EMERGENCY ACTION PLAN

Business Complex

In the event of an emergency, follow these procedures:

1. During normal working hours (M-F, 8 a.m. to 5:00 p.m.) emergency notification should be made to the Dean's Administrative Assistant (Yolanda Sanchez) in BC 143, 646-4083 or to the academic Associate Dean's Administrative Assistant (Yvonne Mendoza), BC 129, 646-5431. The person receiving notification will pull the fire alarm if evacuation of the building is necessary and will call 911.

Those responsible for evacuating the floors are:

- **Paul Hamilton**: 3rd floor lab, offices and restrooms
- **Renee Brown**: 2nd floor classrooms, offices and restrooms
- **Yvonne Mendoza**: 1st floor, classrooms, offices and restrooms

This responsibility entails knocking on each office door and announcing the emergency and ensuring that all occupants of the floor leave promptly. The person responsible for evacuating the floor should be the last to leave the floor.

The Emergency Action Coordinator is the Academic Associate Dean (Kathy Brook).

2. To ensure orderly evacuation:

- Exit the first floor via the north exit
- Exit the second and third floors via the stairways on the east and west ends of the buildings.
- All personnel should meet in the parking lot north of the Business complex' first floor personnel and students will meet on the east side of the lot and 2nd and 3rd floor personnel and students on the west side of the lot.
- When the evacuation is complete, those responsible for evacuating each floor will confirm to the Associate Dean (Kathy Brook) or her Administrative Assistant (Yvonne Mendoza) that all personnel on their floors have been accounted for.
- Maps describing evacuation routes are posted next to the fire extinguisher cabinets and on the backs of office and classroom doors.

3. It is the responsibility of the departments heads (regarding faculty and staff) and the faculty teaching in the Business Complex (regarding students) to notify the Associate Dean's Administrative Assistant (Yvonne Mendoza) of any persons hired or enrolled who are mobility impaired or who have known medical problems that would require special assistance in evacuation. The persons responsible for evacuating each floor will serve as Emergency Action Leaders on their respective floors and are assigned to guide the person with special needs to safety if at all possible. The appropriate dean or department head will have the responsibility of assigning an individual and an alternate to serve as a “buddy” to stay with and assist any mobility-impaired faculty/staff member assigned to the Business Complex until emergency personnel can move the person to safety. Faculty should make similar arrangements for mobility-impaired students in their classes. If possible, mobility impaired persons should be helped to the stairwells at the east or west end of the building to await evacuation by emergency personnel.
4. Fire extinguishers are located in marked locations on each of the floors. All employees should be familiar with the location of fire extinguishers on their floor.

5. Prior to leaving the building, personnel should secure locking files, turn off the lights and close the door(s). If safely possible, all computers, copiers and other equipment should be turned off and/or unplugged prior to evacuating.

6. Once the building has been evacuated, the department heads will monitor the outside doors and stairways from a safe distance to keep anyone from entering the building until the Police Department has given authorization.

7. After normal working hours an emergency should be handled by first calling 911. The person identifying the emergency should pull the fire alarm and enlist any faculty or staff in the building to assist in evacuating the building.

8. There is a first aid kit located in the kitchen on the first floor of the Business Complex.

9. Attached floor plans indicate the location of all fire alarms and fire extinguishers.
IN AN EMERGENCY

Evacuate the first floor. All personnel from the first floor should meet in the parking lot north of the Business Complex on the east side of the lot (near Williams Hall).
IN AN EMERGENCY

Evacuate the second floor using the stairs. All personnel from the second floor should meet in the parking lot north of the Business Complex on the west side of the lot (near Kent Hall).

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SECOND LEVEL
Business Complex

- Fire Extinguishers
- Fire Alarm
IN AN EMERGENCY

Evacuate the third floor using the stairs. All personnel from the third floor should meet in the parking lot north of the Business Complex on the west side of the lot (near Kent Hall).

THIRD LEVEL
Business Complex

▲ Fire Extinguishers
★ Fire Alarm