

Emergency Evacuation Plan



George Bateman Physical Sciences Building
Goldwater Center for Science & Engineering
Interdisciplinary Science & Technology Building I
Interdisciplinary Science & Technology Building V
Biodesign Institute Buildings A, B, & C

851 S. Palm Walk
650 E. Tyler Mall
550 E. Orange St.
600 E. Tyler Mall
1001 S. McAllister Ave.

School Director: Dr. Tijana Rajh
Plan Custodian: John Crozier
December 2024

In the event of a campus emergency, this plan is designed to assist in the safe evacuation of students, faculty, staff, and visitors. This plan establishes the protocols for a safe and orderly evacuation of people due to a hazard that threatens the university such as but not limited to: severe weather event, fire, hazardous material spill, terrorist act, building maintenance issue, etc.

TEMPORARY MODIFICATIONS TO PLAN INSTRUCTIONS

Date	Location	Temporary Modification to Plan / Route
9/2025	Bateman Physical Sciences Buildings, H-wing	H-wing renovation will begin in September of 2025 and will proceed one floor at a time.

ASU Plan Requirements

Being prepared to handle unexpected emergencies is both an organizational and individual responsibility. When an emergency happens, the safety of ASU's Campus Community is dependent upon the level of your preparedness. ASU Employees must follow the approved emergency plan for the respective building.

Preparedness is often defined by how well you respond to and recover from an incident; **be prepared**. The first step in preparing for the unforeseen emergency is to create an *Emergency Evacuation Plan*. This plan outlines the process for a safe evacuation, assigns responsibilities, and communicates the behavioral expectations of the building's occupants. This plan's success is dependent on building tenants collaborating to create the overall evacuation plan. Associated tasks assigned will likely include:

- Assembly of appropriate human and physical resources
- Creation of the Emergency Evacuation Plan
- Distribution and training of the Plan
- Annual plan review and approval

It is important to understand that at any time, Arizona State University may be subject to an unexpected emergency. Therefore, there is a need to have an *Emergency Evacuation Plan* and to **train** on the plan for better preparedness. An *Emergency Evacuation Plan* makes provisions for the orderly evacuation of all building occupants, to include those with limited mobility or functional needs, by placing life as the highest priority.

Emergency Evacuation Plans are in addition to and support *the Emergency Response Guide (ERG)* <https://cfo.asu.edu/emergency-guide> and your department's *Continuity of Operation Plan (COOP)*. The intent of this plan is to provide a useful tool for your departmental emergency evacuation training, assurance of a safe evacuation for your area or building, certain responsibilities, and specific actions to help conduct an evacuation.

Arizona State University's *Emergency Evacuation Plans* is written for each building using a collaborative approach by building occupants. This document must be reviewed annually by a select team and approved by the SMS Safety Committee and the School Director before posting a new revision.

EMERGENCY CONTACTS

On Campus Emergencies

911

ASU Police Department Non-Emergency

Tempe Campus	(480) 965-3456
Polytechnic Campus	(480) 727-3456
West Campus	(602) 543-3456
Downtown Campus	(602) 496-3456

ASU Department of Environmental Health & Safety

Main Desk (8:00am – 5:00pm, M-F)	(480) 965-1823
EH&S Emergency Cell Phone Number	(602) 460-4720
Radiation Safety Office	(480) 965-6140
Hazardous Materials Management	(480) 965-1823

ASU Campus Health Center (students- all campuses) (480) 965-3349

ASU Employee Health (480) 496-1917

After hours

If an injury is work-related, not life-threatening and does not require urgent medical care, please contact CorVel at 800-685-2877. CorVel is a nurse triage service provided by the Arizona Department of Administration and provides telephone consultations for minor injuries.

ASU Facilities Management Service Center (480) 965-3633
 For facilities problems that DO NOT endanger human life (24 hour)

School Administrative Contacts

For medical emergencies, **call 9-1-1** and give the appropriate address:

Bateman Physical Sciences Building

A-wing	901 S. Palm Walk	ISTB-1	550 E. Orange St.
B-wing	875 S. Palm Walk	ISTB-5	600 E. Tyler Mall
C-wing	851 S. Palm Walk	Goldwater	650 E. Tyler Mall
D-wing	825 S. Palm Walk	Biodesign A	1001 S. McAllister
E-wing	501 E. University Dr.	Biodesign B	727 E. Tyler St.
F-wing	550 E. Tyler Mall	Biodesign C	797 E. Tyler St.
G-wing	551 E. University Dr.		
H-wing	525 E. University Dr.		

For major hazardous material spills, **call 9-1-1** and give the address above.

After reporting an emergency as above, please notify John Crozier, (480) 375-8052. If you are unable to contact him, notify Emily Williams (812-361-1379), or SMS Main Office, (480) 965-3461.

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 areas;
- 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.

Emergency Contacts:

Emergency Contacts are 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 emergency contact 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.

Emergency contacts may receive special training and will work with the ASU Office of the Fire Marshal related to annual testing.

Duties of Emergency Contacts

- If safe to do so, conduct a quick search of your responsible area. Close doors behind you. Do not go back in and risk your safety after you have left.
- 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.
- Close all stairways and exit doors; never block them open or closed.
- Special attention should be given to anyone with functional needs.

Emergency Contacts

All research labs should have a fire safety contact with phone numbers for all members to be accounted for after an evacuation. An emergency contact list should be available to lab members with cell phone numbers and email addresses.

Building Emergency Contacts

Building	Name	Office Phone	Email	Schedule (M-F 8-5)
PSD	Julie Sudduth	480-965-2517	Julie.Sudduth@asu.edu	M-Th, 8-5
PSD	Tonasha Laws	480-884-2398.	Tonasha.Laws@asu.edu	M-F 8-5
PSH	John Crozier	480-375-8052	John.Crozier@asu.edu	M-F, 8-5
PSC	Trevor Whipple	480-965-9240	Trevor.Whipple@asu.edu	M-F, 8-5
PSB	Jeffrey Burnett	480-965-3438	Jeffrey.Burnett@asu.edu	M-F, 8-5
PSH	Emily Williams	812-361-1379	Emily.Williams.4@asu.edu	M,T,Th,F 8-5
PSD	Dakota Templeton	480-727-6487	Dakota.Templeton@asu.edu	M-F, 8-4
PSH	Stephanie Donovan	602-543-2237	smdonov3@asu.edu	M-F, 8-4
PSH	Ranko Richert	480-727-7052	Ranko.Richert@asu.edu	M-F, 8-5
PSH	Joshua Jeffs	602-543-4455	jwjjeffs@asu.edu	M-F, 8-5
PSH	Joe Montano	305-877-9201	joe.montano@asu.edu	M-F, 8-5

Evacuation Procedure

- When you hear an alarm in any of the Physical Sciences buildings, 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.

Do Not Use The Elevators!

When the alarm sounds, the elevators may automatically recall to a pre-determined floor and shut down.

- If trained and safe to do so, you may attempt to extinguish small fires (no larger than a wastebasket).

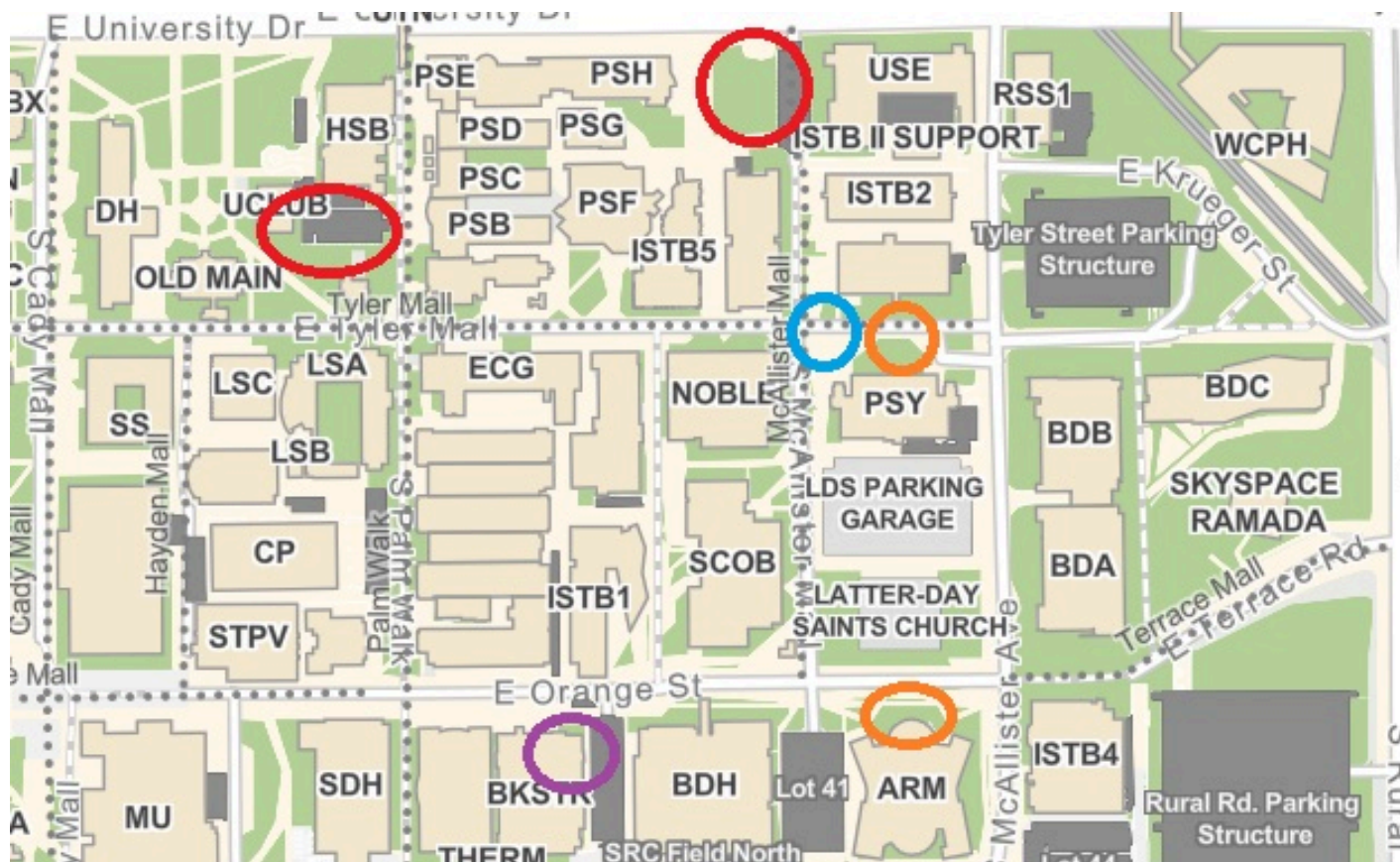
- If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.
- In all cases, dial 9-1-1 and advise them of your actions.

Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors upon leaving area.

- 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 100 feet away from the building or to the predetermined 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 emergency contact 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.

Protocols and Procedures

Primary and Alternate Assembly Area Map



- George Bateman Physical Sciences Building ■■■■■
- Goldwater Center for Science & Engineering ■■■■■
- Interdisciplinary Science & Technology I ■■■■■
- Interdisciplinary Science & Technology V ■■■■■
- Biodesign Institute Buildings A, B, and C ■■■■■

Primary and alternate Assembly Points

Assembly points are locations where building staff can assemble after an evacuation. 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 buildings 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.

Evacuation Areas:

George Bateman Physical Sciences Building (PSA, PSB, PSC, PSD, PSE, PSF, PSG, PSH)

The Primary Areas of Assembly are the parking lot and open area, west from PSB and south of Health Services, and the open area east of PSH and north of GWC, indicated by the red circles.

Goldwater Center for Science & Engineering (GWC)

The Primary Area of Assembly is the courtyard of the Noble Science Library, south of GWC, indicated by the blue circle.

Interdisciplinary Science & Technology Building, Bldg. One (ISTB-1)

The Primary Area of Assembly is the open area across Orange Street near the bookstore, indicated by the purple circle.

Interdisciplinary Science & Technology Building, Bldg. Five (ISTB-5)

The Primary Area of Assembly is the courtyard of the Noble Science Library south of the building indicated by the blue circle.

Biodesign Institute Building A, B, and C (BDA, BDB, BDC)

The Primary Area of Assembly Areas of Assembly are Tyler Mall to the north of Psychology building and the north lawn in front of Armstrong Hall, indicated by the orange circles.

The Alternate Area of Assembly is in front of ISTB4, indicated by the pink circle.

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 (EHS). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, which is usually performed by EHS 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.

Contacts for additional assistance if needed:

Accident and Injury Claim Forms	https://cfo.asu.edu/ehs-incident-reporting
ASU Employee Assistance	480.965.2271
ASU Fire Marshal and Advanced Training	ehs@asu.edu
ASU Police (non-emergencies)	480.965.3456
Continuity of Operation Planning (COOP)	ASUReady@asu.edu
EH&S Safety Trainings	https://cfo.asu.edu/ehs-training
Emergency Response Guide (ERG)	480.965.1823
Evacuation Drills	ehs@asu.edu
Occupational Health and Safety	https://cfo.asu.edu/ehs-occupational-safety
Student Accessibility and Inclusive Learning	480.965.1234 or Student.Accessibility@asu.edu

