

UNIVERSITY OF ARIZONA BUILDING EMERGENCY PLAN

Building Name: **Drachman Hall (B-side/west-side) #202**

Building Address: **1295 North Martin Avenue**

Building Manager Name: **Michelle Garcia (B-side/west-side)**

Date Completed: **5/2/23 by David Bishop**

GENERAL GUIDELINES

This document is intended to serve as a guide to be used in conjunction with the University's [Campus Emergency Response Plan \(CERP\)](#) for employees, students, and DCCs in emergency situations. Employees should familiarize themselves with these procedures before an emergency occurs and review the document annually. New employees must be instructed to read the procedures during their onboarding process.

UAlert is the primary source of information during any type of emergency. **When a potential emergency exists, UAPD should be notified immediately by calling 9-1-1.** UAPD will notify everyone within the University and provide information and instructions through the UAlert system.

During an emergency when people need to be directed to another area within the building or evacuated from the building, certain duties need to be performed by each department:

- Familiarize yourself with all emergency exits in ALL areas where you work. If you are away from your department, follow the appropriate emergency procedures for exiting the building. Do not return to your department and/or office.
- Employees will not be responsible for removal of everyone in the building, only for making sure everyone knows the evacuation route and emergency exit locations.
- Departments will issue their own procedures for securing valuable items.
- Departments will be responsible within office areas for notifying everyone to evacuate and directing them to the closest emergency exit.
- Assist people with disabilities.
- Only if able to do so quickly, take personal belongings (keys, purses, wallets, phone, etc.).
- **DO NOT** use elevators. If you are on an elevator, get off at the next floor immediately.
- Go to the emergency assembly areas or points, listed below.
- **DO NOT** re-enter the building until directed to do so by appropriate personnel.

- Keep calm, do not show panic or agitation.
- In all cases, personal safety is the primary concern.

There are many types of emergencies detailed in the University of Arizona's [Emergency Procedures](#). The directions for medical emergency, evacuation, lock-down, and shelter-in-place during an emergency are below.

MEDICAL EMERGENCY

- CALL 9-1-1
- Unless trained, do not render assistance above basic first aid.
 - Determine the welfare of the ill or injured person by asking, "Are you okay?" and "What is wrong?"
 - If the ill or injured person is unconscious, check pulse and breathing and perform CPR if necessary.
 - Control serious bleeding by direct pressure and elevation of the wound.
 - Keep the ill or injured person still and comfortable; have them lie down if necessary.
- **DO NOT** attempt to move the injured person unless they are in immediate danger.
- Clear the area of unnecessary people.
- Have someone meet and escort the medical team to the victim.
- Limit your communications with the ill or injured person to quiet reassurances.
- After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
- If the victim is an employee, notify their supervisor.
- The locations of the automated external defibrillators (AED) and trauma first aid kit are listed below.

EVACUATION

Circumstances that may require evacuation include, but are not limited to:

- Power failure
- Criminal activity
- Discovery of a suspicious object
- Fire
- Unexpected release of a hazardous material

Notification for building evacuation will come through the building's fire alarm system and/or UAlert.

If evacuation of part of or all the campus is necessary, monitor UAlert, email, and the University Incident page <https://www.arizona.edu/incident> for additional information.

Always remain calm and follow the directions given by emergency responders (police and fire) as they arrive.

LOCKDOWN

A lockdown will be ordered when a particular human threat exists, and a building or buildings needs to have exterior doors/entrances locked, to prevent an unauthorized person or persons from entering the building.

The authority to issue a lockdown will come from designated individuals within UAPD. UAPD will notify Amer-X to initiate a lockdown of one or more buildings within the University of Arizona.

It is important to understand if a building is placed on lockdown, employees should discourage, but not physically prevent, any person from exiting the building. The building will remain on lockdown until the appropriate authorities have communicated the threat no longer exists.

The goal of a lockdown is to limit exposure to danger by preventing persons from entering campus buildings. If a lockdown is ordered:

- Stay inside. Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest open building.
- Choose a room with a sturdy door and lock.
- Close windows, shades, and blinds.
- Be out of view of the hazard. Stay away from glass windows or doors.
- Be cognizant of which way the door opens.
- In addition to locking the door, fortify doors with heavy items such as furniture.
- Stay low and hide behind large items that may provide full or partial cover.
- Avoid detection by turning cell phones on silent and room lights off.
- Monitor UAlert, email, and the University Incident Page <https://www.arizona.edu/incident> for updates and further instructions.
- Once in a secure location, do not leave until receiving the “all clear” notification from law enforcement or UAlert.

SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors. Reasons for a shelter-in-place order may vary but will most commonly be given for a natural disaster or weather condition. Notification for shelter-in-place will be given through UAlert or through your chain of command. The exterior doors of the building will remain at their normal operating level.

If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter.
- Close all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- When considering what rooms or spaces in a building could be used for a shelter-in-place, think about potential restroom needs, water access, etc.

- Monitor UAlerts over email and text message for further instructions.
- Report any emergency or unusual condition by calling 9-1-1.
- **DO NOT** leave the building until receiving the “all clear” from a law enforcement officer or UAlert.

Significant Building Information: The following information should be placed on its own page and printed for posting throughout the building.

SIGNIFICANT BUILDING INFORMATION

BUILDING NAME: Drachman Hall (B-side [Pharmacy]) #202

BUILDING ADDRESS: 1295 North Martin Avenue

CONTROLLED POINT OF ENTRY FOR THIS BUILDING: All exterior doors

BUILDING EXITS: All Three Floors: east and west ends of each floor. Additional Exits on First Floor: south side of classrooms B109 and B111; east door of office suite B107; south door to B115

PANIC BUTTON LOCATIONS: Office suite B107

SECURE ROOM LOCATION: None

THIS BUILDING IS EQUIPPED WITH SECURITY CAMERAS: Yes

AED LOCATION: Second-floor hallway (B200N), outside office B210

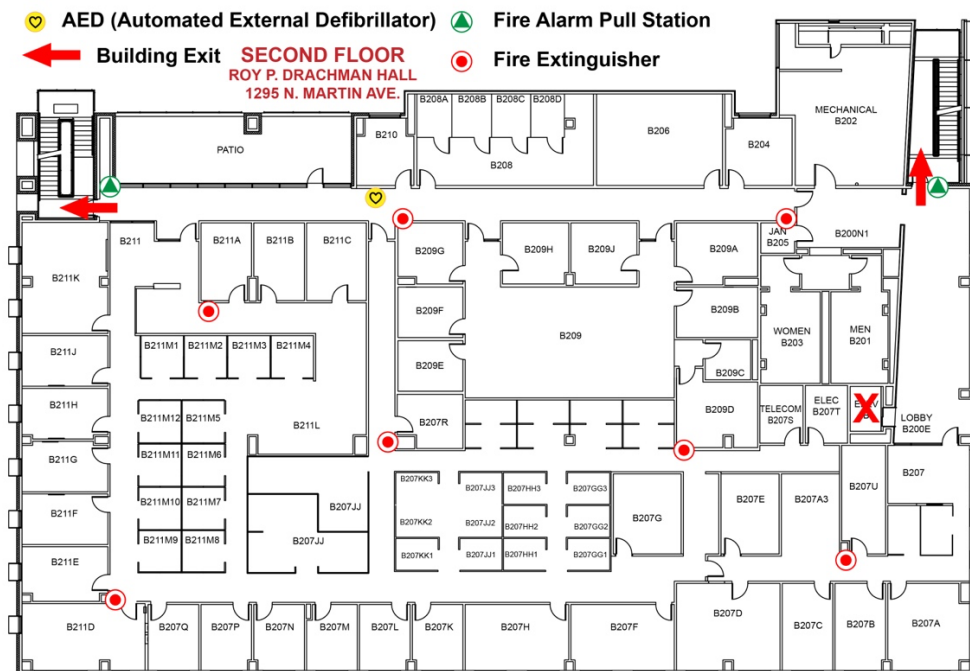
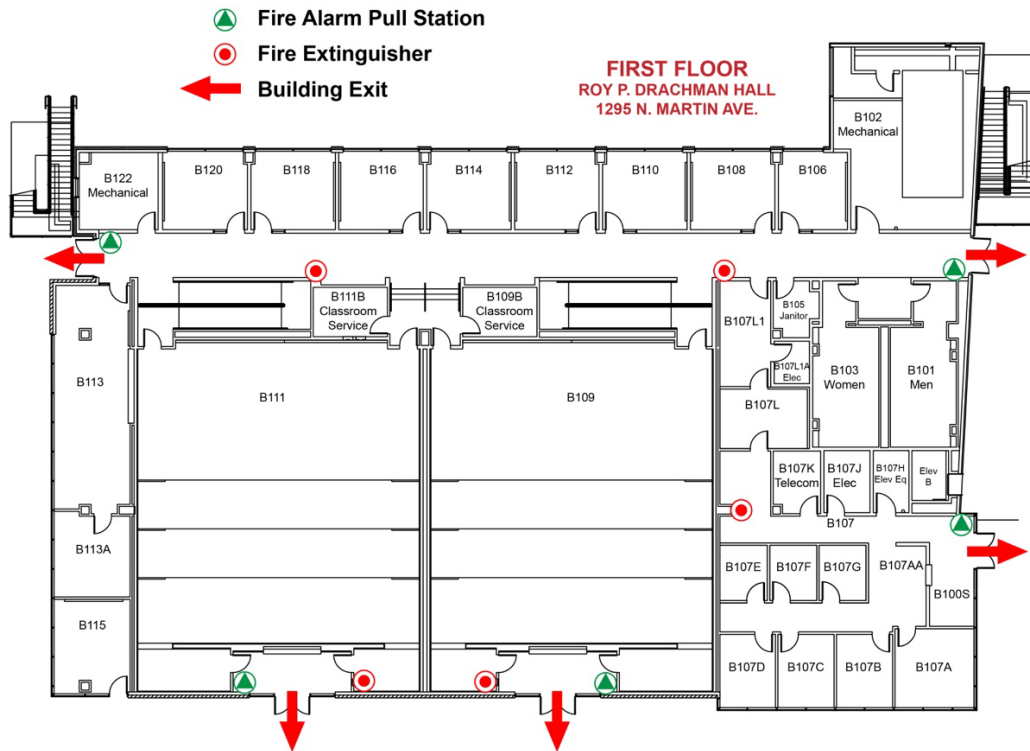
TRAUMA MEDICAL KIT LOCATIONS: None

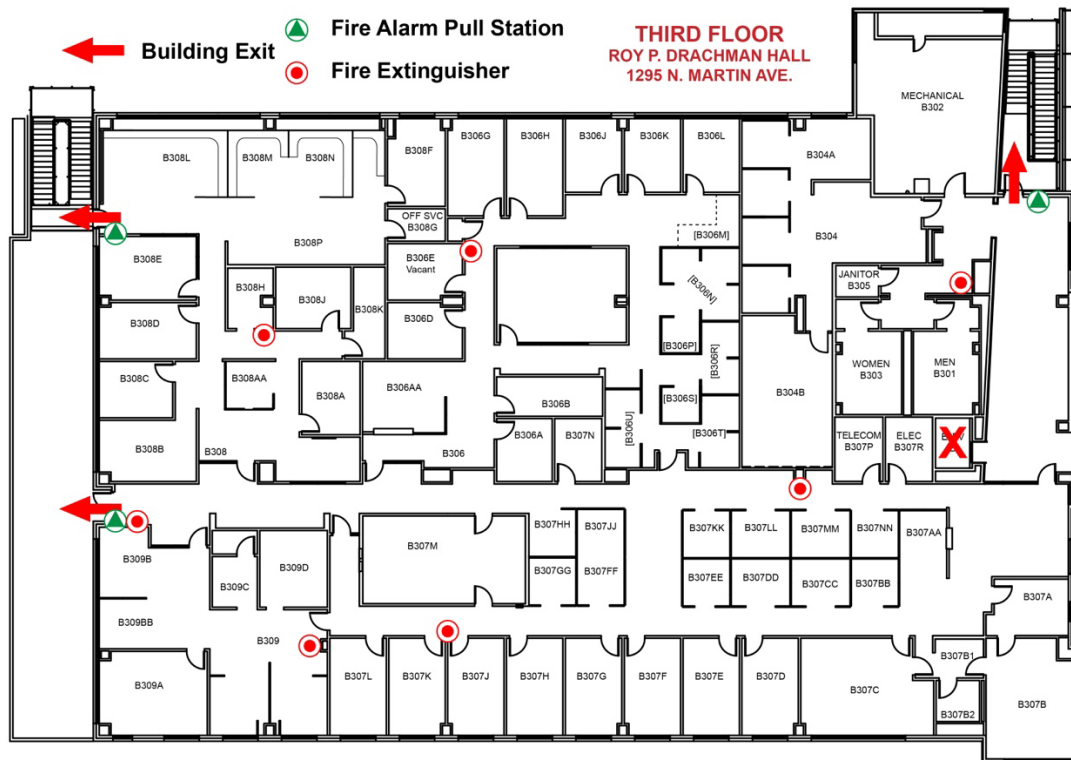
EMERGENCY ASSEMBLY AREA/POINT FOR EMERGENCIES, SUCH AS FIRE: Lawn on south side of Drachman Hall B-side.

EMERGENCY ASSEMBLY AREA/POINT FOR ACTIVE THREAT: Run away from the active threat and exit the building. Place as many buildings between you and the threat as possible and then contact your supervisor for accountability.

EVACUATION ROUTE: Follow the exit signs above doorways and in the hallways to the nearest exit

BUILDING EXITS:





EMERGENCY ASSEMBLY AREAS/POINTS FOR EMERGENCIES, SUCH AS FIRE:

