EMERGENCY ACTION PLAN

Guthrie Hall

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 Office for Student Services, GU 109, 646-3836 or 646-4329. Notification should be made to the Records Specialist Angie Salido, 646-3799; or one of the advisors (Justine Adkisson, 646-6028; or John Shonk, 646-8003). 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:

- Cindy Blume (CPU): 4th floor offices and restroom
- Angie Salido, 3rd floor classrooms, offices and restrooms
- Justine Adkisson, 2nd floor, classrooms, offices and restrooms
- John Shonk, 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 Advisor, Justine Adkisson.

2. To ensure orderly evacuation

Exit the first floor via the breezeway;
Exit the second, third and fourth floors via the stairways on the east and west ends of the buildings.

1st floor personnel should meet on the south side of Guthrie near the west end;
2nd floor personnel should meet by the low wall on the northwest side of Hardman Hall;
3rd floor personnel should meet on the main mall due south of the breezeway;
4th floor personnel should meet on the main mall at the east end of Horseshoe Drive.

When the evacuation is complete, those responsible for evacuating each floor will confirm to the Advisor Justine Adkisson 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 department heads (regarding faculty and staff) and the faculty teaching in Guthrie to notify Justine Adkisson 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 persons 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 Guthrie Hall 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. (Locations are indicated on the attached floor plans.) 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, four faculty or staff members designated by the MBA advisor (John Shonk) 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. 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 assemble on the south side of Guthrie Hall near the west end.
IN AN EMERGENCY

Evacuate the second floor using the stairs at the east or west end or in the middle of the building. All personnel from the second floor should assemble by the low wall on the northwest side of Hardman Hall.
Evacuate the third floor using the stairs at the east or west end or in the middle of the building. All personnel from the third floor should assemble on the main mall south of the Guthrie Breezeway.
IN AN EMERGENCY

Evacuate the fourth floor using the stairs at the east or west end or in the middle of the building. All personnel from the fourth floor should assemble on the main mall at the east end of the Horseshoe.