



UNIVERSITY OF MINNESOTA

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NEVER ENDANGER YOUR PERSONAL SAFETY

Building evacuation is mandatory whenever a fire alarm sounds. Every building occupant is responsible for knowing these procedures.

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Scope of Evacuation Plan

This plan has been prepared to ensure orderly and complete evacuation of your building whenever an emergency occurs, or the alarm sounds.

The primary objectives of this building plan are to ensure that:

- Everyone leaves the building safely.
- A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
- Building occupants are accounted for after an emergency evacuation.
- Personnel are selected among building occupants, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the building:

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).
- Building air contamination

The following are emergencies for which it will be necessary to seek shelter in the building's designated shelter:

- Severe weather
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).

The plan will be updated at least annually. The plan will be revised by members of the building's safety committee, which is comprised of staff who have volunteered to participate in the planning process.

Key Words & Definitions

Work Area Rep: checks department rooms and informs all people in work area of evacuation. Reports to Floor Monitor.

Floor Monitor: monitors corridors on assigned floor and ensures personnel are moving toward exits; checks bathrooms, assists with safe rooms. Reports to Emergency Coordinator.

Emergency Coordinator: collects information on who may still be in the building and who needs help in safe rooms. Communicates with emergency personnel.

Area of Refuge: regular room that is easily accessible to individuals with limited mobility, has closeable doors

Designated Shelter: provides shelter in the building during severe weather or other emergencies.

Evacuation Assembly Point: assigned meeting location outside of building in the event of evacuation.

FM: Facilities Management

General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Contract workers will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.

General Evacuation Procedure

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Meetings in session must be dismissed and students directed to leave.
- Follow the quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn't mean the emergency is over.

Chemical Spill Instructions

Whenever you hear the building alarm or are informed of a chemical spill:

- Notify other lab occupants in immediate area
- Everyone who can safely leave, should leave lab away from spill
- While exiting, close double doors leading into other labs
- A lab occupant leaving lab should immediately head to area of refuge button (near freight elevator on each floor) or call 911

- Notify operator of spill and location
- Operator can remotely activate fire alarm and send emergency personnel
- Evacuate building according to general evacuation procedures

Radiation Incident Instructions

Whenever you hear the building alarm or are informed of a radiation incident:

Occupants should call 911 in the following situations:

1. if you encounter a radiation incident
2. if you are unsure as to whether or not you are at a radiation incident

The following information is needed:

1. Report that you have a radiation incident
2. Building Name
3. Room Number
4. Brief Description of the incident
3. Your name and a telephone number where you can be reached

DO NOT LEAVE. Remain at the incident and near the phone · All individuals must be surveyed prior to being released

Active Shooter Instructions

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

If escape is possible:

- **If it is safe to escape from the building, do so.**
- Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc., between you and the gunman whenever possible.
- Dial 911 when you are a safe distance away.
- Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:

Note: RFSS may utilize building intercom systems to notify building occupants to seek shelter.

1. Upon learning of an active shooter in the building, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
 - Block interior windows and/or close interior blinds whenever possible.

- Turn off all radios/speakers and computer monitors and silence cell phones.
 - Place signs in exterior windows to identify the location of injured persons.
 - The shooter may bang on the door and yell for help as a way to entice you to open the door.
 - When in doubt, do **NOT** open the door.
2. If you can do so safely, allow others to take shelter with you.
 - Remember the safety of the many vs. the safety of the few.
 - Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
 3. After securing the room all occupants should take cover where they cannot be seen from any windows.
 - Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
 - Occupants should **NOT** group together. Remain spread apart.
 4. Dial 911 if it is safe to do so. Give your location and a description of the shooter.
 - Remember that responding law enforcement personnel will not know whether or not you are a threat.
 - Follow all directions from officers.
 - Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

Severe Weather Emergency Instructions

In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location

- In the event of the release of hazardous chemical substances which threaten human health and the immediate lab needs to evacuate, but other building occupants are safe, please follow the steps below:
 - Notify other lab occupants in immediate area
 - Everyone who can safely leave, should leave lab away from spill
 - While exiting, close double doors leading into other labs
 - Contact DEHS according to established lab safety protocols.

Other Building Emergency Instructions

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the Building Systems and Automation Center (BSAC) at [REDACTED] to notify them of the emergency. Call [REDACTED] for *after-hours* emergencies.
- Notify staff who are located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

Evacuation Assembly Points

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are **designated by floor** as listed below:

Floor	Evacuation Assembly Point
1-3	Mayo Plaza
[REDACTED]	MCB Plaza (Washington Ave)
4-7	MCB Plaza (Washington Ave)

Exterior Evacuation Assembly Location Map



Emergency Evacuation Personnel

For the purpose of this plan, emergency evacuation personnel and their alternates are regular employees who have been selected to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points where they will be accounted for, and persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

On the following page is a list of building emergency evacuation personnel, and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety

Personnel	Duties
<i>Trainers</i>	<ul style="list-style-type: none"> ● Train employees in a safe and effective evacuation plan, being sure that all employees understand their responsibilities (see next box.) ● Train employees how to assist those with limited mobility so the closest people can assist.
<i>All Employees</i>	<ul style="list-style-type: none"> ● Have a general awareness of all current and present occupants, including part time and student employees and students in the immediate work area. ● Assist and/or direct occupants with limited mobility either to safe rooms, or down stairs if able to negotiate stairways. ● Leave the building as soon as possible and go to your assembly area. ● On your way out, quickly alert others in rooms that you pass, including restrooms ● Gather at the assigned assembly area, checking in with your work area rep. ● Be sure to tell the area rep. of any occupant with limited mobility who is in a safe room.
(Cont. on next page)	

Emergency Evacuation Personnel Cont.	
Personnel	Duties
<i>Work Area Reps.</i>	<ul style="list-style-type: none"> ● Create an occupant list (and keep up to date) for your floor/area and have it easily accessible to grab on the way out in case of an emergency. ● Inform area occupants to leave the building in cases where there is word of an emergency but building alarm didn't sound. ● As evacuation is in process, remind occupants of their duty to report to their assembly point and to the work area rep. ● Leave the building as soon as possible and go to your assembly area. ● Check off co-workers who safely reported to the assembly point from the occupant list. ● Collect information on missing personnel known, or suspected to still be in the building, and report to floor monitor or emergency personnel.
<i>Floor Monitor</i>	<ul style="list-style-type: none"> ● Make sure fire doors on enclosed stairways and exits are closed and not blocked open. ● Leave the building as soon as possible and ensure the assigned entryway is being monitored. Report the presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept. ● Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal. ● Gather information from Work Area Reps of who might still be in the building and where. Report to Emergency Coordinator
<i>Emergency Coordinators</i>	<ul style="list-style-type: none"> ● Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps. ● Meet emergency responders at the building entrance. ● Report information on occupants needing assistance to evacuate and other personnel suspected to still be in the building to emergency responders or On Scene Commander. ● Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel. ● Conduct post emergency meeting if necessary.
<i>On Scene Police Officers</i>	<ul style="list-style-type: none"> ● Assist emergency responders from the fire department in gaining access to the building as needed. ● Help secure building and prevent re-entry ● Maintain communication between emergency responders and University officials.

List Of Work Area Reps

The following individuals have been selected as Work Area Reps, and will carry out their duties as listed in this plan under “Work Area Reps duties.” Redundant Work Area Reps have been selected for each area in the event the primary Work Area Rep is unavailable at the time of an emergency.

Floor	Work Area Reps
1	
2	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
3	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
4	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
5	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
6	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
7	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■
	■■■■[REDACTED]■■■■

List Of Floor Monitors

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor	Floor Monitors	
	Primary	Alternate
1		
2	████[REDACTED]████	████[REDACTED]████
3	████[REDACTED]████	████[REDACTED]████
4	████[REDACTED]████	████[REDACTED]████
5	████[REDACTED]████	████[REDACTED]████
6	████[REDACTED]████	████[REDACTED]████
7	████[REDACTED]████	████[REDACTED]████

Floor Monitor Building Entrances

MCB has four main entrances. These entrances must be monitored during building evacuation to maximize building security, limit access to emergency personnel, and ensure unsuspecting employees and visitors do not enter the building, until the all-clear signal is given.

This task is delegated to the Floor Monitors. Floor Monitors who are assigned to monitor these entrances will ensure to delegate this responsibility to someone else in case of their absence during an emergency.

Floor	Assigned Entrance
1	MCB/Moos Link Door, MCB/Jackson RAR Link Door, RAR Supervisor
2	MCB/Jackson Link Door, MCB/Moos Link Door
3	Washington Ave North Entrance, MCB/Mayo Link Door, MCB/Jackson Link Door, MCB East Entrance,
4	MCB/Jackson Link Door, MCB/Moos Link Door

List Of Emergency Coordinators

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

Contact Priority	Contact Name	Phone	Email
Primary	■■[REDACTED]■■	■■[REDACTED]■■	■■[REDACTED]■■
First Alternate	■■[REDACTED]■■	■■[REDACTED]■■	■■[REDACTED]■■
Second Alternate	■■[REDACTED]■■	■■[REDACTED]■■	■■[REDACTED]■■

Areas of Refuge

Area of refuge icon:



Building “Areas of Refuge”

Reasonably “areas of refuge”, unless otherwise specified, are regular rooms that are easily accessible to individuals with limited mobility, are preferably equipped with a telephone and windows to the outside, and are monitored by emergency personnel (Work Areas Reps, Floor Monitors).

One area per floor is designated as an “area of refuge”. These areas are for use as a refuge by individuals who cannot negotiate stairs during evacuation, until trained emergency rescue personnel arrive to assist in their safe evacuation if circumstances warrant. These locations have emergency contact buttons in order to inform emergency personnel of your specific need and location.

The following are areas of refuge:

Floor	Safe Areas
1	■■[REDACTED]■■
2	■■[REDACTED]■■
3	■■[REDACTED]■■
4	■■[REDACTED]■■
5	■■[REDACTED]■■
6	■■[REDACTED]■■
7	■■[REDACTED]■■

Designated Shelters

Designated shelter icon:



Building Shelters

Every building should have at least one shelter designated for severe weather or other emergency which would require sheltering in place.

The following are designated shelter locations:

Floor	Designated Shelters
1	Hallway outside the elevators and RAR space
2	Hallway space along biology teaching labs, away from open atrium area
If unable to reach shelter	An interior hallway or windowless room away from lab space housing large, flammable equipment or Restrooms

AED Locations

AED icon:



Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas:

Floor	Location
3	Near main elevators
6	Near main elevators

Tone Alert Radios

Tone alert radio icon:



Tone Alert Radios (TARs) receive severe weather warnings, such as tornado warnings, and other emergency information via a radio frequency. Messages are sent from the University of Minnesota Public Safety Emergency Communications Center. A test message is sent at 1 p.m. the first Wednesday of every month.

Tone Alert Radios are located in the following areas:

Floor	Location
3	■■[REDACTED]■■

Building Map With Areas of Refuge, Designated Shelter, AED Equipment & Alert Radios

One floor per page beyond this point starting with building's lowest level.

First Floor

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**REDACTED
MAP**

Second Floor

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**REDACTED
MAP**

Third Floor

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**REDACTED
MAP**

Fourth Floor

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**REDACTED
MAP**

Fifth Floor

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**REDACTED
MAP**

Sixth Floor

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**REDACTED
MAP**

Seventh Floor

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**REDACTED
MAP**

List Of Building Emergency Plan Committee Members

The following is a list of Building Emergency Plan Committee Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending safety meetings and discussing building safety issues as a group. Members are selected on a volunteer basis.

Building Emergency Plan Committee Members:			
Member	Department	Email	Office Phone
■[REDACTED]■	RFSS	■[REDACTED]■	[REDACTED]
■[REDACTED]■	RFSS	■[REDACTED]■	[REDACTED]
■[REDACTED]■	RFSS	■[REDACTED]■	[REDACTED]

Quick Emergency Procedure Infographic

EMERGENCY PROCEDURES

State you are at the University of Minnesota, Building _____, Room _____

Register for text alerts at TXT-U.umn.edu

Learn about safety guidelines, procedures, and resources at SAFE-U.umn.edu

Remain alert and aware of your surroundings at all times

 <p>FIRE</p> <p>EVACUATE</p> <ul style="list-style-type: none"> • Activate nearest fire alarm • Proceed to nearest exit • Use stairs, not elevators • Assist persons with disabilities/special needs • Meet at designated assembly areas • Stay away from building entrance(s) • Account for individuals • Re-enter area only when directed by authorities 	 <p>SEVERE WEATHER</p> <p>SEEK SHELTER</p> <ul style="list-style-type: none"> • Close all doors, including main corridors • Move to lowest interior space of building, such as hallways, basements, and restrooms away from windows and glass • Crouch near floor or under heavy, well-supported objects and cover back of head • If outdoors and there is no time to move into an interior space, lie flat in nearest depression, ditch, or ravine, and cover back of your head 	 <p>MEDICAL EMERGENCY</p> <p>STAY CLEAR</p> <ul style="list-style-type: none"> • If trained, administer first aid/CPR/automated external defibrillator as appropriate • If not trained, stay clear of area where emergency has occurred • Direct first responders to incident location • Re-enter area only when directed by authorities
 <p>SUSPICIOUS ACTIVITY</p> <p>STAY CLEAR</p> <ul style="list-style-type: none"> • Always report unusual or suspicious activity to 911 • Open locked doors for authorized persons only • Do not touch or disturb unknown or suspicious objects • Secure belongings, assets, and research • Re-enter area only when directed by authorities 	<p>BE PREPARED</p> <div style="background-color: white; color: black; padding: 10px; font-weight: bold; font-size: 2em;">SAFE U</div> <p>EMERGENCY 911</p>	 <p>POWER OUTAGE</p> <p>EVALUATE</p> <ul style="list-style-type: none"> • Secure all experiments, unplug electrical equipment, and shut off research gases • Fully close fume hoods • If people are trapped in an elevator, do not pry open elevator doors • Isolate hazardous areas to prevent harm and/or evacuate building as appropriate • Re-enter area only when directed by authorities
 <p>HAZARDOUS MATERIALS RELEASE</p> <p>EVACUATE</p> <ul style="list-style-type: none"> • Alert people in immediate area to evacuate • Avoid breathing vapors from spill • Unless properly trained, do not attempt to clean up spill • If personally contaminated, seek eye wash and/or emergency shower • Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames, within spill area • Re-enter area only when directed by authorities 	 <p>HOSTILE INTRUDER</p> <p>GET OUT, HIDE OUT, KEEP OUT</p> <ul style="list-style-type: none"> • If you know location of assailant, consider escaping if a safe route is available • IF UNSAFE TO ESCAPE: <ul style="list-style-type: none"> • Immediately seek protection • Secure area by locking or barricading door using whatever means available • Stay behind solid objects away from door • Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate • Obey law enforcement direction 	 <p>NATURAL GAS LEAK</p> <p>STAY CLEAR</p> <ul style="list-style-type: none"> • Leave area at once and go to an exterior location where you no longer smell gas • Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames • Do not try to locate source of gas leak • Meet at designated assembly areas • Re-enter area only when directed by authorities



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Visit umn.edu, watch for a TXT-U, check your email, and tune into the local media for updates.