PURDUE UNIVERSITY®
FORT WAYNE

BUILDING EMERGENCY PLAN

Building Name: Engineering Technology and Computer Science

Date Revised: May/14/2025

Version # 1

Prepared By: Maurice Ralston

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QUICK REFERENCE SUMMARY

Building Deputy Name: Maurice Ralston

Phone # 260-481-6203

Evacuation Emergency Assembly Areas (***fire alarm***):

The adjacent parking lots nearest exits Lot 4/Lot 7/Lot 8

Shelter in Place requirement for a ***tornado warning***:

Shelter in nearest Building in room with no windows

Shelter in Place requirement for a ***civil disturbance such as a shooting:***

If one cannot get away, shelter in a room that is securable preferably without windows.
Use the "Get Ready…Get Set…Go" chart to provide options based on situational awareness.

Shelter in Place requirement for a ***major hazardous materials release:***

shelter in nearest building or classroom, shutting any open doors and windows.

NOTE: In-depth information, procedures, and considerations are detailed on the following pages. This summary provides the evacuation and shelter locations for various incidents. Everyone should read and understand the entire BEP at least once per year. Please contact the Emergency Preparedness Office at 481-5493 if you have any questions.

Section 1: User Items

1.1 Emergency Contact Information:

Table 1. Building Deputy and designated BEP developer

Name:	Maurice Ralston
Phone Number:	(260) 481-6203 (16203)
Email Address:	ralstonm@pfw.edu
Office/Room Number:	ET-330
After Hours Emergency Contact Number (if applicable)	(260) 609-9697

1.2 Non-emergency Contact Numbers:

- Purdue FW Police (non-emergency) 260-481-6827
- Environmental Health and Safety 260-481-4193
- Facilities Management 260-481-6832
- Emergency Preparedness Office 260-481-5493 Lisa.zerkle@pfw.edu
- Campus Credentials and Transportation 260-481-6611

1.3 Automatic External Defibrillator (AED)

A) There are AED (s) throughout most of the buildings on campus. If your facility has an AED(s), please fill out the following table:

Table 2. AED Location and Contact Person

AED Location (Room and Floor)	Contact Person (Name and Phone)
1st floor by 152	Facilities Maintenance 16832
3rd floor by 352	Facilities Maintenance 16832

1.4 Response to Alarms:

REMEMBER, WHEN YOU HEAR:

- ALL HAZARDS OUTDOOR WARNING SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

If you are outdoors and hear a siren, go indoors. If you are indoors and hear a siren go outdoors.

In both cases, you should seek additional clarifying information by all possible means…text, Twitter, email, Purdue Fort Wayne Homepage, TV, radio, etc.

A) Building Specific Shelter in Place Procedures and Locations:

1) Shelter in place procedures must take into account any specific building and occupant needs.
   (i) ***Recommend you describe your shelter in place locations and procedures for a tornado warning, life threatening incident such as a shooting, and a major hazardous materials release.***
   (ii) Describe your building specific shelter in place procedures here:

Tornado Warning: Go to 1st floor South hallway(Hallway on Lobby side of building), or basement.

Active Threat: Leave the area if possible if not Shelter in nearest room with no windows and lock doors if possible. If the door can't be locked barricade it. Turn off lights and silence all phones.

Hazardous waste spill: Exit area as soon as possible.

Avoid elevators during emergencies.

2) If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident.
   (i) **Once you have determined the type of emergency, follow the below chart if there are no building specific procedures:**

Table 3. Emergency and Shelter Locations

EMERGENCY	EMERGENCY ASSEMBLY AREA (EAA)— SHELTER IN PLACE
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Civil Disturbance—active shooter	Seek a safe location, preferably a room without windows that can be locked or secured by barriers.
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.

1.5 Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. (*Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.)*

Add your building specific evacuation procedures here.

Proceed to nearest exit or Stairwell and exit building and go to nearest parking lot for assembly: From Lobby exit doors 1 6 or 7 go to Parking Lot 7 As far from building as Possible. From exit near CS door 2 go to PL 8 as far from building as possible. From exit by machine shop door 3 go to PL 4 It is just on the other side of road adjacent to PG-1. From 137 exit door 4 to PL 4. From et-141 exit through door 5 and go to PL-4

For inclement weather assemble in PG-1 ground level closest to ETCS.

1.6 Emergency Assembly Area Location

(after you have evacuated your building)

A) Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel.
   1) Designated locations for each building can be found in the Emergency Handbook beginning on page 135.
   2) Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a "headcount" very difficult to conduct.
   3) ***The Building Deputy or representative should provide first responder personnel as much information as you know. Provide this information to the nearest public safety official as soon as possible.***

   4) Primary location should be ***outside***, in an area away from the building. Describe the EAA location and your accounting procedures here:

Emergency assembly areas are the 3 adjacent parking lots closest to the building Lots 4, 7and 8. Assemble in an area as far from the building as possible.

   5) Secondary location should be ***inside a nearby building*** in case of inclement weather. Describe the EAA location and your accounting procedures here (Use a different font color or bold the information):

Secondary assembly area is the Parking Garage 1 Lower level closest to ETCS in case of inclement weather

Section 2: Information for Emergency Responder

2.1 Building Description

Describe the building (number of floors and major uses of building) here:

The Engineering Technology and Computer Science building has 5 floors.
Basement Maintenance spaces for building.
1st floor Class rooms and Machine shops and the Engineering Power lab in ET 105 with High power.
2nd floor Computer labs and electronic labs and Polytechnic Machine power lab with high voltage.
3rd Floor Class rooms and computer and electronic labs
4th Floor is the building machinery space. Air handlers for Heat and Air Conditioning

2.2 Building Departments

List all departments with employees in your building.

Table 4. Departments and Safety Coordinators

Department	Safety Coordinator	Phone	Building	Room
Computer Science	Adolfo Coronado	16181	ETCS	125B
Polytechnic	Maurice Ralston	16203	ETCS	330
Constuction and Mechnical Engineering	Caleb Dunlap	16534	SS	134
Electrical and Computer Engineering	Gouping Wang	16036	ETCS	327H
Student Success Center	Maurice Ralston	16203	ETCS	227
System Engineering	Maurice Ralston	16203	ETCS	227
Outreach	Maurice Ralston	16203	ETCS	330

2.3 Building Critical Operations

Critical operations are any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. This information must be readily available to first responders to assist them in their emergency response efforts.

Employees may need to notify Purdue Fire about the following critical operations:

Table 5. Operations and Responsible Persons

Operation	Room	Department	Responsible Person	Phone
Machine tools	124	Polytechnic	Jason Moyer	16371
Machine tools	137	Polytechnic	Jason Moyer	16371
High Voltage Rotating machines	211	Polytechnic	Maurice Ralston	16203
High Voltage	215	Poytechnic	Maurice Ralston	16203
High voltage rotating machines	105	ECE	Maurice Ralston	16203
Furnace and metal testing tools	339	CME/Polytechnic	Dale Ruppert	16379
Flammable Liquids	343	CME/Polytechnic	Dale Ruppert	16379
Flammable Liquids	342	CME	Dale Ruppert	16379

2.4 Building Alarms

In addition to building fire alarm systems, many campus buildings have specialized alarms that building occupants may need to be aware of. These could include; freezer temperature alarms, HVAC flow alarms, doors / access alarms. Also, certain classrooms on campus may have an Alertus Emergency Beacon installed.
Please list these alarms below:

Table 6. TV Monitors and Responsible Persons

Alarm Type	Room	Department	Responsible Person	Phone
TV Monitor	Lobby	ETCS		
TV Monitor	By ET-327	ECE	Gouping Wang	16036
TV Monitor	By ET-111	CS	Adolfo Coronado	16181

2.5 Building Safety Committee

If your building has a safety committee, please list committee members and positions (chair, vice-chair, other officers, members, etc.).

Table 7. Building Safety Committees

Name	Title	Department	Phone	Building	Room
N/A					