

EMERGENCY ACTION PLAN

Automated External Defibrillator (AED)
1st floor hallway by the southwest door.

IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

ALARM DEVICES

Fire: Smoke Detectors

Tornado: EMA Warning Siren

IN PERSON *By Security or Law Enforcement personnel*

Fire: Upon discovery by personnel or passerby

Tornado: Upon sighting by personnel or passerby

CRISIS COMMUNICATION

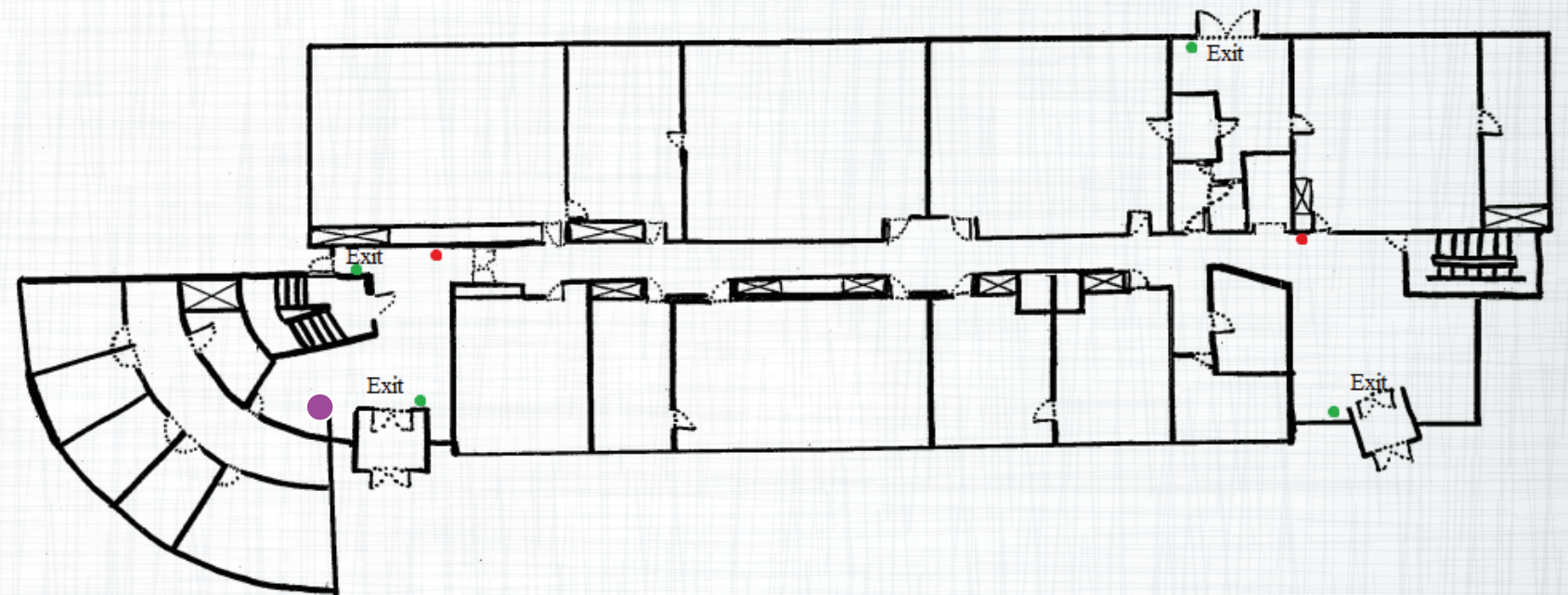
FROM MILLIKIN PUBLIC SAFETY VIA:

- » Send Word Now
- » Email Alert
- » Novell Desktop Alert
- » Verbal Message from Security Staff

THE POLICY OF THIS ESTABLISHMENT IN THE EVENT OF FIRE OR OTHER EMERGENCY IS:

- » **Fire:** Evacuate immediately
- » **Tornado:** Seek shelter in lowest space available (*lower level*).
- » **Campus Emergency:** Follow instructions given in crisis communication to mitigate hazards.

Instructions may include a "lock down" and/or shelter in place instruction. For this space a "lock down" may be implemented by building or security staff securing the exterior doors. Further sheltering into lockable classrooms, offices, or other spaces may be preferred.



EVACUATION

Occupants shall evacuate by means of the nearest available marked exit.

FIRE

Any individual who has been trained in the use of portable fire extinguishers may attempt to extinguish fires before evacuating as long as 911 has been contacted and advised of the emergency.

Critical operations shutdown procedures are not required in this building, all employees are expected to immediately evacuate or take other emergency precautions.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

AFTER AN EMERGENCY EVACUATION

Occupants are to gather in the following location(s): The sidewalk next to the west doors of Kirkland Fine Arts Center.

The procedure for accounting for all employees is: Head Count by lead staff member present for employees and head count by instructor for students.

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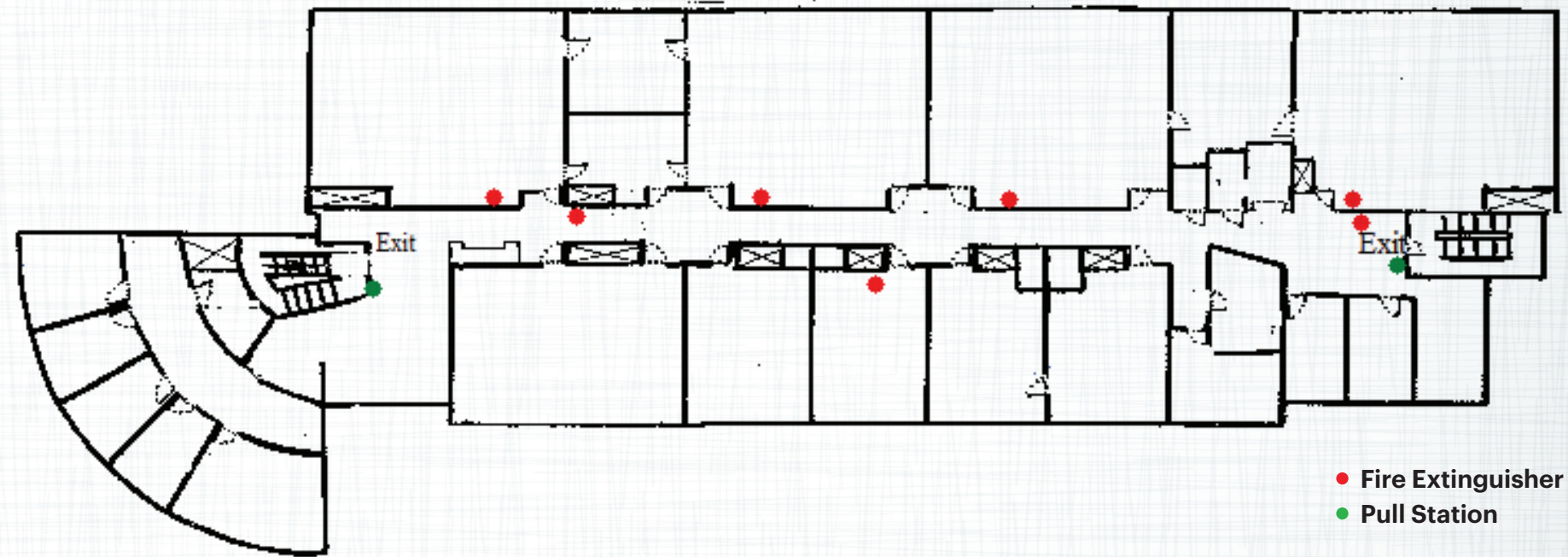
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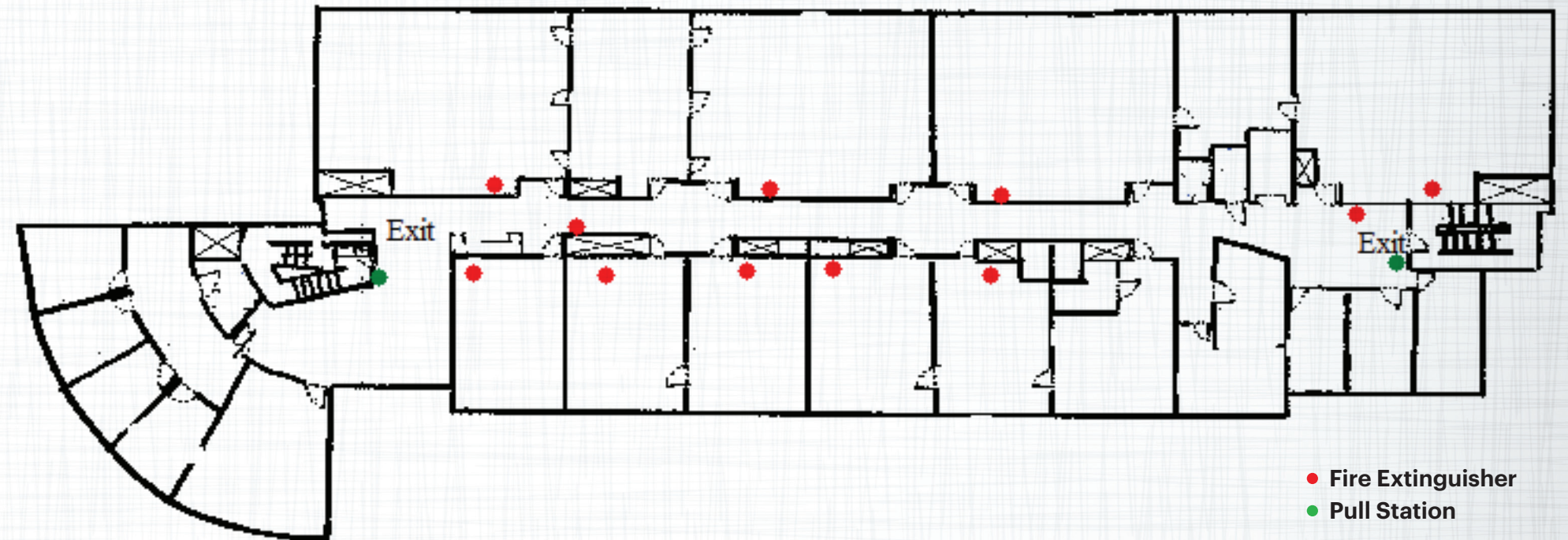
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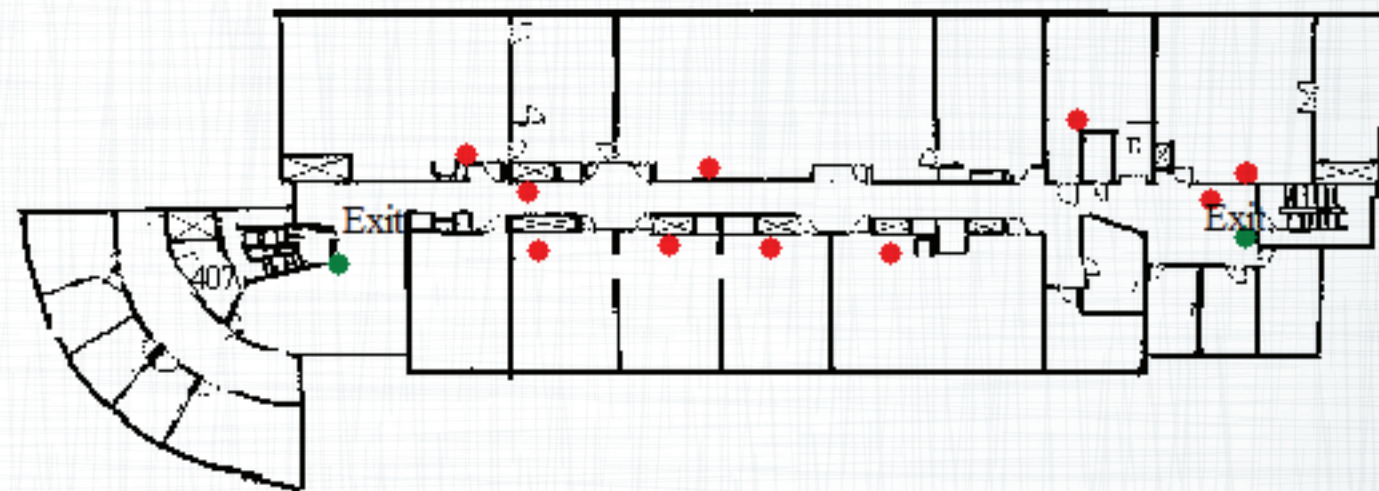
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● Fire Extinguisher
● Pull Station

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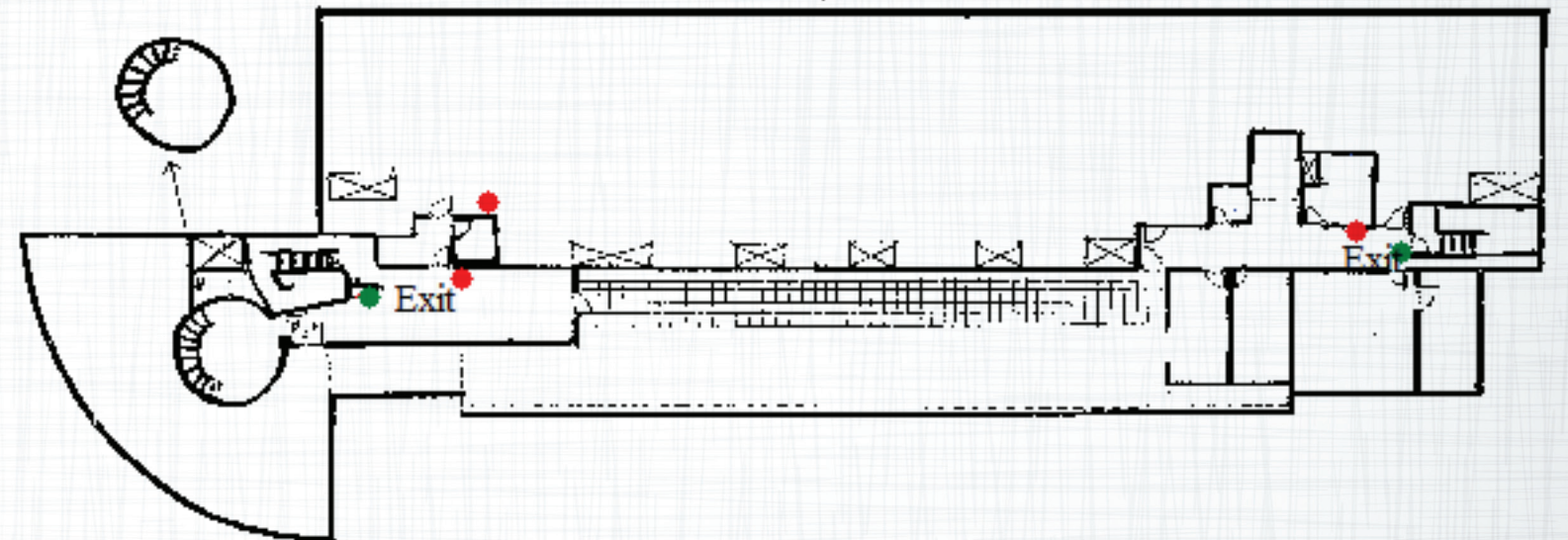
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