

EMERGENCY RESPONSE PLAN MANUAL



**Indiana State
University**

INDIANA STATE UNIVERSITY

**Sycamore Center for Wellness & Applied
Medicine**

DATE PLAN LAST REVISED: October 2017

TABLE OF CONTENTS

- BUILDING COORDINATOR
- RESPONSE TEAM MEMBERS
- NOTIFICATION
- EVACUATION
- ASSEMBLY POINTS
- DISABLED SAFE AREAS
- TORNADO WARNING AREAS
- SPECIAL CONSIDERATIONS
- BUILDING UTILITIES

BUILDING COORDINATOR

NAME Julie Dininger

E-MAIL Julie.Dininger@indstate.edu EXT 8470

RESPONSE TEAM MEMBERS

NAME Dr. John Pommier

E-MAIL John.Pommier@indstate.edu EXT 4065

NAME Michelle Landis

E-MAIL Michelle.Landis@indstate.edu EXT 4062

NOTIFICATION

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

NAME Julie Dininger

HOME PHONE # 812-236-0361 CELL/PAGER# 812-236-0361

EVACUATION

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

ROUTE ONE:

Center stairwell, located on the south side of the elevators, to the ground floor then out the front doors (5th Street side).

ROUTE TWO:

Stairwell on the north side of the building to ground level then out the exterior door. Stairwell on the south side of the building to ground level then out the exterior door.

ROUTE THREE:

Center stairwell to the ground floor then out any door.

ROUTE FOUR:

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. Department of Applied Medicine and Rehabilitation faculty/staff/students are to meet on the north side of Hulman Memorial Student Union near the steps.
2. Student Health Center personnel are to meet on the south side of the Sycamore Center for Wellness & Applied Medicine Building
3. Athletic Training Clinic and Physical Therapy Clinic personnel are to meet in front of the Sycamore Center for Wellness and Applied Medicine Building at the south end to keep the doors clear for emergency personnel
4. Football office personnel are to meet on the south side of the Sycamore Center for Wellness and Applied Medicine by the Sycamore Football sign.

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. Third Floor: North, south, and center stairwell landings.
2. Second Floor: North, south, and center stairwell landings
3. First Floor: Front and Treatment Rooms exits are handicap accessible. Other exits exist by the laboratory to the north, dock door to the east, and end of back hallway to the south. These exits have some type of step(s).
4. Lower Level: Outside patio, north and center stairwell landings.

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. Third Floor: Restrooms and any rooms without windows
2. Second Floor: Restrooms and any rooms without windows
3. First Floor: Restrooms and the following rooms:
 - 104—Front Counter
 - 112 & 113—Treatment Rooms
 - 118—Urgent Care
 - 135 & 138—X-Ray
 - 142—Copier
 - 144 & 145—Exam Rooms
 - 163—Storage Room
 - 167—Break Room
 - 170—FIPSE
 - 172—Nurses Office
 - 177—Storage Room

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 Oxygen cylinders

LOCATION Ground Floor—Rooms 112 & 113

MATERIAL Trichloroacetic Acid 85% Soln

LOCATION Ground Floor Rooms 112, 114 & inside credenza outside room 150

MATERIAL Helium

LOCATION Ground Floor—Room 227

MATERIAL Oxygen cylinders

LOCATION 3rd Floor—Room 348

MATERIAL Biohazard Container

LOCATION 3rd Floor—305

MATERIAL Embalming Wetting Solution—2 Phenoxyethanol, 98% 250G Isopropyl Alcohol—70%

LOCATION 3rd Floor—Room 305

RESOURCES

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

RESOURCE Student Health Center facility and staff

LOCATION Sycamore Center for Wellness and Applied Medicine

RESOURCE _____

LOCATION _____

SPECIAL CONDITIONS

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

Cadavers—Temperature must not get above 65 degrees—Room 305

NO STUDENT SHOULD BE IN THE BUILDING UNATTENDED BY A PAID SUPERVISOR (COACH, SUPPORT STAFF, FACULTY, STUDENT WORKER) AFTER THE BUILDING CLOSES AT NIGHT AND BEFORE THE DOORS OPEN IN THE MORNING.

BUILDING UTILITIES

FIRE ALARM PANELS

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

1. Inside front doors (5th Street side) on the wall to your right.

NATURAL GAS SHUT OFF

Outside east wall of the Sycamore Center for Wellness and Applied Medicine Building.

WATER SHUT OFF

Mechanical room, north wall, lower level of the Sycamore Center for Wellness and Applied Medicine

ELECTRIC SHUT OFF

The main gear for shut off is in the mechanical room, north hall, lower level of the Sycamore Center for Wellness and Applied Medicine.

FIRE PROTECTION WATER CONTROL VALVES

Valves are located outside on the northwest corner of the Sycamore Center for Wellness and Applied Medicine Building. There is no sprinkler system in this building.

INDIANA STATE UNIVERSITY

CONTACT

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

PHONE: (812) 237-7829

FAX: (812) 237-8207