



Emergency & Evacuation Plan

Arizona Center(AZCNTR)

455 N. 3RD STREET
PHOENIX, AZ 85004

Emergency & Evacuation Plan

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Emergency & Evacuation Plan

BUILDING INFORMATION

Arizona Center (AZCNTR)
455 N. 3rd Street
Phoenix, AZ 85004

EMERGENCY CONTACTS

On Campus Emergencies...911

ASU Police Department Non-Emergency..... 602-496-3456

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 staff, faculty, students and visitors.

As a member of the College of Integrative Sciences and Arts, it is your responsibility to:

- 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 to evacuate safely.
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AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated External Defibrillators (AEDs) may be installed within the building (see Floor Plans). The employees below have attended awareness training in CPR, First-Aid and AED. In the event of an evacuation, the AED should be removed from the service hallway by Starbucks Coffee and carried to the Assembly Area for possible emergency use.

Location of nearest AED: First floor near the service hallway doors by Starbucks Coffee and a second device in the service hallway by Cold Stone Creamery.

EVACUATION PROCEDURE

- When alarm sounds, begin immediate evacuation.
- Close doors behind you.
- If you discover smoke or a fire and the alarm has not sounded, activate the nearest pull station and call 911.
- If the alarm does not work, call 911 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 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 911 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 the pre-determined **Assembly Area** (Primary or Alternate). Once assembled, immediately report to your designated floor marshal 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.

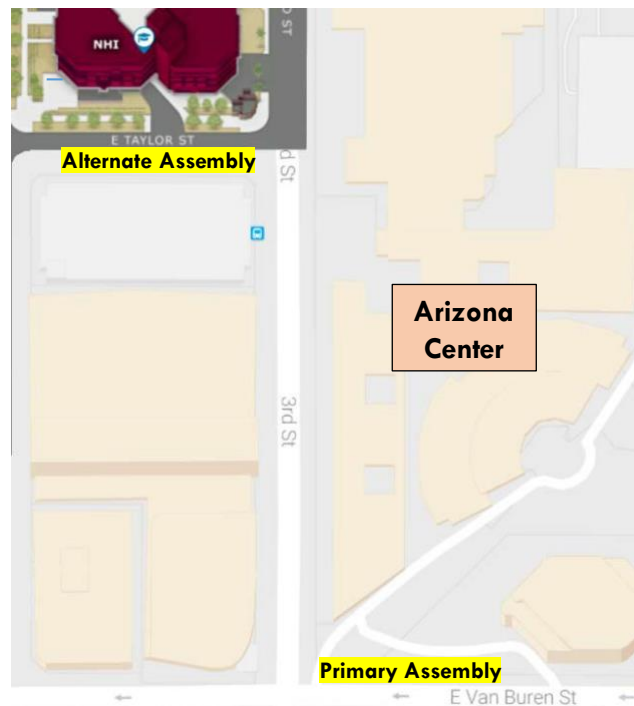
Refer to your *Emergency Response Guide* (ERG) for more details related to fire/evacuation and other emergency scenarios.

ASSEMBLY AREAS, PRIMARY AND ALTERNATE

Assembly areas are locations where building staff can assemble and be accounted for. In addition, information related to the incident can be shared with building occupants from these locations.

Primary Assembly Area: Northeast corner of 3rd Street and Van Buren.

Alternate Assembly Area: Taylor Street between 2nd and 3rd Street on the south side of Health South building.



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 (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building. This is usually performed by EH&S or their contracted services.

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 evacuation. It is important to note that the person assisting should never do more than what is being asked by the person in need. For specific information related to Arizona Center, please see **Designated Areas of Refuge** on page 6.

Prior planning and practice 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 of refuge when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area they are headed to for refuge.

Mobility Impaired – No 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 lights to facilitate alarm warning for the hearing impaired. Reasonable accommodations for persons with hearing impairments may be met by modifying the building 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. Because 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 ensure 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 911 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 of refuge are stairway enclosures. Additional areas may include fire rated corridors or vestibules adjacent to exit stair 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.

DESIGNATED AREAS OF REFUGE

AZCNTR Second Floor: The Primary Area of Refuge is located in the south stairwell closest to 3rd Street and Van Buren. The Alternate Areas of Refuge are in the stairwells located on the north, east and west ends of the building as well as the platform in front of the West Grand Staircase.

AZCNTR Third Floor: The Primary Area of Refuge is located in the south stairwell closest to 3rd Street and Van Buren. The Alternate Areas of Refuge are in the stairwells located on the north, east and west ends of the building.

MOBILITY IMPAIRED ESCORTS

In the event of evacuation, two individuals will serve as Mobility Impaired Escorts to persons in need of assistance. The escorts and disabled persons will evacuate to the **Primary Area of Refuge**. Escort 1 will wait with the disabled persons in the stairwell while Escort 2 exits the building and proceeds to the **Primary Assembly Area** (page 4). Escort 2 will be responsible for notifying emergency personnel of the location of the disabled persons and Escort 1. Individuals will volunteer as escorts at the time of evacuation due to dynamic faculty schedules.

TRAINING

Training is an integral part of the safety program for the College of Integrative Sciences and Arts, and it is the responsibility of each unit/faculty to ensure all of their employees are trained on the Emergency and Evacuation Plan. Faculty heads and supervisors are responsible for providing emergency evacuation information to employees and for making certain each one reads and understands the plan. It is the responsibility of the occupant and supervisor to become familiar with the Emergency and Evacuation Plan, to know evacuation routes and Assembly Areas and to attend training.

EMERGENCY CODE WORD

CISA Code Word: DOCTOR WATSON

If you encounter a violent/aggressive individual and need assistance but are unable to dial 911, notify a colleague by using the code word [**DOCTOR WATSON**] in a sentence. This will alert your colleague to contact emergency personnel immediately.

ACTIVE SHOOTER SITUATION

The university offers the following training materials related to active shooter and other dangerous situations that may occur on campus:

These training materials can be found at <https://cfo.asu.edu/active-shooter-preparedness>.

EMERGENCY NOTIFICATION: ALERT & ADVISORY SYSTEM

The ASU Alert and Advisory System provides updates and critical instructions in an efficient and timely manner through text message, email, social media and RSS feeds.

Students, faculty and staff will receive ASU Alerts and Advisories via email to the same mailbox where they've chosen to receive ASU email. Additionally, if a mobile/cellular phone number has been provided to the university, it will be automatically enrolled in SMS/text messages for ASU Alerts and Advisories. Because text message charges may apply, members of the ASU community may opt-out of receiving ASU Alert and Advisory text messages on their personal devices.

The College of Integrative Sciences and Arts strongly encourages faculty and staff to remain enrolled in the Alert and Advisory System. To check your status or to re-enroll, please see your **profile tab on My ASU**.

IMPORTANT CONTACTS LIST

ALL EMERGENCIES: CALL 9-1-1

ASU Contacts:

Fire	Phone Number
Emergency	911
Phoenix Fire Non-Emergency	(602) 495-5555

Police	Phone Number
Campus DPS Emergency	911
Campus DPS Non-Emergency	(602) 496-3456

Other ASU Departments	Phone Number
ASU Counseling (students)	(602) 496-1155 (DPc)
ASU Environmental Health & Safety	(480) 965-1823
ASU Emergency Preparedness	(480) 965-6328
ASU Employee Assistance	(480) 965-2271
ASU Health Services Nursing & Health Innovation Building	(480) 965-3349
ASU Hotline	1-877-786-3385
ASU Media Relations Office	(480) 965-3502

Community Contacts:

Local Hospitals	Phone Number
Banner Good Samaritan Medical Center 1111 E. McDowell Road Phoenix, AZ 85006	(602) 239-2000
Phoenix Memorial Hospital 1201 S. 7 th Avenue Phoenix, AZ 85007	(602) 258-5111
Arizona State Hospital 2500 E. Van Buren Phoenix, AZ 85008	(602) 244-1331
St. Joseph's Hospital and Medical Center 350 W. Thomas Road Phoenix, AZ 85013	(602) 406-3000
Maricopa Medical Center 2601 E. Roosevelt Street Phoenix, AZ 85008	(602) 344-5011
Arizona Burn Center at Maricopa Medical Center 2601 E. Roosevelt Street Phoenix, AZ 85008	(602) 344-5726

UNIVERSITY CLASSROOM EMERGENCY PROCEDURES

All University Classrooms

The purpose of this guideline is to briefly outline emergency procedures that faculty, graduate students, teaching assistants and staff should review with class attendees during the first class meeting.

Identify and point out the locations of:

- Exits
- Fire extinguisher(s)
- Pull stations (primarily near exits)
- Telephone(s)
- Electrical breaker panels and emergency on/off switches (if applicable)
- Emergency eyewash stations and safety shower (if applicable)
- Designated emergency assembly area*
- Emergency Response Guide (ERG) Flip Chart**

If you discover a fire:

- Sound the alarm manually if it has not already been activated;
- Call 911 or ensure someone calls 911 if you choose to fight the fire;
- Use the nearest fire extinguisher if you are trained and competent in the use of an extinguisher and if the fire can be controlled or extinguished with this method. If you choose to fight the fire, do so without putting yourself or anyone else at risk and keep yourself between the exit and the fire.

The activation of a pull station should be followed with a call to 911 from a safe location. Any emergency warrants a call to 911, even if you think another person may have called. Specify whether you need police, medical or fire assistance. 911 calls from cellular phones will connect with the Phoenix dispatch center. Under these circumstances, let the dispatcher know from which ASU campus you are calling.

When calling 911 have the following information available:

- Building name and address or closest mall intersection
- Room number
- Type of emergency (e.g. injury, chemical release or fire)

If the alarm sounds:

- Stop what you are doing;
- Secure any dangerous activity;

- Assist persons with special exiting needs;
- Leave the building immediately by the nearest and safest exit;
- Do not use elevators;
- Do not re-enter the building if the alarm stops; wait until the “All Clear” has been given by the local fire department or campus police services.

If the emergency involves an unconscious or injured person:

- Ensure there is no danger to yourself or the victim;
- Do not move the victim unless their life is endangered by staying in the current location;
- Call 911 and remain with victim until help arrives.

Report the events of the emergency to your supervisor or faculty head as soon as you can do so safely.

*A designated emergency gathering point is a predetermined location that is a safe distance from the building. Be prepared to relocate if wind direction or fire location present problems. For Arizona Center, please see **Assembly Areas** on page 4 of this emergency plan.

**Emergency Response Guide (ERG) Flip Charts are available from the ASU Department of Public Safety (480-965-3456). Please review the flip chart upon receipt for ease of use in case of an emergency.

For additional information, contact ASU Environmental Health & Safety at (480) 965-1823 or at EHS@asu.edu.