

# Maintenance Facility

## EMERGENCY ACTION PLAN

### 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

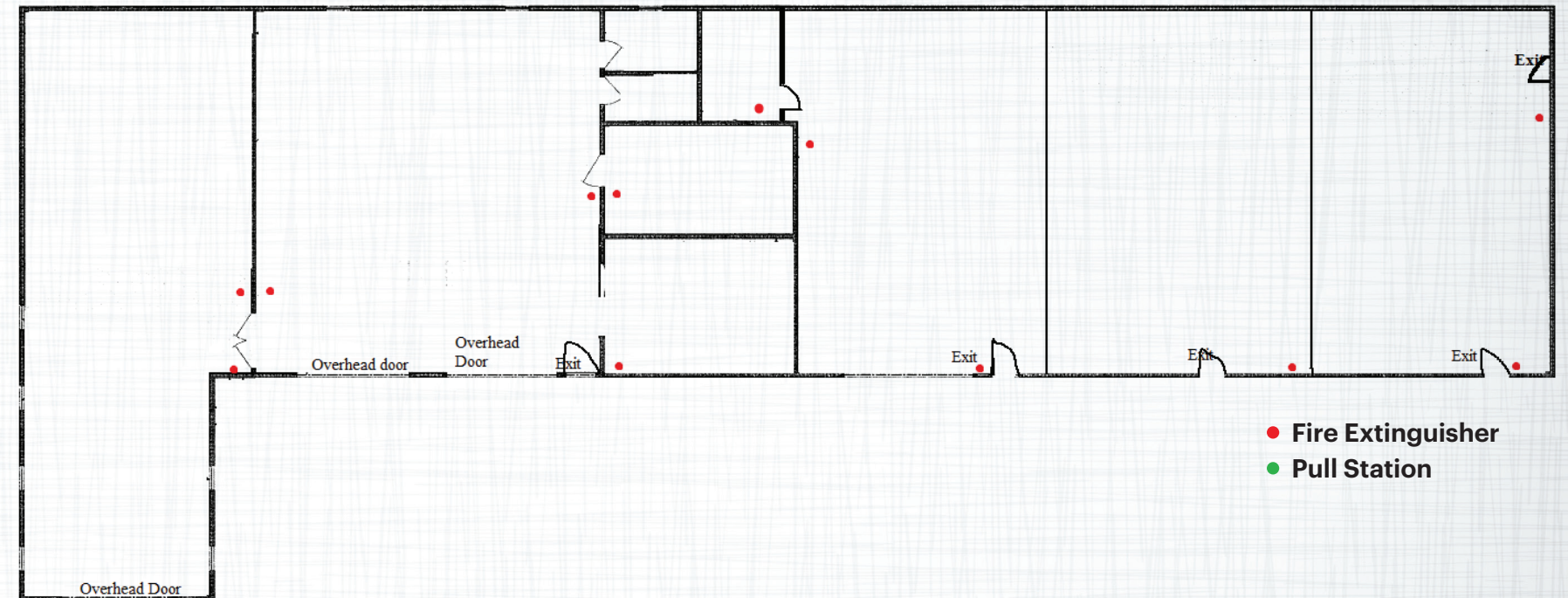
FROM MILLIKIN PUBLIC SAFETY VIA:

- » 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 (*interior room away from windows*).
- » **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.*



- Fire Extinguisher
- Pull Station

## 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.*