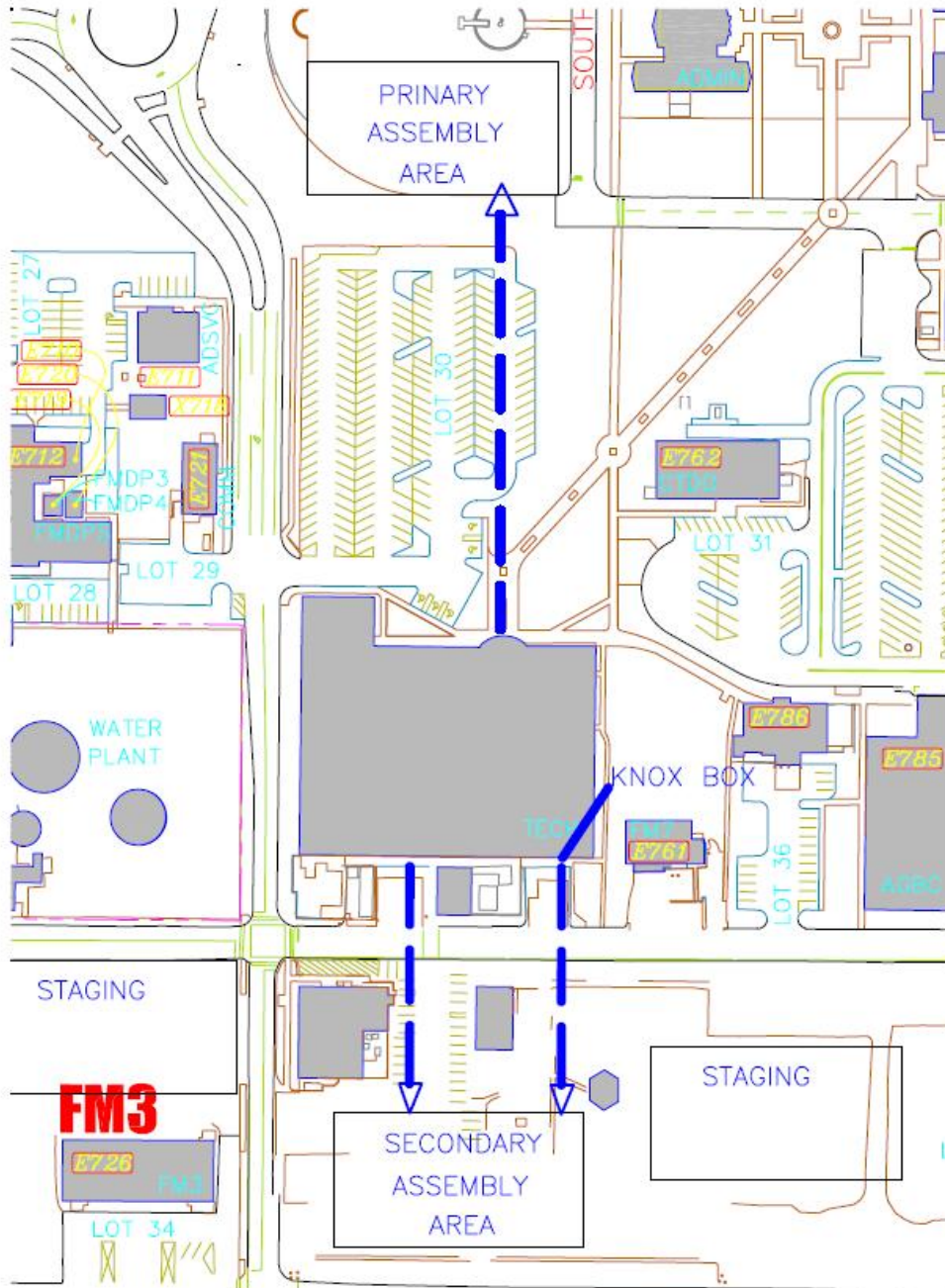
- Step 1: If a fire or any type of emergency exists, evacuation must occur.**
Individual who discovers fire must ensure Steps 2 and 3 occur before attempting to fight an incipient fire using the PASS method.
- Step 2: Activate the fire alarm by pulling the red pull station.**
Designated Areas of Rescue Assistance
If an occupant is unable to evacuate from the 2nd floor, they must proceed to the closest and safest rescue assistance area. Advise ASU DPS Dispatch Center by calling 9-1-1 of their location and that they are unable to leave the facility.
Designated Areas of Rescue Assistance are to be established on each floor in the Building and/or Department.
- Step 3: Call 9-1-1 from a campus telephone.**
When a confirmed fire exists, it is critical to inform ASU DPS Dispatch Center of the following information:

Step 3A: Provide building address and fire location: ASU Polytechnic Campus, [Building and/or Department]
- Step 4: Evacuate the building whenever the fire alarm sounds.**
Close any doors, leave the building and relocate to a safe, designated area for accountability.
- Step 5: Reassemble at safe location and verify accountability.**
Establish a Primary designated staging area
Establish a Secondary designated staging area (use only if Primary Area cannot be accessed)
All occupants must reassemble at the designated staging area away from the building. Directors proceed with taking attendance of department employees to ensure everyone is accounted for. If it is known that someone is still in the building, notify the emergency response personnel (either DPS or Fire Battalion Chief) with the information and their location within the facility.
- Step 6: Do not re-enter until authorized by emergency personnel.**
- Other emergency issues – Refer to ASU [DPS Emergency Evacuation](#) Guide.**

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

Building and/or Department are responsible for establishing a primary and secondary assembly areas for individuals to gather in an emergency evacuation

b. PRIMARY ASSEMBLY AREA MAP HERE



SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

Building and/or Department are responsible for establishing a primary and secondary assembly areas for individuals to gather in an emergency evacuation

- c. SECONDARY ASSEMBLY AREA MAP HERE**
(SEE PRIMARY DRAWING)

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

d. STAGING AREAS

In the event of an emergency the areas immediately adjacent to the Building and/or Department will be utilized as staging areas for emergency services (police and fire) equipment and personnel.

These areas must be kept clear at all times once individuals have evacuated from the Building and/or Department. Staging areas provided for police and fire services can become dangerous to building occupants during emergency situations.

Therefore, once building occupants have evacuated to safe areas they are not to re-enter the staging areas until an all-clear message has been communicated to them by emergency personnel incident commanders.

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

e. SPECIAL CONSIDERATIONS-PERSONAL LIMITATIONS

In addition to the normal emergency department personnel duties and responsibilities, the following must also be considered and understood:

Personal limitations

As adults, each individual is solely responsible for themselves. Any individual with physical limitations should advise others of any conditions or limitations they may have and any arrangements or agreements for assistance with other staff members must be preplanned and clearly understood. An “area of rescue assistance” (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion (**see Section 3 i**).

Example: For Building and/or Department, use area “A” (describe area in detail), or “B” (describe area in detail) on floor “X” (see building floor plan pages in section 2 for visual locations established as an “area of rescue assistance”) and/or if unable to exit floors higher than floor one, individuals with physical limitations should be assisted to one of the “areas of rescue assistance” or remaining on a stairwell landing in one of the facility’s exit stairs of their floor would be the safest place. Staff members assisting individuals with limitations must inform emergency services personnel responding to the Building and/or Department site immediately of the need for rescue assistance for disabled individuals and their location (**see Appendix 8 b**).

Guests (Unfamiliar with the facility)

The visited must be prudent in assuring the security and safety of their guests/visitors. Although as adults, we are responsible for our own welfare—familiarizing ourselves with any facilities we visit (life safety systems, exit locations, fire extinguishers, etc...), visitors/guests will rely on the visited to provide direction and assistance with evacuating the facility in an emergency. In the case of large numbers of visitors related to utilizing training rooms for classes, the instructor should always identify the exits prior to starting instruction as well as assist in an actual emergency.

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

f. DUTIES AND RESPONSIBILITIES-SPECIAL DUTIES

Duties and responsibilities are determined and established by department heads. To ensure all duties and responsibilities are achieved efficiently and effectively, the staff or positions within the department must have appropriate delegation of specific tasks e.g. monitor duties.

Each department will utilize an organizational chain-of-command flow chart to assign tasks related to duties and responsibilities (see attached organizational chain-of-command flow chart tasks sheet).

In general, the goal is to maintain proficiency and certification of certain staff members in CPR, First-Aid, and AED as well as assuring some individuals maintain the necessary training/certification related to incident & unified command responsibilities/capabilities.

Special Duties

Designated individuals (monitors) from each department shall be established to ensure safe exiting outside of the facility, directing occupants to the designated assembly point, and preventing re-entry to the facility (prevention of re-entry to any one except emergency personnel ensures the protection of life and property—university and personal property).

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

g. MONITORS-GENERAL DUTIES

1. On hearing the fire alarm, monitors should immediately render the room/cubicles they are in as safe according to fire evacuation procedures.
2. After allowing time for the main body of people to evaluate, and only if safe to do so, monitors should then check the rooms/cubicles in the immediate area listed on the closest evacuation diagram. Working through the rooms/cubicles systematically and closing doors if needed as each area is cleared.
3. One monitor should be assigned to each individual within a department with disabilities (buddy system) to assist that individual to a designated rescue area, stair landing, or with evacuation procedures.
4. Monitors should take the First Aid Kit and the AED closest to the department.
5. When all rooms listed on the fire evacuation plan have been checked clear, monitors must leave the building via the nearest available exit.
6. At either meeting place (Primary or Secondary assembly areas) monitors should assist supervisors with a head count of the people that should be at the meeting site.
7. Communicate whether all staff has exited the building to senior management person and to emergency personnel.

General Duties

Monitors have an important role to play by observing the fire safety guidelines provided in training and should be continually on the lookout for such things as possible malfunctioning fire extinguishers, fire exits that are blocked, missing keys for exits, and the fire evacuation diagrams. If any other possible hazards are identified, they should be reported without delay to the Fire Safety/Prevention division of the Department of Environmental Health & Safety.

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

h. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated External Defibrillators (AEDs) may be installed within the building (see floor plans section for location). It is recommended that selected staff attend training certifying them in CPR, First-Aid, and AED. One individual from each floor of the Building and/or Department shall be designated and responsible for removing the AED on their respective floor and carrying it to the safe areas for possible emergency use.

AED monitors are:

Floor	Name	Office Phone
1 st floor	N/A at this time	N/A
2 nd floor		
3 rd floor		
4 th floor		
5 th floor		
6 th floor		
7 th floor		

Effective: 7/1/2003

Revised: 11/7/2005

ASU EHS 111: Automated External Defibrillator (AED) Program

Purpose

To improve emergency response and establish the chain of survival for victims of sudden cardiac arrest

Sources

American Heart Association
Arizona Revised Statutes §§ 34–401 *et seq.*; 36–2261 *et seq.*
Arizona State University Medical Supervision Policy

Applicability

Departments using automated external defibrillators and newly constructed and renovated university-owned buildings

Policy

Any university-owned or -operated building that is newly constructed or that undergoes a renovation of at least \$250,000 must be equipped with [automated external defibrillator \(AED\) units](#).

Placement of AEDs shall follow the American Heart Association’s Public Access Defibrillation Program protocol. Units should be located where they can be easily accessed; the average person should be able to retrieve the unit and return to the victim within three minutes or less. Use of AEDs is limited to trained employees as prescribed in the [Arizona State University Medical Supervision Policy](#).

Procedures

Responsibility	Action
Building Committee or Departments	<ol style="list-style-type: none"> 1. Customize the <i>Arizona State University Medical Supervision Policy</i> to the specific building receiving AEDs. 2. Implement and adhere to the policy protocol. 3. Approve employees volunteering to use AEDs during emergency situations. 4. Assure that employee volunteers attend training biennially. 5. Report a change in status of trained employee volunteers to Environmental Health & Safety. 6. Conduct required visual inspections to verify that the AEDs

are in operating condition.

- | | |
|-----------------------------------|--|
| Oversight Physician | 7. Prescribe AEDs and provide medical supervision and program oversight. |
| Capital Programs Management Group | 8. Plan and provide AEDs as required on applicable construction projects involving ASU-owned or -operated buildings.
9. Consult with Environmental Health & Safety on the quantity and location of AEDs. |
| Environmental Health & Safety | 10. Provide information on AEDs to the campus community.
11. Provide CPR/AED training to employee volunteers.
12. Maintain records of trained employee volunteers.
13. Track the location of all AEDs on each campus.
14. Maintain AED units and associated supplies in optimal working condition. |
| Employee Volunteers | 15. Adhere to all training requirements and instructions for administering CPR and using an AED for emergency response. |

Cross-Reference

For further information, see [EHS 108-01](#), “Health and Safety Training.”

[EHS](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | Environmental Health & Safety Web [site](#)

<http://www.asu.edu/aad/manuals/ehs/ehs111.html>

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

i. DESIGNATED RESCUE AREAS

A “designated rescue area” (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion. **Example:** For Building and/or Department, use area “A” (describe area in detail), or “B” (describe area in detail) on floor “X” (see building floor plan pages in section 2 for visual locations established as an “area of rescue assistance”). Designated rescue areas can be viewed as shaded areas on the “X” floor of the Building and/or Department floor plan diagram.

If unable to exit the Building and/or Department “X” floor, individuals should move to and remain on the facility’s the nearest stair landing until emergency rescue personnel arrive.

Information on assisting individuals with disabilities is provided in Appendix B.

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

j. TRAINING AND FIRE DRILLS

Training

Training is an integral part of the safety program for the Building and/or Department and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Evacuation Plan. Department heads are responsible for providing emergency evacuation information to employees and for making certain each one reads and understands the plan. It is the responsibility of the occupant to become familiar with the Emergency Evacuation Plan, to know evacuation routes and assembly areas, and to attend training.

Initial fire safety & evacuation classroom training, specific to the emergency evacuation plan will be created and provided to all Building and/or Department employees within 60 days of plan acceptance. All department employees will receive plan specific fire refresher training annually there after, which will incorporate a review of the emergency evacuation plan and it's components to ensure everyone understands it in its entirety. A schedule of fire safety and fire refresher classes specific to Building and/or Department will be posted on the EH&S training web page.

All new employees must attend initial fire training within 90 days of their last hire date.

Plan components must be updated within 30 days of personnel changes occurring in order to ensure plan integrity.

Also, the plan must be reviewed within 30 days, by the ASU Fire Marshall, of any strategic or facility (building) changes as deemed necessary.

Fire Drills

Building fire drills affecting all Building and/or Department employees shall be conducted annually so emergency procedure components can be tested and to determine if changes are needed to improve the emergency evacuation plan. Such drills will involve department employees following evacuation procedures and physically moving to the designated safe areas. In addition, fire drills will be conducted anytime there is a building change that involves actual plan modification.

SECTION 3 — EVACUATION PROTOCOLS & PROCEDURES

j. TRAINING AND FIRE DRILLS (CONTINUED)

Department fire drills will occur:

- Annually without setting off the actual fire alarm
- When there are any changes in plan
 - Personnel changes (table top)
 - Building changes
- Table top (monthly meeting)

At the time of each fire drill department phone tree procedures will be implemented, tested and evaluated for effectiveness.

SECTION 4 — EMERGENCY INFORMATION

a. IMPORTANT CONTACTS LIST

i. ASU CONTACTS

	Telephone
Police	
Emergency	911
Non-Emergency	480-644-2211
Fire	
Emergency	911
Non-Emergency	480-858-7230
Fire Department Local FEMA Programs	
Community Emergency Response Teams (CERT)	
ASU Environmental Health & Safety	480-965-1823
ASU Poly Relations Office	
Main Number	XXX-XXX-XXXX
Director Academic Services Public Affairs, Vinette Williams	XXX-XXX-XXXX
Assistant Director Communications, Christine Lambrakis	XXX-XXX-XXXX
VP of Public Affairs, Virgil Renzulli	XXX-XXX-XXXX
ASU Poly Office of the President Provost	480-965-5606 480-727-1141
Arizona Board of Regents	602-229-2500

SECTION 4 — EMERGENCY INFORMATION

a. IMPORTANT CONTACTS LIST

ii. VP/DEANS/DEPARTMENT CHAIRS/DIRECTORS

Name, Title	Unit	Office Phone	Home Phone	Cell Phone
John Sutton, Police Commander	DPS	480-727-3450	XXX-XXX-XXXX	XXX-XXX-XXXX
Kevin Shafer, Facilities Director	FM	480-727-1112	XXX-XXX-XXXX	XXX-XXX-XXXX
Mark Cunningham, Mgr. Facilities Mgmt.	FM	480-727-1882	XXX-XXX-XXXX	XXX-XXX-XXXX
Terry Issacson, Vice Prvst Admin Svcs	ADM	480-727-1788	XXX-XXX-XXXX	XXX-XXX-XXXX
Dr. David Schwalm, Vice Provost Polytechnic	PVST	480-727-1418	XXX-XXX-XXXX	XXX-XXX-XXXX
Dr. Danny Peterson, HAZMAT Safety Committee Chair	DTM	480-727-1100	XXX-XXX-XXXX	XXX-XXX-XXXX
Jean Humphries, Research & Special Projects Sr. Compliance Office	RSP	480-727-1086	XXX-XXX-XXXX	XXX-XXX-XXXX
Dr. Gary McGrath, Office of Student Affairs	SA	480-727-1368	XXX-XXX-XXXX	
Christine Lambrakis, Public Relations & Media	PA	480-727-1173	XXX-XXX-XXXX	XXX-XXX-XXXX
Vinette Williams, Director Public Affairs	PA	480-727-1140	XXX-XXX-XXXX	XXX-XXX-XXXX
Dr. Joel Hutchinson, Student Counseling Services	SA	480-727-1255/1540	XXX-XXX-XXXX	XXX-XXX-XXXX
Dr. Luise Welter, Student Counseling Services	SA	480-727-1255/1527	XXX-XXX-XXXX	XXX-XXX-XXXX
Eric Poirier, Williams Campus Housing	WCHO	480-727-1704		XXX-XXX-XXXX
Elizabeth Frost, Williams Campus Housing	WCHO	480-727-1708	XXX-XXX-XXXX	XXX-XXX-XXXX
Lakshmi Munukutla, Chair	ECET	480-727-1847	XXX-XXX-XXXX	XXX-XXX-XXXX
David Folts, MTF Manager	ECET	480-727-1638	XXX-XXX-XXXX	XXX-XXX-XXXX
Richard Newman, MTF Training Director	ECET	480-727-1558	XXX-XXX-XXXX	XXX-XXX-XXXX
Rene Fischer, Tech Support Analyst Asc	ECET	480-727-1828	XXX-XXX-XXXX	XXX-XXX-XXXX
Thomas Schildgen, Chair	DTM	480-727-1685	XXX-XXX-XXXX	XXX-XXX-XXXX
Michael Chiricuzio, GIS Director	DTM	480-727-1310	XXX-XXX-XXXX	XXX-XXX-XXXX
Danny Peterson, ETM Professor	DTM	480-727-1100	XXX-XXX-XXXX	XXX-XXX-XXXX

SECTION 4 — EMERGENCY INFORMATION

a. IMPORTANT CONTACTS LIST

iii. DEPARTMENT PHONE TREE

(Confidential Information)

The person at the top of the list must call the person listed directly below their name to inform them of the emergency. This must continue until the last individual on the telephone tree has been notified of the emergency. In the event that the next person on the list cannot be reached at any telephone number listed, the person calling should skip to the next name and call that person to inform them of the emergency and the names of those who could not be reached. The last person on the list must then call the first person on the list (normally the Director of the Department) to inform them of who has been notified and who hasn't and that the call list has been completed.

Employee Name	Office Phone	Home Phone	Cell Phone
Lakshmi Munukutla	480-727-1847	XXX-XXX-XXXX	XXX-XXX-XXXX
David Folts	480-727-1638	XXX-XXX-XXXX	XXX-XXX-XXXX
Richard Newman	480-727-1558	XXX-XXX-XXXX	XXX-XXX-XXXX
Rene Fischer	480-727-1828	XXX-XXX-XXXX	XXX-XXX-XXXX

SECTION 4 — EMERGENCY INFORMATION

a. IMPORTANT CONTACTS LIST

iv. COMMUNITY CONTACTS

	Telephone
Ambulance (Air)	
Emergency	911
Air Evac Services, Inc. (Sky Harbor)	602-244-9327
B & C Flight Management, Inc. Scottsdale Airpark	480-348-0003
Department of Public Safety, Aviation Section	602-223-2535
Medical Express Int. Inc. Air Ambulance (Scottsdale)	480-348-0005
Local Hospitals	
Banner Baywood Heart Hospital (6750 E Baywood Ave Mesa)	854-5000
Banner Baywood Medical Center (6644 E Baywood Ave Mesa)	981-2000
Banner Desert Medical Center (1400 S Dobson Rd Mesa)	512-3000
Banner Mesa Medical Center (1010 N Country Club Dr Mesa)	834-1211
Mesa General Hospital (515 N Mesa Dr Mesa)	969-9111
Chandler Regional Hospital (475 S Dobson Rd Chandler)	728-3000
Gilbert Hospital (5656 S. Power Road, Gilbert)	984-2000
Red Cross	
American Red Cross, Grand Canyon Chapter	602-336-6660
Chapter Headquarters - Piper Service Center (Phx)	800-842-7349
East Valley Service Center (Mesa)	480-461-1100
Utility Companies	
SRP — commercial customer service	602-236-8833
Power Outages	602-236-7771 800-253-9405
Emergencies other than outages	602-258-5483 800-253-9408
Report a Power Emergency	602-236-8811
Southwest Gas	602-484-5409
Government Agencies	

U.S. Small Business Administration - AZ District Office	602-745-7200
FEMA - Region IX, Oakland, CA	510-627-7100
OSHA - Region IX - San Francisco, CA — Main	415-975-4310
EPA - Region IX – San Francisco, CA	866-372-9378
National Response Center (Oil & Chemical Spills)	800-424-8802
Local Newspapers	
Arizona Republic — Main Switchboard	602-444-8000
East Valley Tribune	480-898-6500
Local Television Stations	
KAET	480-965-3506
KNXV (ABC)	
Front Desk	602-273-1500
News Desk	602-685-6397
KPHO (CBS)	602-264-1000
KPNX (NBC)	602-257-1212
KSAZ (Fox)	602-257-1234
KTVK	602-207-3333
Radio Stations	
KBAQ (89.5)	480-965-3506
KESZ (99.9)	480-966-6236
KNIX (102.5)	480-966-6236
KOOL (94.5)	602-956-9696
KTAR (620 AM)	602-274-6200
City of Mesa	480-644-2011
Fire Department	
Emergency	911
Fire Prevention	480-644-4533
Development Services	480-350-8341
Chief of Fire Department, Cliff Jones	480-858-7200
Police	
Emergency	911

General Information	480-350-8311
Non-Emergency	480-644-2211
Chief of Police, Gregory T. Fowler	

SECTION 4 — EMERGENCY INFORMATION

a. IMPORTANT CONTACTS LIST

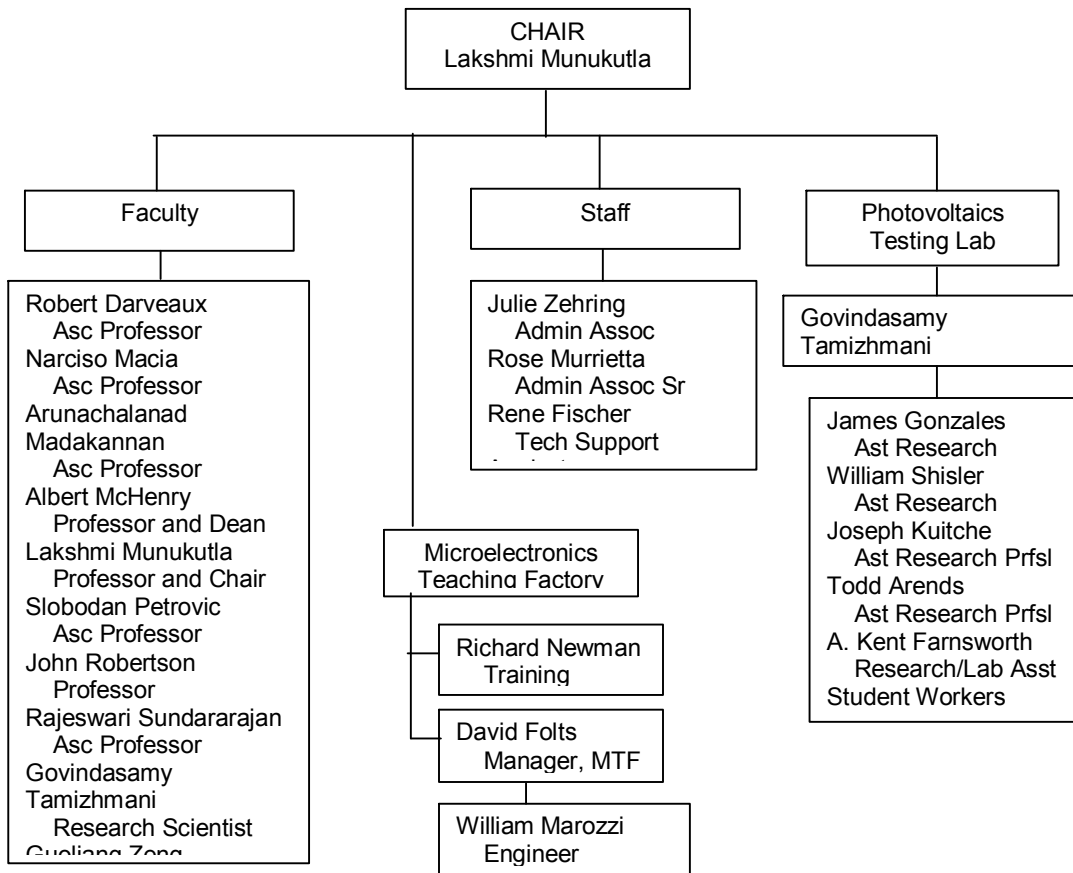
v. VENDORS

Company Name	Acct #	Service Type	Address	City	State	Zip	Telephone
Armor Plumbing		Plumbing	798 N. Central Drive	Chandler	AZ	85224	480-782-9324
Schindler Elevator Corp	M802596	Elevator Contactor	8280 . Kyrene Rd	Tempe	AZ	85284	480-797-1115
JFK Electric		Electric	1439 W. San Angelo Street	Gilbert	AZ	85233	480-926-3500
Ketring Electric		Electric	1522 W. Todd Dr	Tempe	AZ	85283	480655-0641
Corbin Electric		Electric	707 S. College Ave	Tempe	AZ	85281	480-966-3600
Sunstate		Mechanical	7735 S. Gelding Dr	Scottsdale	AZ	85260	480-998-9620
Metro Mechanical		HVAC	407 S 17 th Ave	Phoenix	AZ	85007	602-254-1191
MMI		Mechanical	3304 N. Delaware	Chandler	AZ	85225	480-497-1100
Tri-City		Mechanical	6875 W Galveston	Chandler	AZ	85226	480-940-8400
Service Performance		Clean up	2650 South 46 th Street	Phoenix	AZ	85034	602-437-8869
Artistic Land Mgmt		Grounds	2161 E Hawken Way	Chandler	AZ	85249	480-821-4966
Climatec			10802 N 23 rd Ave	Phoenix	AZ	85029	602-906-4161
CPM		Construction	110 S Mesa Dr. Suite 1	Mesa	AZ	85210	480-655-1500
Sky		Construction	6081 W. Rose Garden Ln	Glendale	AZ	85308	623- 533-2020
Benson		Fire Protection	310 N Pasadena St	Gilbert	AZ	85233	480-892-8688
Roof USA		Roofing	23 N. 35 th Ave	Phoenix	AZ	85009	602-353-0098
City of Mesa Water	618003-241253	Utility Control Center					480-644-2262
Salt River Project	225-240-001						
Southwest Gas	421-5018664-002	24 hour operation					602-236-7771
COPS Monitoring		Fire Panels					602-271-4277
AZ Security Central		Fire Panels					214-1688
ASU DPS							480-727-3456

DEPT/UNIT Electronics & Computer Engineering

Section 4b. — EMERGENCY INFORMATION - DEPARTMENT SPECIFIC INFORMATION

i. DEPARTMENT EMPLOYEE ORGANIZATION CHART (CONTINUED)



Section 4b. — EMERGENCY INFORMATION - DEPARTMENT SPECIFIC INFORMATION


ii. AREAS OF HIGH RISK

Room No.	Dept/Unit	Description	Business Continuity	 NFPA HazMat				Special shutdown procedures
				Health hazards	Flammables	Instability	Special	
115	DTM	Printing Presses		2	1	0	-	
117	DTM	Printing Presses		2	0	0	-	
118	DTM	Printing Presses		-	-	-	-	
120	DTM	Printing Presses		3	3	2	-	
170	DTM	HazMat Lab		4	4	3	-	
173	MTF			?	?	?	?	
181	ECET	Lab supplies		3	3	2	-	
182	ECET	Power Lab		2	3	2	-	
199A	MTF	Class ___ Cleanroom		1	3	2	-	

*MSDS documents on file as necessary.

Section 4b. — EMERGENCY INFORMATION - DEPARTMENT SPECIFIC INFORMATION

II. AREAS OF HIGH RISK (CONTINUED)

	<p>The NFPA diamond hazard sign is displayed on the entry doors to applicable labs/rooms in the facility. Numbers appearing in the color-coded sections correspond to the hazard rating in the chart below.</p>
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Rating Explanation Guide		
HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD
4 = Can be lethal	4 = Below 73 Degrees F	4 = May explode at normal temperatures and pressures
3 = Can cause serious or permanent injury	3 = Above 73 Degrees, Below 100 Degrees F	3 = May explode at high temperature or shock
2 = Can cause temporary incapacitation or residual injury	2 = Above 100 Degrees F, Below 200 Degrees F	2 = Violent chemical change at high temperatures or pressures
1 = Can cause significant irritation	1 = Above 200 Degrees F	1 = Normally stable. High temperatures make unstable
0 = No hazard	0 = Will not burn	0 = Stable

Source: <http://www.compliancesigns.com/npfacustomselector.shtml>

Section 4b. — EMERGENCY INFORMATION - DEPARTMENT SPECIFIC INFORMATION

iii. (RESERVED FOR DEPARTMENT)

Section 4b. — Emergency Information - Department Specific Information

iv. (RESERVED FOR DEPARTMENT)

Section 5 — Plan Review Sheet

DEPT/UNIT Dept of Technology Management

EMERGENCY EVACUATION PLAN REVIEW SHEET
(Use this form to indicate each employee has reviewed the plan)

Name — Please PRINT	Signature	Date
Baney, Deborah – Office Spec GIS		
Berkowitz, Harold – Research Admin		
Black, Steven W – Academic Asc		
Brown, Albert F – Asc Research Prfsl		
Brown, Ryan T – Academic Asc		
Caldera, Hazel – Administrative Asst		
Chiricuzio, Michael – Director GIS		
Combs, Deborah – Administrative Asc Sr		
Dolin, Penny Ann – Lecturer		
Duff, Jon – Prof		
Harris, La Verne Abe – Ast Prof		
Hild, Nicholas – Prof		
Hirata, Carol – Fac Asc		
Hirata, Ernest – Asc Prof		
Hollendoner, John – Printg Equip Operator Sr GIS		
Humble, Jane – Asc Prof		
Kime, Charles – Prof of Practice		
Kolisar, Denise – Administrative Asst		
Lestar, Dot – Lecturer		
Matson, John – Asc Prof		
Nelson, Howard – Clinical Ast Prof		

Olson, Larry – Asc Prof		
Parmentier, Mary Jane – Lecturer		
Peterson, Danny – Prof of Practice		
Peterson, Linda – Printg Equip Operator Sr GIS		
Protocollo, Michael – Printg/Reprdctn Svs Mgr		
Schildgen, Thomas – Chair and Prof		
Tancredi, Christine – Printg/Reprdctn Svs Spec GIS		
Thomas, Jeffrey – Clinical Asc Prof		
Williams, Carol – Fac Asc		
Wilson, Daniel – Lecturer Sr		

SECTION 5 — PLAN REVIEW SHEET

DEPT/UNIT Electronics & Computer Engr Tech

EMERGENCY EVACUATION PLAN REVIEW SHEET
(Use this form to indicate each employee has reviewed the plan)

Name — Please PRINT	Signature	Date
Darveaux, Robert – Asc Prof		
Fischer, Rene – Tech Support Analyst Assoc		
Folts, David – MTF Manager		
Macia, Narciso – Asc Prof		
Madakannan, Arunachalanad – Asc Prof		
Marozzi, William – Engineer Principal		
Munukutla, Lakshmi – Chair and Prof		
Murrietta, Rose – Admin Asc Sr		
Newman, Richard – Ast Admin Professional		
Petrovic, Slobodan – Asc Prof		
Robertson, John – Prof		
Sundararajan, Rajeswari – Asc Prof		
Tamizhmani, Govindasamy – Research Sci		
Zehring, Julie – Admin Asc		
Zeng, Guoliang – Asc Prof		

SECTION 6 — SHUTDOWN PROCEDURES

a. DEPARTMENTAL

Emergency Shutdown Procedures

- Create easy to carry container of important items to take with during evacuation. Items should include, but are not limited to:
 - Copy of evacuation plan
 - Important keys
 - First aid kit –(Need Site Locations)
 - ASU cell phone
 - Laptop computers if possible
- Close any and all doors
- Locations of Hazardous materials or waste or intense fire loading of an area such as large volumes of paper products and flammable materials.

SECTION 6 — SHUTDOWN PROCEDURES

b. FACILITIES MANAGEMENT SHOPS SHUTDOWN (IF APPLICABLE)

Copy of evacuation plan all buildings

Important keys/special keys:

The procedure for additional specialty keys not normally need for operations will be as follows: Check out keys from FACMAN through the business manager of FACMAN (ext. 7-1111). After hours contact DPS for any specialty keys required that FACMAN would have, DPS has access to these specialty keys. Specialty keys are defined primarily as, but not limited to: spare vehicle keys, fire panels, generator, access, electrical panel, etc.

Minimal first aid kit for emergency response/ minimal tools are available in FACMAN/DPS room 101 reception area.

Approximately 50% of Polytechnic Campus carries there Nextel radio/cell phones 24 hours a day to respond to emergencies. Sergeants and above at DPS have the ability to contact FACMAN direct or through DPS dispatch.

- A lap top is available. Located at 6027 South Sagewood and must be checked out from the vice provost of administrative services.
- Critical Utilities and Emergency Support Information
 1. Water shut off — NW corner of bldg



2. Gas Shut Off — SW corner of bldg



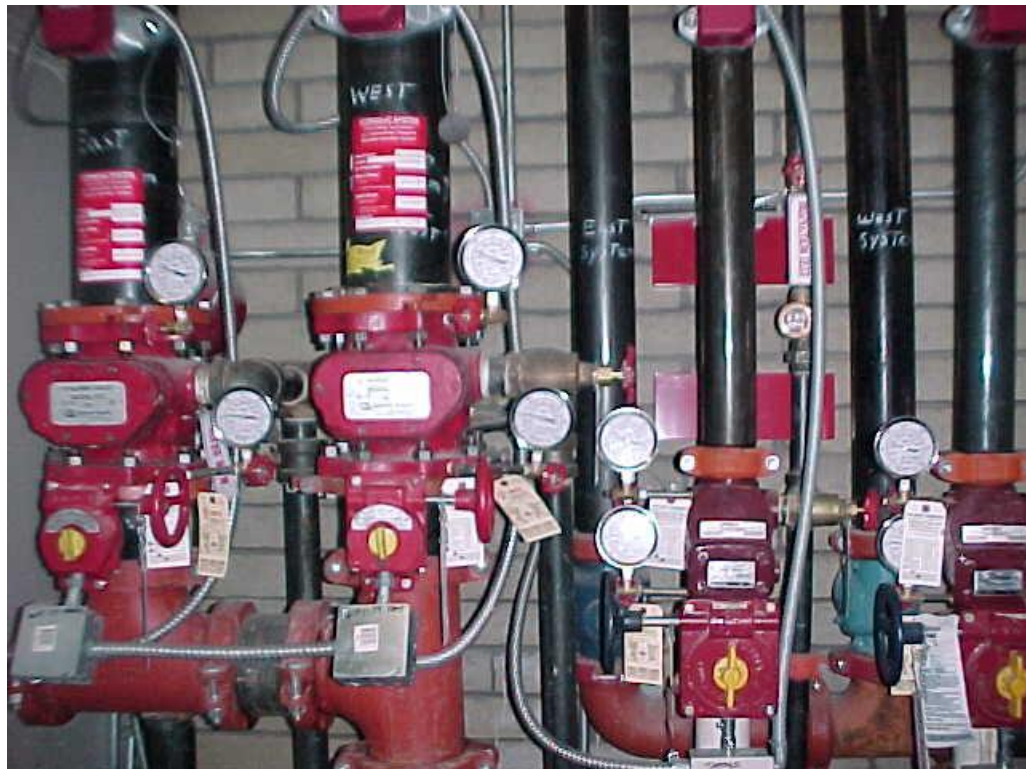
3. Electrical Main switch and generator —



4. Fire hydrant locations — SW corner of bldg



5. Sprinkler risers —



6. Fire alarm panels and aux. Panel — north entrance lobby



7. First aid kit locations- see drawing
8. Staging area-see drawing in Section 3A
9. Clean up vendor- Service Performance

SECTION 7 — RECOVERY INFORMATION & [ASU Emergency Flip Chart](#)

— LOCATE IN THE INSIDE BACK POCKET OF EMERGENCY PLAN BINDER —

DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of your staff has been assured, and emergency conditions have abated, assemble an Emergency Recovery Team to begin the restoration of the department's programs.

- Ensure that all computer work is backed up

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Plan ahead for how you will collect this important impact information.

- Upper management will need ongoing status reports from your unit during the emergency to estimate when your program can be fully operational and to identify special facility, equipment, and personnel issues or resources that will speed business resumption
- The University may need detailed facilities data for the area to estimate temporary space reallocation needs and strategies
- Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in your department. ASU insurance claims should all be directed to Cheryl Carlyle, Insurance Services at 965-1851.

All of your documentation on emergency impacts should be coordinated with upper management. The following form provides a format for summarizing this crucial information.

SECTION 7 — RECOVERY INFORMATION

Department Emergency Status Form

Current Operational Situation

Immediate facility and space needs

Urgent equipment requirements to become operational

Critical personnel issues

Section 8- Appendices

a. RESOURCE LIST

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community. A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

	Web Address	Telephone
Tempe Campus Information Line/Web Site:	http://www.asu.edu	480-965-9011
Information on campus policies	http://www.asu.edu/aad/manuals	
Engineering Business Office	Main Office Information/web site: http://www.eas.asu.edu	480-965-1730
<u>Department of Environmental Health & Safety</u> Information on various safety topics, including hazard evaluations, employee training, and fire prevention:	http://www.asu.edu/fm/Risk/risk.htm	480-965-1823
<u>University Services</u> Installation and repair of facility safety equipment:	http://www.fm.asu.edu	480-965-3633
<u>Department of Public Safety (DPS)</u> Information on personal safety in the workplace	http://www.asu.edu/dps	480-965-3456
<u>Student Health Services</u> Assistance on various topics, including psychological counseling, medical evaluations and treatment, ergonomic issues, work site wellness, and Workers' Compensation programs.	http://www.asu.edu/health	480-965-3346
<u>Employee Assistance Program Office</u> Assistance for employees on various topics including psychological and social work.	http://www.asu.edu/hr/employee_assistance/index.html	480-965-2271

SECTION 8 — APPENDICES

b. EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted by the ASU Tempe campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- People with disabilities should evacuate themselves from the building if possible.
- If safe to do so, assist persons with disabilities (as indicated by that person), or direct them to the nearest stairwell. Notify Emergency Personnel of the person's location.
- DO NOT use elevators, unless authorized to do so by police or fire personnel.
- If an individual with a disability cannot evacuate him/herself from the building, s/he should go to the nearest stairwell if it is safe to do so, and tell someone who is evacuating from the building that s/he is trapped there.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving 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.

RESPONSES TO EMERGENCIES:

MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if safe to do so) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a stairwell, or shelter in place (evacuate in place—use an office with the door shut which is a good distance from the hazard).
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine whether it is safe to override the rule against using elevators.

Section 8- Appendices

c. BUILDING OCCUPANTS HEAD COUNT FORM

Keep a copy of this list in an easily accessible location, such as the front of your Emergency Plan Binder. In an emergency, take the list with you when you leave the building. Note persons in your area as they are accounted for, and notify the Emergency Coordinator, DPS, or Tempe Fire Department if you know of someone in your area who could not get out of the building.

Table of Area Occupants for

Department of Technology Management

Name, Title	Accounted?	Dept.	Room No.	Telephone
Baney, Deborah – Office Spec		GIS	TECH 115	727-1310
Berkowitz, Harold – Research Admin		DTM	TECH 136	727-1323
Black, Steven W – Academic Asc		DTM	TECH 127	727-1869
Brown, Albert F – Asc Research Prfsl		DTM	TECH 129	727-1320
Brown, Ryan T – Academic Asc		DTM	TECH 127	727-1869
Caldera, Hazel – Administrative Asst		DTM	TECH 102E	727-1781
Chiricuzio, Michael – Director GIS		GIS	TECH 115	727-1310
Combs, Deborah – Administrative Asc Sr		DTM	TECH 102	727-1005
Dolin, Penny Ann – Lecturer		DTM	TECH 146	727-1324
Duff, Jon – Prof		DTM	TECH 148	727-1015
Harris, La Verne Abe – Ast Prof		DTM	TECH 145	727-1105
Hild, Nicholas – Prof		DTM	TECH 135	727-1309
Hirata, Carol – Fac Asc		DTM	TECH 141	727-1582
Hirata, Ernest – Asc Prof		DTM	TECH 141	727-1582
Hollendonner, John – Printg Equip Operator Sr		GIS	TECH 115	727-1310
Humble, Jane – Asc Prof		DTM	TECH 140	727-1304
Kime, Charles – Prof of Practice		DTM	TECH 143	727-1321
Kolisar, Denise – Administrative Asst		DTM	TECH 130	727-1825
Lestar, Dot – Lecturer		DTM	TECH 149	727-1296
Matson, John – Asc Prof		DTM	TECH 147	727-1079
Nelson, Howard – Clinical Ast Prof		DTM	TECH 144	727-1325
Olson, Larry – Asc Prof		DTM	TECH 134	727-1499

Parmentier, Mary Jane – Lecturer		DTM	TECH 159	727-1156
Peterson, Danny – Prof of Practice		DTM	TECH 137	727-1100
Peterson, Linda – Printg Equip Operator Sr		GIS	TECH 115	727-1134
Protocollo, Michael – Printg/Reprdctn Svs Mgr		GIS	TECH 115	727-1310
Schildgen, Thomas – Chair and Prof		DTM	TECH 102A	727-1685
Tancredi, Christine – Printg/Reprdctn Svs Spec		GIS	TECH 115	727-1310
Thomas, Jeffrey – Clinical Asc Prof		DTM	TECH 124	727-1006
Williams, Carol – Fac Asc		DTM	TECH 102B	727-1625
Wilson, Daniel – Lecturer Sr		DTM	TECH 142	727-1720

Section 8- Appendices

c. BUILDING OCCUPANTS HEAD COUNT FORM (CONT.)

Keep a copy of this list in an easily accessible location, such as the front of your Emergency Plan Binder. In an emergency, take the list with you when you leave the building. Note persons in your area as they are accounted for, and notify the Emergency Coordinator, DPS, or Tempe Fire Department if you know of someone in your area who could not get out of the building.

Table of Area Occupants for Electronics & Computer Engineering Technology

Name, Title	Accounted?	Dept.	Room No.	Telephone
Darveaux, Robert – Asc Prof		ECET	TECH 188	727-1258
Fischer, Rene – Tech Support Analyst Assoc		ECET	TECH 181	727-1828
Folts, David – MTF Manager		ECET	TECH 191	727-1638
Macia, Narciso – Asc Prof		ECET	TECH 155	727-1528
Madakannan, Arunachalanad – Asc Prof		ECET	TECH 156	727-1102
Marozzi, William – Engineer Principal		ECET	TECH 199	727-1214
Munukutla, Lakshmi – Chair and Prof		ECET	TECH 101A	727-1847
Murrietta, Rose – Admin Asc Sr		ECET	TECH 101B	727-1505
Newman, Richard – Ast Admin Professional		ECET	TECH 197	727-1558
Petrovic, Slobodan – Asc Prof		ECET	TECH 157	727-1877
Robertson, John – Prof		ECET	TECH 152	727-1121
Sundararajan, Rajeswari – Asc Prof		ECET	TECH 150	727-1507
Tamizhmani, Govindasamy – Research Sci		ECET	TECH 154	727-1241
Zehring, Julie – Admin Asc		ECET	TECH 101	727-1514
Zeng, Guoliang – Asc Prof		ECET	TECH 151	727-1905

Classroom Emergency Procedures Guidelines

The purpose of this guideline is to briefly outline emergency procedures that faculty, graduate students, teaching assistants and staff should review with class attendees during the first class meeting.

Identify and point out the locations of:

- Exits;
- Fire extinguisher(s);
- Pull stations (primarily near exits);
- Telephone(s);
- Electrical breaker panels and emergency on/off switches (if applicable);
- Emergency eyewash stations and safety shower (if applicable);
- Designated emergency gathering point; *
- Emergency Procedures Flip Chart.**

If you discover a fire:

- Sound the alarm manually if it has not already been activated;
- Call 911 or ensure someone calls 911 if you choose to fight the fire; 911 calls from cellular telephones will connect with the Phoenix dispatch center. Under these circumstances let the dispatcher know which ASU campus you are calling from;
- Use the nearest fire extinguisher if you are trained and competent in the use of an extinguisher and if the fire can be controlled or extinguished with this method. If you choose to fight the fire, do so without putting yourself or anyone else at risk, and keep yourself between the exit and the fire.

The activation of a pull station should be followed with a call to 911 from a safe location. Any emergency warrants a call to 911, even if you think another person may have called. Specify whether you need police, medical or fire assistance.

When calling 911 have the following information available:

- Building name and address or closest mall intersection;
- Room number;
- Type of emergency, e.g., injury, chemical release, or fire.

If the fire alarm sounds:

- Stop what you are doing;
- Secure any dangerous activity;
- Assist persons with special exiting needs;
- Leave the building immediately by the nearest and safest exit; do not use the elevators;
- Do not re-enter the building if the alarm stops; wait until the "All Clear" has been given by the local fire department or campus police services.

If the emergency involves an unconscious or injured person:

- Ensure there is no danger to yourself or the victim;
- Do not move the victim unless their life is endangered by staying in the current location;

- Call 911 and remain with victim until help arrives.

Report the events of the emergency to your supervisor or department head as soon as you can do so safely.

*A designated emergency gathering point is a predetermined location that is a safe distance from the building. Be prepared to relocate if wind direction or fire location presents problems.

**Emergency Procedures Flip Charts are available from the ASU Department of Public Safety Main (480) 965-3456, East (480) 727-3456, and West (602) 543-3456. Please review the flip chart upon receipt for ease of use in case of an emergency.

For additional information, contact ASU Environmental Health & Safety at (480) 965-1823 or at EHS@asu.edu.