

PURDUE



BCHM / BIOCHEMISTRY BUILDING: BUILDING EMERGENCY PLAN

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YOUR BUILDING EMERGENCY PLAN

As a member of the Purdue Community, you should be familiar with the Purdue Emergency Procedures Handbook (http://www.adpc.purdue.edu/PhysFac/pdf/safety_handbook.pdf). This manual describes the procedures to follow in a variety of emergencies.

As a building occupant, you need to be familiar with your specific building emergency plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Safety Committee representative. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911)
- Additional responsibilities, specific to your building

I. BUILDING INFORMATION

Building Name: Biochemistry

Building Deputy (BD): Karyn Rodkey

Email: rodkey@purdue.edu

BD Campus Address: BCHM 225

BD Telephone No.: 49-41645

FAX No.: 49-47897

Alternate BD: Linda Siersema

Email: siersema@purdue.edu

Alternate BD Campus Address: BCHM 17

Alternate BD Telephone No.: 49-41613

FAX No.: 49-47897

BUILDING DESCRIPTION:

The main Biochemistry building consists of 4 floors and a full attic. The basement has research lab space for by 3 PI's, a Media Preparation Lab, a Service Lab for dish washing and autoclaving, a teaching lab, walk-in freezer and cold room, a storeroom w/ adjacent receiving and acid storage areas, and the OISC sample preparation lab. The first floor is mainly office space (Main Office , Business Office), 2 conference rooms, and 2 University classrooms. There is one active research lab and the Imaging Facility also on the first floor. The second floor is all research space. The E/W hall is mainly OISC (Office of Indiana State Chemist) research while the N/S hall is BCHM research. The 3rd floor is mainly BCHM research with the OISC Seed Lab located at the north end of the N/S hall.

The Biochemistry Annex consists of 4 floors. The basement of the annex is 1/2 OISC research/testing, 1/4 mechanical equipment, and 1/4 BCHM research. The first floor is entirely office space for the OISC. The 2nd floor of the Annex is all research/testing for OISC. The 3rd floor is 1/4 BCHM research space and 3/4 space presently allocated to the P3 Facility for the Biology Department. The Annex does not have an attic, but does have a "penthouse" where utilities are located.

The building has two elevators and four stairwells. The MSDS's for Biochemistry are located in a two drawer file cabinet in the basement hall outside the Storeroom (BCHM 17).

EAA* (EMERGENCY ASSEMBLY AREA) LOCATION:

Each laboratory, office, or any other group of people is responsible for having a "planned" meeting place in case of evacuation of the building. Please ask your supervisor about this plan. In the case of an evacuation, everyone must get out and AWAY from the building as quickly and safely as possible. Once out of the building, one can make his/her way to this predetermined spot to let others in his/her group know he/she is o.k. It is recommended these locations be easy to describe and find and better if you can go there as a group (during a non-emergency situation) and take new people there when they are hired.

*See definitions in Appendix A

A. DEPARTMENTS

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Biochemistry	Karyn Rodkey	49-41645	BCHM	225
OISC	Sara Samudio	49-41549	BCHM	A151

B. BUILDING SAFETY COMMITTEE

All departments with employees in your building should be represented on your committee. List Committee members and positions (chair, vice-chair, other officers, members, etc.).

<u>Name & Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Dr. Lee Weith Chair	BCHM	49-41659	BCHM	326
Karyn Rodkey Vice Chair	BCHM	49-41645	BCHM	225
Dr. Steven Broyles Member	BCHM	49-40745	BCHM	211A
Connie Bonham Member	BCHM	49-41569	BCHM	215
Mary Bower Member	BCHM	49-46540	HANS	404

C. CRITICAL OPERATIONS

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section.

Employees may need to notify Purdue Fire about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Biohazard- Biosafety Level 2	209	BCHM	Dr. Broyles	49-40745
Biohazard- Biosafety Level 2	A53	BCHM	Dr. Forney	49-41632
Biohazard- Biosafety Level 2	29	BCHM	Dr. Kirchmaier	49-40977
Biohazard- Biosafety Level 2	10	BCHM	Dr. Briggs	49-40112
Solvent Storage Room	19C	BCHM	Linda Siersema	49-41613
Compressed Oxygen/ Argon/ Acetylene	A253	OISC	Peter Kane	49-41560
P3 Facility- Virus Research	A342- A345	Biology	Dr.'s Kuhn, Rossman, Sanders	49-46453

II. EMERGENCY PROCEDURES

If you are at an off-campus facility, please list any other relevant telephone numbers, including the closest medical facility.

A. IMMEDIATE EMERGENCY NOTIFICATION

In a life-threatening emergency dial **911** from a public or campus telephone.

INFORMATION NUMBERS

Department Phone Number: 494-1636

Fire: PUF 494-6919

Police: PUPD 494-8221

Closest Medical Facility: Purdue University Student Health Center (PUSH) 494-1700

Radiological and Environmental Management: 494-6371

Physical Facilities Services: 494-9999

Physical Facilities Services Zone: 494-8508

B. BUILDING ALARM(S)

* **THE EVACUATION ALARM (FIRE ALARM)** is a **Continuous Horn**

These horns are located in the hallways, within the building, so they are very loud. When you hear the evacuation alarm, leave the building immediately. Find your group at your pre-determined Emergency Assembly Area (explained above).

* **THE ELEVATOR ALARM** is a **Continuous Ringing** and is not as loud as the horn.

When you hear the elevator alarm, call Physical Facilities at 49-49999 during work hours, or Purdue Police at 49-48221 after hours (after 4:00pm).

* **ULTRA-LOW FREEZER ALARM** is a very **high pitched continuous beeping**.

There are several ultra-low's (-80 degree freezers) located throughout the building. When you hear one of these beeping, please contact the owner/occupants whose names and numbers are located on the outside of each unit. If the beeping is caused by a building power failure (and not caused by a failure of that particular unit), the alarm can be temporarily silenced by switching the controls between "on hand" and "alarm off" as needed until power is restored. If the owner/occupants cannot be reached then please call the Purdue Police at 49-48221 and ask for the "First Responder" to check on the unit.

* **BIOSAFETY & FUME HOOD ALARMS** may also be high pitched beeping sounds.

There are several biosafety hoods and fume hoods throughout the building. When you hear one of these alarming, please contact the owner/occupants whose names and numbers are located on the "Emergency Contact" list located by their door in the hallway. If the owner/occupant cannot be reached, then please call the work control center at 49-49999 (before 4pm) or the Purdue police after 4pm at 49-48221.

NOTE: Some fume hoods are set to alarm if the lights in the lab are turned off and the hood sash is still raised. Please try to first lower the sash to silence the alarm.

* **FIRE PROCEDURES**

A building occupant is required by law to evacuate the building when the fire alarm sounds. **GO TO THE CLOSEST EXIT!!!**

Stairwells and Exits are at the end of every hall.

Do **NOT** re-enter the building or work area until you have been instructed to do so by the emergency responders.

Do **NOT** use the elevators.

Do **NOT** lock your doors.

Fire alarm pulls are located: In the stairwell between the Annex and the main building, and one per floor in the hallway of the main building (see attached map).

Fire extinguishers are located: by the door within each lab and at 2-3 locations in the hallways (see attached map).

C. TORNADO

A tornado is defined as a violent rotating column of air extending to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advanced warning or siren activation. In some circumstances, it may be necessary to move to a concrete building.

**** NOTE: THERE IS NO INTERNAL ALARM SYSTEM FOR TORNADOES!!!**

In the case of a tornado emergency, you may or may not be able to hear a tornado siren. Tornado sirens are a continuous horn located outside on the tops of a couple of Purdue buildings. The best pre-warning for a tornado is a local radio station or weather station. If a tornado "warning" has been issued, then go to the basement hallway immediately.

D. MEDICAL EMERGENCIES (COVERED ON PAGES 5-6 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

All students, whether in class or on the job, are to report to PUSH for minor medical emergencies such as pains, cuts, scrapes, and strains. Major emergencies 911 should be called.

Faculty and staff, with minor medical emergencies should report to the Arnett Clinic Occupational Health Services on Greenbush St. Lafayette, or to the Regional Occupational Care Center (ROCC) on Creasy Lane, Lafayette. Major emergencies 911 should be called.

E. CRIME AND VIOLENT BEHAVIOR (COVERED ON PAGES 7-8 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

Call **911** if immediate police or medical attention is needed. **Remember you do not need coins to dial 911 from a pay phone.**

Call the Purdue Police at 49-48221 if the crime happened on Purdue campus.

Call the West Lafayette Police at 775-5200 if the crime happens off-campus, but in West Lafayette.

F. PSYCHOLOGICAL CRISIS (COVERED ON PAGE 9 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

Call 911 if the situation is violent or life threatening

Call Counseling and Psychological Services (CAPS) for students 49-41707

Call Employee Assistance Program (EAP) for faculty and staff at 49-47707

Call the Crisis Center at any time 742-0244

G. BOMB THREATS (COVERED ON PAGE 10 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

If a suspicious object is observed, **DON'T TOUCH IT, EVACUATE THE AREA, and CALL 911.**

If a phone call bomb threat is received, keep the caller talking and record as much information as you can about the bomb (when will it explode, where is it, what kind is it, what does it look like, why did you do it). Also record: time of call, age and sex of caller, speech patterns/accents, emotional state of caller, background noise,...)

Do not evacuate the building until the Building Evacuation Alarm Sounds (Fire alarm horn).

H. EXPLOSION (COVERED ON PAGE 11 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

Take cover under tables, desks, etc.

Phone 911

Assist the injured

Evacuate the area following building evacuation procedures listed above.

I. HAZARDOUS MATERIAL SPILL/RELEASE (COVERED ON PAGE 12 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

Immediately notify affected personnel and evacuate spill area. Clean the spill if you have the proper training and equipment (PPE).

Pull the fire alarm if building evacuation is necessary

Call 911 to report the incident

Key person needs to keep themselves available to answer questions from emergency personnel.

***NOTE: For radiation spills, call REM immediately @ 49-42350 and DO NOT LEAVE the room if there is a fear of tracking the isotope throughout the building! (In other words, test yourself and your clothing before leaving the lab or affected area.)**

***NOTE: For mercury spills, VACATE the affected area and call REM immediately @ 49-40121.**

J. EARTHQUAKE (COVERED ON PAGE 16 OF THE PURDUE UNIVERSITY EMERGENCY PROCEDURE HANDBOOK)

If indoors, take cover under a table or desk, or in a doorway. Evacuate if the evacuation alarm sounds.

If outdoors, move away from buildings, utility poles, overhead wires, etc.

If in an automobile, stop in the safest place available, away from buildings, poles, and wires, and stay in your vehicle.

K. CUSTODIAL SERVICES

For emergency custodial service such as: Flooding water, vomit cleanup, blood cleanup,...

Before 3:30pm call: 49-47105 or 49-47107

After 3:30pm call: Purdue police @ 49-48221

III. TRAINING AND DOCUMENTATION

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the **responsibility of the occupant** to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department.

Departments can request fire extinguisher training from Fire Equipment Services at: 494-6877.

IV. DRILLS

Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Deputy may coordinate the drill and document it. The Purdue Fire Department can help you in your planning: 494-6919

APPENDICES

V. APPENDIX A: ACRONYMS AND TERM DEFINITIONS

A. ACRONYMS

- BD:** Building Deputy
- BEP:** Building Emergency Plan
- EAA:** Emergency/Evacuation Assembly Area
- PUFD:** Purdue University Fire Department
- PUPD:** Purdue University Police Department
- REM:** Radiological and Environmental Management

B. TERM DEFINITIONS

Building Deputy: The building deputy is a University employee who has a defined role in each campus building. In an emergency, the Building Deputy should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the Building Deputy, when it is safe to return to the building, so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building, generally chaired by the Building Deputy or other employee, charged with overseeing building safety concerns.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that the Department Safety Committee meets regularly, conducting periodic workplace inspections, and becomes or remains a participant in the Integrated Safety Program.

Department Safety Committee: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serve as a forum for department employees to report and discuss safety or environmental improvements needed
- Identify employee needs for safety training and request training sessions accordingly
- Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns
- Disseminating Information about requirements concerning workplace health, safety, and environmental protection

EAA (Emergency Assembly Area): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University Police, Purdue Fire department, REM, Physical Facilities, etc. In critical situations,

they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

VI. APPENDIX B: RESOURCE LIST

Radiological and Environmental Management: 765-494-6371

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://www.purdue.edu/REM>

Physical Facilities: 765-494-9999

Installation and repair of facility safety equipment; maintenance services can be found online at <http://www.adpc.purdue.edu/PhysFac/serv.htm>

Purdue University Police: 765-494-8221

Information on personal safety in the workplace can be found online at <http://www.adpc.purdue.edu/PhysFac/police/pages/programs/programs.htm>

Purdue University Fire: 765-494-6919

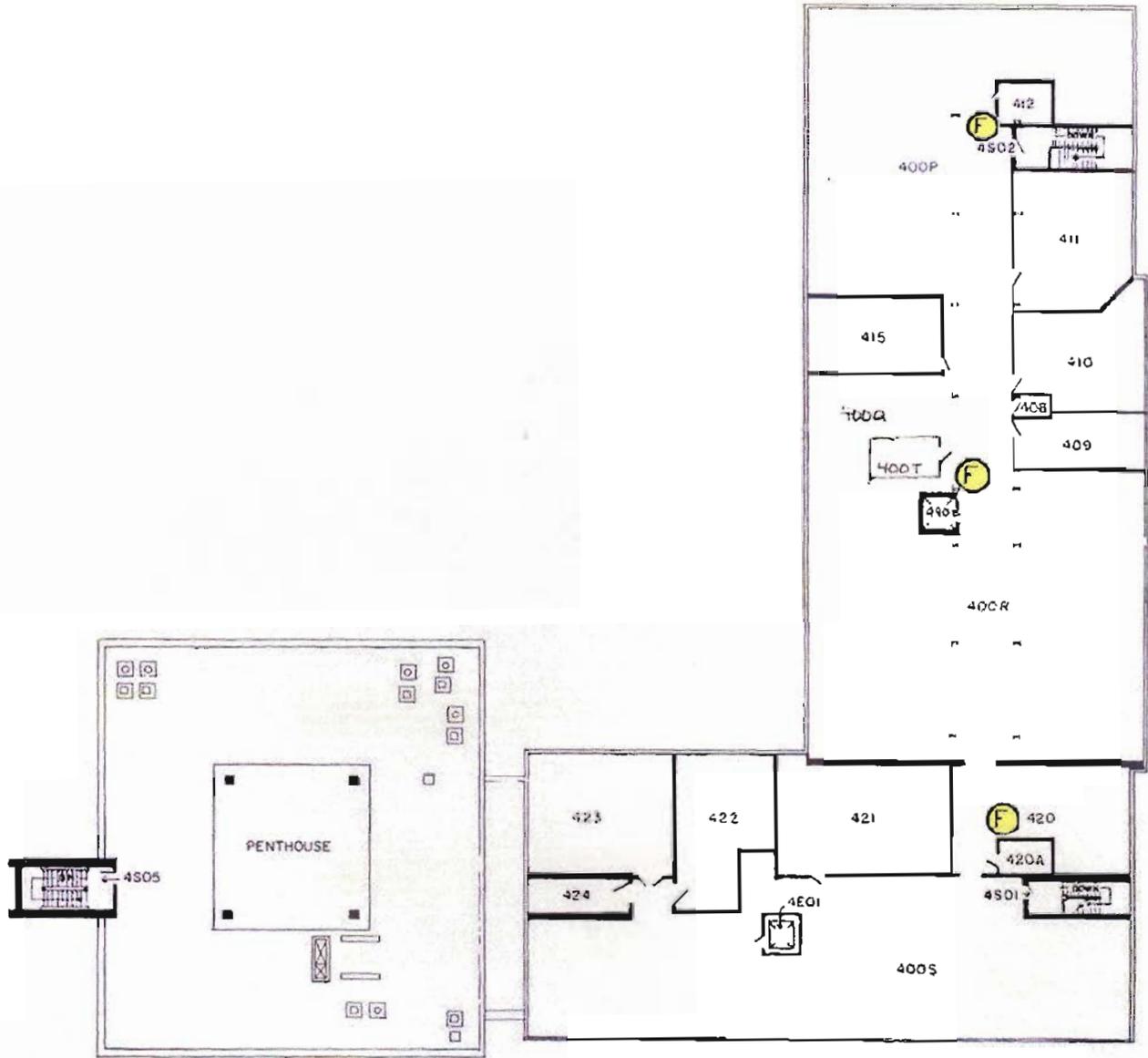
Information on training and services <http://www.adpc.purdue.edu/PhysFac/fire/Welcome.html>

BIOCHEMISTRY

SHEET: 5 of 6

PAGE : 2

CODE : 203



- Fire Extinguisher
- Fire Pull Handle

ATTIC FLOOR PLAN
SCALE: 1/16" = 1'-0"



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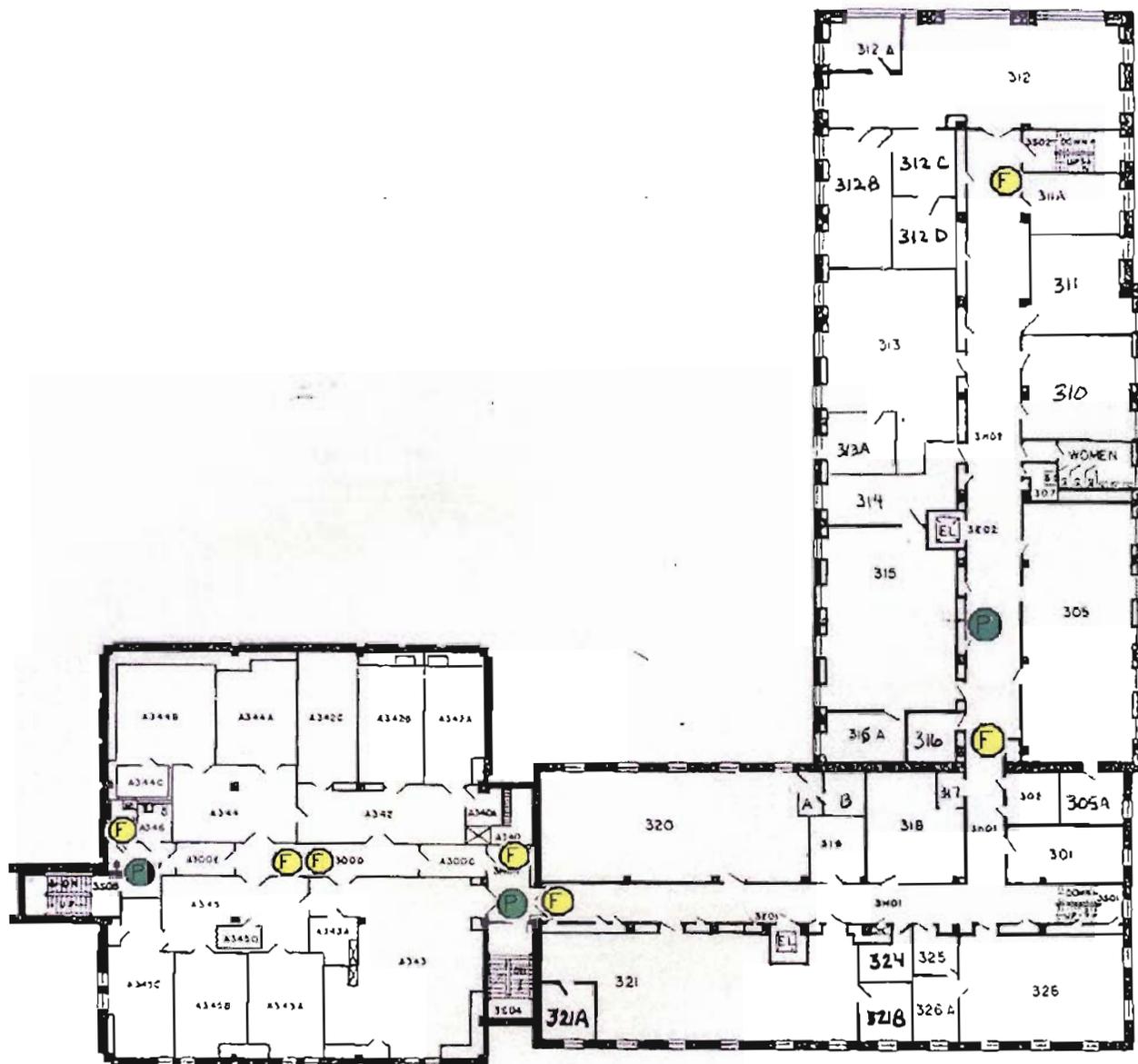
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BCHM

BIOCHEMISTRY

SHEET 4 OF 6
PAGE 2
CODE 203



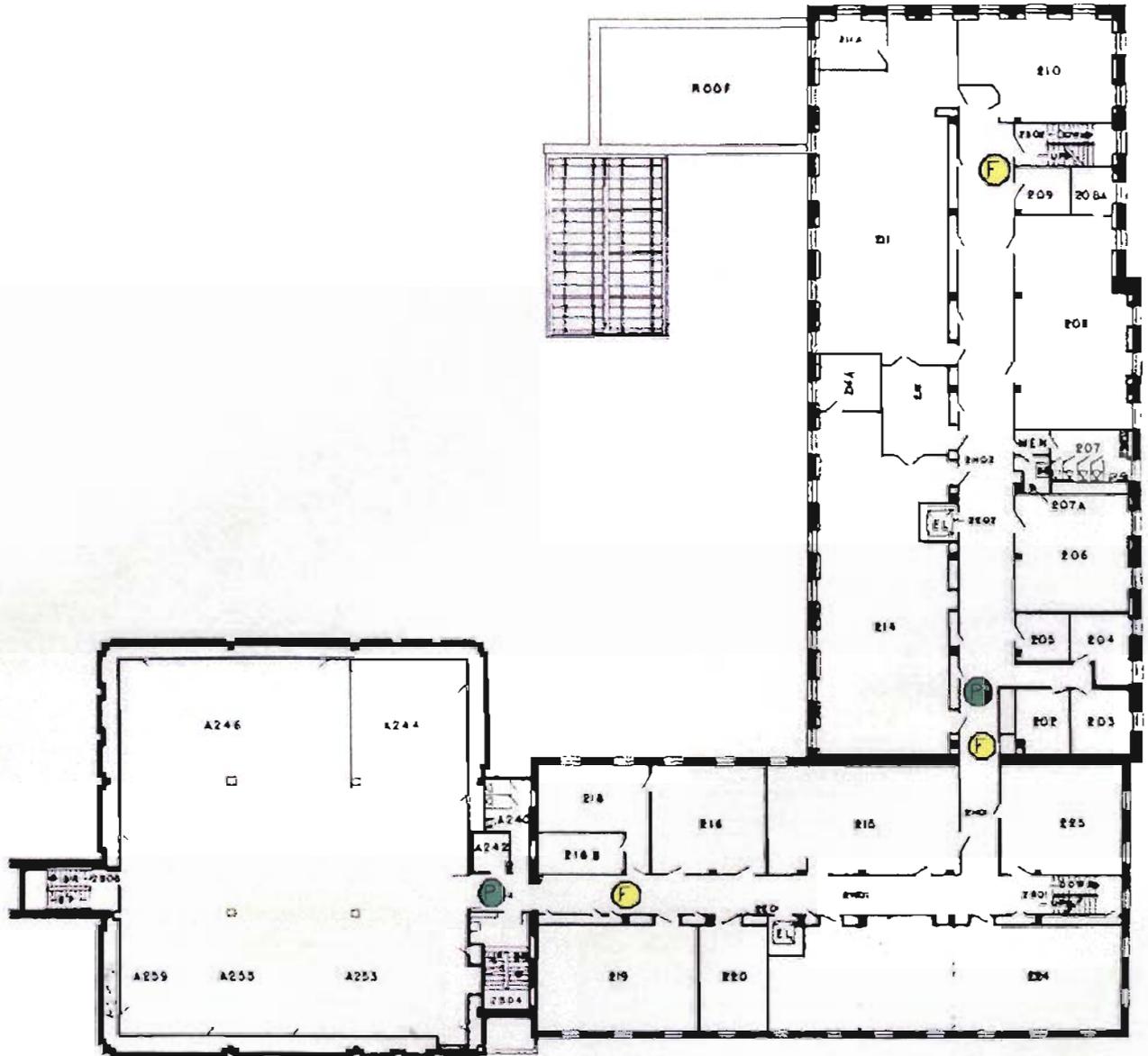
- Fire Extinguisher
- Fire Pull Handle

THIRD FLOOR PLAN
SCALE: 1/16" = 1'-0"



BIOCHEMISTRY

SHEET 3 OF 6
PAGE 2
CODE 203



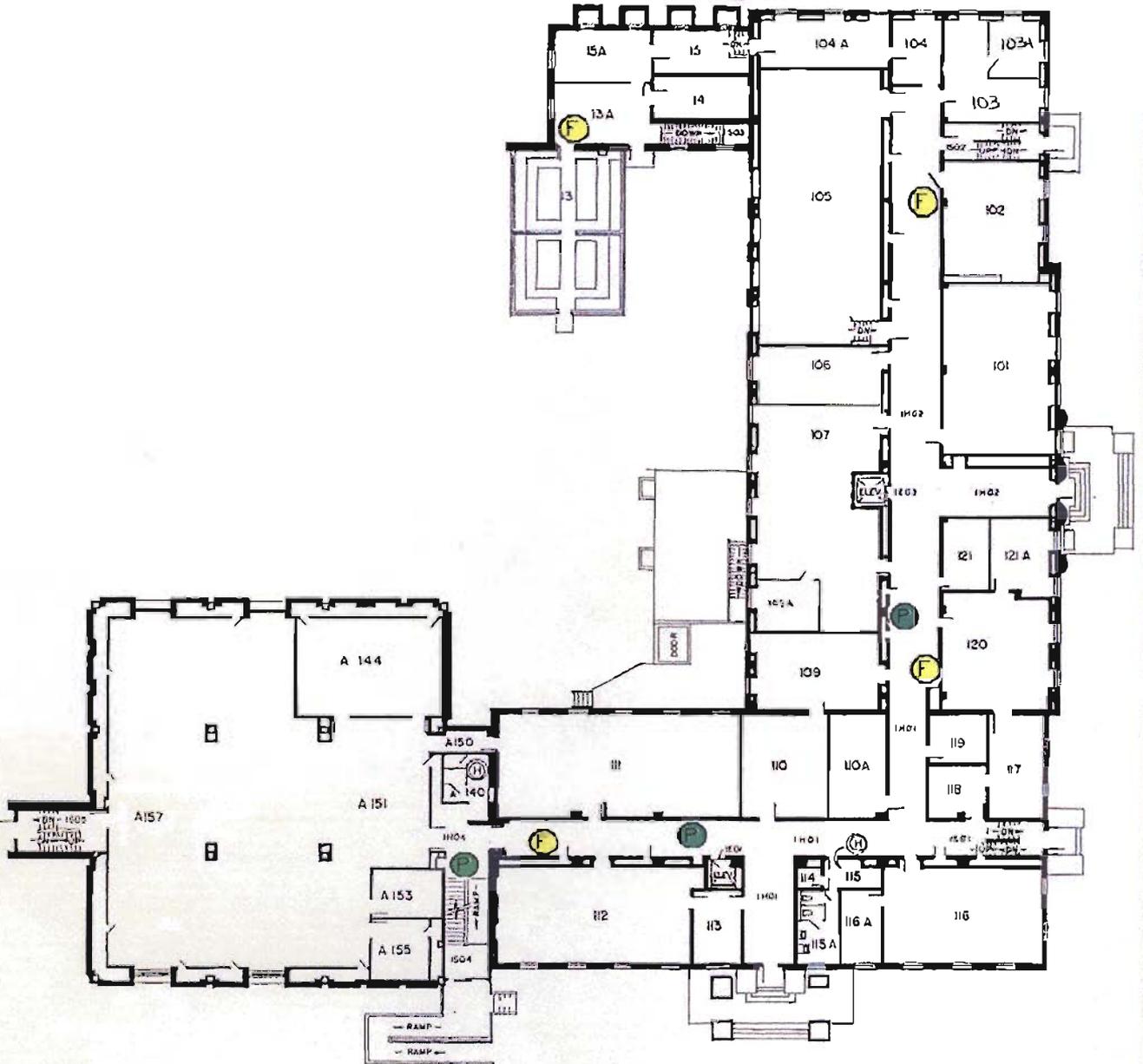
- Fire Extinguisher
- Fire Pull Handle

SECOND FLOOR PLAN
SCALE: 1/16" = 1'-0"
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BIOCHEMISTRY

SHEET 2 OF 6
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- Fire Extinguisher
- Fire Pull Handle
- HANDICAP FACILITIES RESTROOM

FIRST FLOOR PLAN
SCALE: 1/16"=1'-0"



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