Protocols and Procedures

Emergency Evacuation Procedure

- **Step 1:** If a fire or any type of emergency exists, evacuation must occur.
  Individual who discovers fire must ensure Steps 2 and 3 occur before attempting to fight an incipient fire using the PASS, (Pull, Aim, Squeeze, Sweep) method.

- **Step 2:** Activate the fire alarm by pulling the red pull station.
  **Designated Areas of Rescue Assistance**
  If an occupant is unable to evacuate from above and or below the grade level exit, they must proceed to the closest and safest rescue assistance area. Inform ASU Police Dispatch Center by calling 9-1-1 of their location and that they are unable to leave the facility. Designated Areas of Rescue Assistance are to be established on each floor above and or below the grade level exit in ASU Buildings [See Floor Plans].

- **Step 3:** Call 9-1-1 from a campus telephone.
  When a confirmed fire exists, it is critical to inform ASU Police Dispatch Center of the following information: Provide building address and fire location:

  - **Bateman Physical Sciences Building**
    - Wing A 901 S. Palm Walk
    - Wing B 875 S. Palm Walk
    - Wing C 851 S. Palm Walk
    - Wing D 825 S. Palm Walk
    - Wing E 501 E. University Dr.
    - Wing F 550 E. Tyler Mall
    - Wing G 551 E. University Dr.
    - Wing H 525 E. University Dr.

  - **Goldwater Center for Science & Engineering**
    - 650 E. Tyler Mall
    - Interdisciplinary Science & Technology, Bldg. 1 550 E. Orange Street
    - Interdisciplinary Science & Technology, Bldg. 5 600 E. Tyler Mall

- **Step 4:** Evacuate the building whenever the fire alarm sounds.
  Close any doors leave the building and relocate to a safe, designated area for accountability.

- **Step 5:** Reassemble at safe location and verify accountability.
  All occupants must reassemble at the designated staging area away from the building. Directors proceed with taking attendance of department employees to ensure everyone is accounted for. If it is known that someone is still in the building, notify the emergency response personnel (either ASU Police or IC – Incident Commander) with the information and their location within the facility.

- **Step 6:** Do not re-enter until authorized by emergency personnel.

- **Other emergency issues** – Refer to ASU Emergency Response Guide
Protocols and Procedures

Primary and Secondary Assembly Area Map

Primary Area of Assembly:
- Bateman Physical Science Center
- Goldwater Research Center
- ISTB-5 Building

Secondary Area of Assembly:
- Bateman Physical Science Center
- Goldwater Research Center
- ISTB-5 Building

Primary Area of Assembly:
- ISTB-1 Building

Secondary Area of Assembly:
- ISTB-1 Building

<table>
<thead>
<tr>
<th>PRIMARY</th>
<th>SECONDARY</th>
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<tbody>
<tr>
<td>George Bateman Physical Sciences Building</td>
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<tr>
<td>Goldwater Center for Science &amp; Engineering</td>
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<td>Interdisciplinary Science &amp; Technology, Bldg. 5</td>
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Protocols and Procedures

Primary and Secondary Assembly Areas – Descriptions

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

The Primary Area of Assembly is the parking lot and open area just west of the B wing of the Physical Sciences building indicated by the red oval. The Secondary Area of Assembly is the open area just east of the H wing of the Physical Sciences Building and north of the Goldwater Center for Science & Engineering, indicated by the orange circle.

Goldwater Center for Science & Engineering (GWC)

The Primary Area of Assembly is the court yard of the Nobel Science Library south of the building indicated by the purple oval. The Secondary Area of Assembly is the open area just east of the H wing of the Physical Sciences Building and north of the Goldwater Center for Science & Engineering, indicated by the orange circle.

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

The Primary Area of Assembly is the open area just south of the Schwada Classroom Office Building (SCOB) indicated by the blue oval. The Secondary Area of Assembly is the open area just north of the Schwada Building indicated by the green oval.

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

The Primary Area of Assembly is the court yard of the Nobel Science Library south of the building indicated by the purple oval. The Secondary Area of Assembly is the open area just east of the H wing of the Physical Sciences Building and north of the Goldwater Center for Science & Engineering, indicated by the orange circle.

Staging Areas

In the event of an emergency the areas immediately adjacent to the buildings will be utilized as staging areas for emergency services (police and fire) equipment and personnel.

These areas must be kept clear at all times once individuals have evacuated from the buildings. Staging areas provided for police and fire services can become dangerous to building occupants during emergency situations.

Therefore, once building occupants have evacuated to safe areas they are not to re-enter the staging areas until an all-clear message has been communicated to them by emergency personnel incident commanders.

Special Considerations

In addition to the normal emergency department personnel duties and responsibilities, the following must also be considered and understood:
The Primary Area of Rescue Assistance for the Lower Level of H Wing (West End) of Bateman Physical Sciences Center is the Elevator Lobby and Stairway at the east end of the Wing.

The Secondary Area of Rescue Assistance for the Lower Level of H Wing (West End) of Bateman Physical Sciences Center is the stairwell at the west end of the Wing.
H-Wing First Floor (East End)
The Primary Area of Rescue Assistance for the Second Floor of H Wing (West End) of Bateman Physical Sciences Center is the Elevator Lobby area at the east end of the Wing. There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Third Floor of H Wing (West End) of Bateman Physical Sciences Center is the stairwell at the west end of the Wing.
The Primary Area of Rescue Assistance for the Second Floor of H Wing (East End) of Bateman Physical Sciences Center is the Elevator Lobby area at the west end of the Wing (see Sheet No 4 of 13, BLDG 57H on page 49). There is a stairwell nearby to the east if the hallway becomes compromised.
The Primary Area of Rescue Assistance for the Third Floor of H Wing (West End) of Bateman Physical Sciences Center is the Elevator Lobby area at the east end of the Wing. There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Third Floor of H Wing (West End) of Bateman Physical Sciences Center is the stairwell at the west end of the Wing.
H-Wing Third Floor (East End)

The Primary Area of Rescue Assistance for the Third Floor of H Wing (East End) of Bateman Physical Sciences Center is the Elevator Lobby area at the west end of the Wing (see Sheet No 6 of 13, BLDG 57H on page 51). There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Third Floor of H Wing (East End) of Bateman Physical Sciences Center is the stairwell at the east end of the Wing.
The Primary Area of Rescue Assistance for the Fourth Floor of H Wing (West End) of Bateman Physical Sciences Center is the Elevator Lobby area at the east end of the Wing. There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Fourth Floor of H Wing (West End) of Bateman Physical Sciences Center is the stairwell at the west end of the Wing.
The Primary Area of Rescue Assistance for the Fourth Floor of H Wing (East End) of Bateman Physical Sciences Center is the Elevator Lobby area at the west end of the Wing (see Sheet No 8 of 13, BLDG 57H on page 53). There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Fourth Floor of H Wing (East End) of Bateman Physical Sciences Center is the stairwell at the east end of the Wing.
The Primary Area of Rescue Assistance for the Fifth Floor of H Wing (West End) of Bateman Physical Sciences Center is the Elevator Lobby area at the east end of the Wing. There is a stairwell nearby to the east if the hallway becomes compromised.

The Secondary Area of Rescue Assistance for the Fifth Floor of H Wing (West End) of Bateman Physical Sciences Center is the stairwell at the west end of the Wing.
The Primary Area of Rescue Assistance for the Fifth Floor of H Wing (East End) of Bateman Physical Sciences Center is the Elevator Lobby area at the west end of the Wing (see Sheet No 10 of 13, BLDG 57H on page 55). There is a stairwell nearby to the east if the hallway becomes compromised.

There is no Secondary Area of Rescue Assistance. Even though there is a door at the east end leading out onto the Observation platform for the Department of Earth and Space Exploration for Astronomy Classes, this door is locked.