

EMERGENCY RESPONSE PLAN MANUAL



INDIANA STATE UNIVERSITY

Nursing

DATE PLAN LAST REVISED: May 1, 2012

TABLE OF CONTENTS

• BUILDING COORDINATOR	3
• RESPONSE TEAM MEMBERS	3
• NOTIFICATION	3
• EVACUATION	4
• ASSEMBLY POINTS	5
• DISABLED SAFE AREAS	5
• TORNADO WARNING AREAS	5
• SPECIAL CONSIDERATIONS	6
• BUILDING UTILITIES	7

BUILDING COORDINATOR

NAME Mark Schaffer

E-MAIL Mark.Schaffer@indstate.edu EXT 3019

RESPONSE TEAM MEMBERS

NAME Mark Schaffer

E-MAIL Mark.Schaffer@indstate.edu EXT 3019

NAME Rhonda Reed

E-MAIL Rhonda.Reed@indstate.edu EXT 3689

NOTIFICATION

IN THE EVENT OF AN EMERGENCY IN THIS FACILITY THE FOLLOWING PERSONS WILL BE NOTIFIED IN THE ORDER LISTED.

NAME Mark Schaffer (Building Coordinator)

HOME PHONE # _____ CELL# 812-239-7830

NAME Richard Williams Dean

HOME PHONE# 812-235-9209 CELL PHONE# _____

NAME Lea Hall Executive Director of Nursing Programs

HOME PHONE# 812-877-2968 CELL PHONE# 812-841-3669

EVACUATION

IN THE EVENT IT IS NECESSARY TO EVACUATE THIS FACILITY, THE EVACUATION ROUTES SHALL BE AS FOLLOWS:

ROUTE ONE:

If on 2nd, 3rd or 4th floor—go to either East or West stairwell to exit to 1st floor (ground level). Exit building through either the Northeast or Northwest pair of doors (exiting to Chestnut Street)

ROUTE TWO:

If on 2nd, 3rd or 4th floor—go to either East or West stairwell to exit to 1st floor (ground level) . Exit building through either east side door (exiting to 8th Street) or west side door (exiting to alley)

ROUTE THREE:

If in Room 107 (auditorium), exit building through East exit door at the front of classroom. Note: There is also an east exit door in Room 108 (behind the screen)

IMPORTANT: ELEVATORS ARE NOT TO BE USED DURING AN EMERGENCY EVACUATION. OCCUPANTS WILL BE NOTIFIED OF AN EMERGENCY EVACUATION BY PUBLIC SAFETY OFFICERS, THE BUILDING COORDINATOR, OTHER UNIVERSITY OFFICIALS OR ACTIVATION OF THE FIRE ALARM SYSTEM. UPON NOTIFICATION OF AN EMERGENCY EVACUATION, ALL OCCUPANTS WILL LEAVE THE BUILDING AND GATHER AT A DESIGNATED ASSEMBLY POINT.

ASSEMBLY POINTS

DESIGNATED ASSEMBLY POINTS

INFORMATION REGARDING THE DESIGNATED ASSEMBLY POINTS FOR THIS BUILDING SHALL BE POSTED AT OR NEAR EACH BUILDING EXIT.

1. Northeast corner of 8th & Chestnut Streets in Southwest corner of Staff Parking Lot 15
2. If Staff Parking Lot 15 is inaccessible for any reason, assembly point will be Student Parking Lot #22 behind (south of) the Nursing building

DISABLED SAFE AREAS

IN THE EVENT OCCUPANTS WITH DISABILITIES ARE UNABLE TO EVACUATE THE BUILDING THEY SHALL WAIT FOR ASSISTANCE IN A DESIGNATED SAFE AREA. THESE SAFE AREAS SHALL BE APPROPRIATELY POSTED.

1. Landings in the East and West stairwells of each floor (4th, 3rd, 2nd and 1st)

TORNADO WARNING SAFE AREAS

IN THE EVENT OF A TORNADO WARNING, OCCUPANTS OF THIS FACILITY SHALL BE DIRECTED TO INTERIOR BUILDING LOCATIONS AWAY FROM WINDOWS AND GLASS DOORS.

1. If on 2nd, 3rd or 4th floor - Go to 2nd floor, Room 215 Skills Lab
2. If on 1st floor—Go to Room 107 (auditorium)

SPECIAL CONSIDERATIONS

HAZARDOUS MATERIALS

THIS FACILITY CONTAINS THE FOLLOWING HAZARDOUS MATERIALS OR POTENTIALLY HAZARDOUS CONDITIONS WHICH FIRST RESPONDERS SHOULD BE AWARE OF WHEN ENTERING UNDER EMERGENCY CONDITIONS.

MATERIAL Some flammable cleaning supplies (minor)

LOCATION Custodial closets—Room 102 (1st floor), Room 203 (2nd floor), Room 333 (3rd floor) and Room 429 (4th floor)

RESOURCES

THIS FACILITY CONTAINS THE FOLLOWING RESOURCES WHICH MAY BE AVAILABLE TO THE UNIVERSITY IN THE EVENT AN EMERGENCY OCCURS ELSEWHERE ON CAMPUS.

RESOURCES / LOCATIONS

Three (3) wheelchairs (Rm 211); Gurney and ten (10) hospital beds (Rm 215); One (1) hospital bed (Rm 209); One (1) hospital bed (Rm 210); Blood Pressure Cuffs & stethoscopes (Rm 212); Various medical supplies such as dressings and gloves (stored in Rm 207, 211 and locked metal cabinets in Rm 215); Automated External Defibrillator (AED) (2nd floor hallway); One (1) hospital bed (Rm 326-7)

SPECIAL CONDITIONS

THE FOLLOWING SPECIAL CONDITIONS EXIST IN THIS BUILDING THAT WILL NEED TO BE ADDRESSED QUICKLY IN THE EVENT OF AN EMERGENCY.

2nd floor has no windows

3rd and 4th floor windows do not open wide enough for fire department ladder access

SPECIAL CONDITIONS

THE FOLLOWING SPECIAL CONDITIONS EXIST IN THIS BUILDING THAT WILL NEED TO BE ADDRESSED QUICKLY IN THE EVENT OF AN EMERGENCY.

This building has been identified as being at high risk for potential flood damage. For information concerning flood response and restoration see the University Emergency Response Plan Section 711.00.

BUILDING UTILITIES

FIRE ALARM PANELS

FIRE ALARM PANELS FOR THIS BUILDING CAN BE FOUND AT THE FOLLOWING LOCATIONS.

1. The fire alarm panel is located on the east wall at the west side of the display cases in the front of the 1st floor, just inside the northwest double doors from Chestnut street.

SHUT OFFS NOTE: **ONLY** FACILITIES MANAGEMENT DESIGNATED TO SHUT OFF THE FOLLOWING:

NATURAL GAS SHUT OFF

Located at east side of building immediately outside of the ground level entry door leading to the basement (Lower level)

WATER SHUT OFF

Located in basement (lower level) mechanical room—Northeast corner

ELECTRIC SHUT OFF

Located in basement (lower level) at switchgear in the Northeast corner

FIRE PROTECTION WATER CONTROL VALVES

Located outside the building on the east side. The PIV (valve) is on the red post (locked).

INDIANA STATE UNIVERSITY

CONTACT

PUBLIC SAFETY DEPARTMENT
210 N. 6TH STREET
TERRE HAUTE, IN 47809

PHONE: (812) 237-7829

FAX: (812) 237-8207