



Building Name: Classroom/Lab/Computer Classroom

Building Number: 905

Building Address: 13493 N. 47TH AVENUE

Phoenix, AZ

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# Evacuation Plan

Building Name: Classroom/Lab/Computer Classroom

Building Number: 905

Plan Lead (Name and Phone): John Herrera –  
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Date Updated: September 19, 2017

Additional Plan Organizers:

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## EMERGENCY CONTACTS

**On Campus Emergencies ----- 911**

### **ASU PD Non-Emergency**

Tempe Campus----- 480-965-3456

Polytechnic Campus----- 480-727-3456

West Campus----- 602-543-3456

Downtown Campus----- 602-496-3456

### **Building Occupant Responsibilities:**

An effective response and subsequent evacuation requires the cooperation of all occupants in a building. Building occupants, to include visitors must know how to act. This section outlines specific responsibilities for employees, faculty, and staff and visitors.

- Become familiar with the building and the safety devices (pull stations, fire extinguishers, fire alarm, fire suppression systems, ADA areas, egress components, AEDs, etc.);
- Know the building's evacuation routes and assembly area's;
- Participate in drills and training;
- Orient students with a brief overview of emergency evacuation procedures on the first day of class;
- Assist visitors evacuate safely.

### **Floor or Fire Warden:**

Floor or Fire Wardens are common terms used for designated staff position(s) that are responsible for assisting others in the orderly management of an evacuation. These positions should be filled by trained personnel familiar with the emergency plans, design of the building, and evacuation assembly areas. Each primary floor or fire warden position should have an alternate that can function in their absence. Primaries and alternates can be volunteers or occupants of the building appointed by management within the department. Floor and fire wardens may receive special training and will work with the ASU Office of the Fire Marshal related to annual testing.

### **Duties of the Floor or Warden**

- If safe to do so, conduct a quick search of your responsible area. Close doors behind you.
- Give instructions to students or visitors that may not be familiar with the building regarding the best evacuation routes.
- Try to keep occupants calm while directing them to the nearest, yet safest exit. Remind them to go to the assembly areas so they can be accounted for.
- Close all stairway and exits doors; never block them open or closed.
- Special attention should be given to anyone with functional needs.



Floor/Fire Wardens

Floor	Name	Phone #	Email	Schedule (M-F 8-5)	Unit/Department
CLCC 3 <sup>rd</sup> Floor East	Monica Mariner		Monica.Mariner	M-F 8-5	MNS
CLCC 3 <sup>rd</sup> Floor East	Amanda LeBlanc		Amanda.LebLanc	M-F 8-5	MNS
CLCC 3 <sup>rd</sup> Floor West	Pam Marshall		Pamela.Marshall	M-F 8-5	MNS
CLCC 3 <sup>rd</sup> Floor West	Tom Cahill		Thomas.Cahill	M-F 8-5	MNS
CLCC 2 <sup>nd</sup> Floor East	Tamera Casto		Tamera.Casto	M-F 8-5	MNS
CLCC 2 <sup>nd</sup> Floor East	Teresa Snyder		Teresa.Snyder	M-F 7-4	MNS
CLCC 2 <sup>nd</sup> Floor NW	Udo Savali		Udo.Savali	M-F 8-5	MNS
CLCC 2 <sup>nd</sup> Floor NW	Ken Sweat		Ken.G.Sweat	M-F 8-5	MNS
CLCC 2 <sup>nd</sup> Floor SW	Sanchita Mallick		Sanchita.Mallick	M – F 9:30 – 2:30	MNS
CLCC 1st Floor East	Classrooms only				
CLCC 1st Floor NW	Kim Kobojek		Kimberly.Kobojek	M-F 8-5	MNS
CLCC 1st Floor NW	Tony Falsetti		Anthony.Falsetti	M-F 8-5	MNS
CLCC 1st Floor NW	Dennis Marsollier		Dennis.Marsollier	M-F 8-5	HARCS
CLCC 1st Floor SW	Mary Burleson		Mary.Burleson	M-F, 8-5	SBS
CLCC basement	Classrooms only (K Kobojek and A Falsetti will sweep if in the area)				

## Evacuation Procedure

- When an alarm sounds, begin immediate evacuation.
- Close doors behind you.
- If you discover a fire or smoke, and the alarm has not sounded, activate the nearest pull station and call 9-1-1.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate.

<b>Do Not Use The Elevators!</b>
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When the alarm sounds, the elevators may automatically recall to a pre-determined floor and shut down.
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- If trained and safe to do so, you may attempt to extinguish small fires (no larger than a wastebasket).
- If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.
- In all cases, dial 9-1-1 and advise them of your actions.

Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors upon leaving area.
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- Evacuate to the nearest and safest exit. Keep doors closed to help slow the spread of smoke and fire.
- Person(s) with functional needs, refer to the [Emergency Evacuation for Persons with Disabilities](#) section for additional evacuation options.
- Evacuate to the pre-determined Evacuation Assembly Point (EAP) (as determined by the department or building committee). You may have two or more EAP's depending on the size of the building. Once assembled, immediately report to your designated floor or fire warden for accountability.
- Evacuation note: only take items of extreme importance from your work space and only take those items if they can be removed safely (i.e. car and house keys, medication, and wallets/purses). Do not remove large or bulky items, photographs, etc.
- Refer to your *Emergency Response Guide (ERG)* for more details related to fire/evacuation and other emergency scenarios.

**Primary and alternate Assembly Points (describe the location and/or attach a map showing the areas)**

Assembly points are locations where building staff can assemble and be accounted for. In addition, information related to the incident can be shared with building occupants from these locations. Assembly points should be walking distance from the building but not too close. If they are located too close, first responders will likely move you from your assembly area in order to establish a perimeter around the incident. If possible, other building can be used to “shield” you from the affected areas. Large areas of grass are often good choices as temperatures tend to be cooler and the ground is softer than concrete.

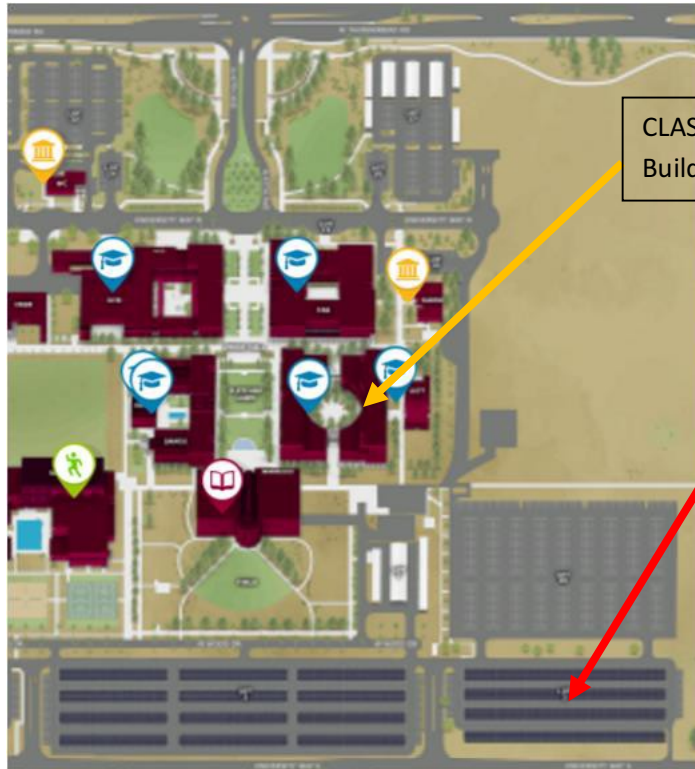
Primary Evacuation Area:



Primary Evacuation Location –  
Upon arrival, check in with your  
unit leaders  
  
LOT 17 – Covered area

CLASSROOM/LAB/COMPUTER CLASSROOM  
Building

Alternate Evacuation Area:



CLASSROOM/LAB/COMPUTER CLASSROOM  
Building

Alternate Evacuation Location –  
Upon arrival, check in with your  
unit leaders  
LOT 3 – Covered area



## **Re-entry procedure**

Never re-enter a building after evacuating unless cleared by emergency personnel!

Once it is determined that re-entry can be made, emergency personnel will give an “All Clear”. Note: Emergency personnel are the police, fire department, and Environmental Health & Safety (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, this is usually performed by EH&S or their contracted services.



## **Emergency Evacuation for Persons with Disabilities**

This section provides a general guideline of evacuation procedures for persons with disabilities. It is likely they may require additional assistance or guidance during an evacuation. It is important to note that the person assisting should never do more than what is being asked by the person in need. Faculty, staff, students and visitors with functional needs should be included in the development of this plan in order to customize their primary and secondary evacuation routes.

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

**Mobility Impaired – Wheelchair:** Persons using wheelchairs should stay in place, or move to an area for refuge when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 9-1-1 with their present location and the area they are headed too for refuge.

**Mobility Impaired - Non-Wheelchair:** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual may wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using other options listed below, until the emergency personnel arrive and determine if evacuation is necessary.

**Hearing Impaired:** Most buildings on campus are equipped with fire alarm strobe light to facilitate an alarm warning for the hearing impaired. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

**Visually Impaired:** Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide them through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

**Persons with disabilities have four basic evacuation options.**

**Horizontal evacuation:** Exit one building to another by using an exit passageway or go directly to the outside safely at ground level.

**Stairway evacuation:** Above ground level, remain in the stairway enclosure and let others evacuating know you will remain there and to tell the fire department of your location (Stairway enclosures are a separate fire rated building within a building).

**Stay in Place:** Unless you are in imminent danger, it may be safest to remain in a room that has an exterior window, telephone, and a door that closes. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. Emergency services will immediately



relay this location to on-site emergency personnel, who will determine the necessity for evacuation. The Stay in Place approach may be more appropriate for sprinkler protected buildings.

Usually, the safest areas for refuge are stairway enclosures. Additional areas may include: fire rated corridors or vestibules adjacent to exit stairs and elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants.