COLLEGE OF ENGINEERING

EECS BUILDING
EMERGENCY ACTION
PLAN

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation or "shelter in place" of all College of Engineering buildings in response to major emergencies. The action plan addresses all major aspects of keeping building occupants safe during emergencies:

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SECTION I
ROLES, RESPONSIBILITIES & PLANNING

Roles & Responsibilities

Each College of Engineering building will designate a Building Emergency Coordinator and appoint Floor Marshals. In buildings with more than one department, each department will appoint a Building Emergency Coordinator. The coordinators will work together to develop one plan for the building and elect a primary Building Emergency Coordinator.

The responsibilities of the CoE Safety Committee are:

- Coordinate and standardize the Building Emergency Plans across departments and buildings within the College of Engineering
The responsibilities of the CoE Facilities Management Office are:

Pre Incident
● Installation and maintenance of the building evacuation maps
● Coordination of yearly fire drills and severe weather drills for each building
● Liaison with EHS for annual lab inspections
● Liaison with DPSS for annual fire inspections
● General maintenance for all CoE facilities

During Incident
● Liaison, in conjunction with the Dean’s Office, between CoE and DPSS, EHS, AAPD and AAFD
● Provide informational updates to Engineering Administration on the incident
● Assist in the decision-making process during the event
● Assist in crowd control as necessary

Post Incident
● Participate in the critique process of how the event was handled by DPSS, EHS, and CoE
● Assist in the cause and effect investigation process
● Coordinate cleanup activities
● Work with CoE Safety Committee to review the incident and develop specific and policy recommendations for the CoE
● Coordinate implementation of “lessons learned”

The responsibilities of the Building Emergency Coordinators are:

● Develop and implement the plan
● Coordinate with Department Chair on appointing an adequate number of Floor Marshals
● Familiarize Floor Marshals and all building occupants with this plan
● Provide fan out notification of severe weather information
● Provide information to the Department of Public Safety & Security (DPSS) and other emergency responders
● When notified by DPSS and CoE Facilities Management, communicate to Floor Marshals & occupants that it is safe to re-enter

The responsibilities of the Floor Marshals are:

● Be familiar with the specific building plan and procedures
● Provide fan out notification of severe weather information
● Assist in the evacuation by communicating evacuation routes/safe places of shelter to occupants during an emergency evacuation or severe weather
● When feasible ensure occupants have evacuated the area and shut all doors
● Report the status of the evacuation to the Building Emergency Coordinator
● Assist the Building Emergency Coordinator in monitoring radios and other emergency communications
● In absence of the Building Emergency Coordinator during an emergency event, a Floor Marshal will assume responsibility for initiating the plan and communicating with DPSS and other responders
● When notified by DPSS, the Building Coordinator or CoE Facilities Management, communicate to occupants that it is safe to re-enter

Designated person information:

<table>
<thead>
<tr>
<th>Building Emergency Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department(s)</strong></td>
</tr>
<tr>
<td>ECE</td>
</tr>
<tr>
<td>ECE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned Area</th>
<th>Floor Marshals</th>
<th>Email</th>
<th>Office #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor</td>
<td>Dan Coval</td>
<td><a href="mailto:dancvl@umich.edu">dancvl@umich.edu</a></td>
<td>936-1120</td>
</tr>
<tr>
<td>2nd North</td>
<td>Eva Ruff</td>
<td><a href="mailto:emruff@umich.edu">emruff@umich.edu</a></td>
<td>764-1533</td>
</tr>
<tr>
<td>2nd South</td>
<td>Trasa Burkhardt</td>
<td><a href="mailto:trasab@umich.edu">trasab@umich.edu</a></td>
<td>763-2126</td>
</tr>
<tr>
<td>3rd North</td>
<td>Michelle Chapman</td>
<td><a href="mailto:chapman@umich.edu">chapman@umich.edu</a></td>
<td>763-2273</td>
</tr>
<tr>
<td>3rd South</td>
<td>Leland Pierce</td>
<td><a href="mailto:lep@umich.edu">lep@umich.edu</a></td>
<td>763-3157</td>
</tr>
<tr>
<td>4th North</td>
<td>Kathy Austin</td>
<td><a href="mailto:kad@umich.edu">kad@umich.edu</a></td>
<td>763-3193</td>
</tr>
<tr>
<td>4th South</td>
<td>Rob Giles</td>
<td><a href="mailto:rfg@umich.edu">rfg@umich.edu</a></td>
<td>763-9296</td>
</tr>
<tr>
<td>Floater</td>
<td>Shelly Feldkamp</td>
<td><a href="mailto:careymrz@umich.edu">careymrz@umich.edu</a></td>
<td>647-1813</td>
</tr>
</tbody>
</table>

**Planning & Preparation**

Planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building:

1. All exits are labeled and operable. CoE FMO is responsible for these items; the UM EHS Fire Inspector will ascertain compliance annually.

2. Evacuation route diagrams have been approved by DPSS and are posted at conspicuous locations such as elevator lobbies, training/conference rooms and major building junctions. CoE FMO is responsible for these items; the UM EHS Fire Inspector will ascertain compliance annually.
3. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone in the department’s responsibility.

4. All Floor Marshals have been familiarized with their specific duties by the Building Emergency Coordinator, and all building occupants have been instructed in what to do in case of an emergency evacuation.

Instructions to the Floor Marshals should include specific building information on:

A. The methods used to notify the Building Emergency Coordinator & CoE Facilities Management Office
B. The methods used to notify building occupants of emergencies
C. Evacuation routes and designated meeting areas
D. Designated safe areas in the event of severe weather
E. Their responsibilities in assisting in evacuation or shelter in place as described in Section II and III of this plan

5. Evacuation procedures will be provided to faculty and staff and/or posted (See Appendix A). Egress instructions should be announced to all new classes and at new employee orientation. At the beginning of each new class, the instructor will be responsible for familiarizing students with emergency exit routes and procedures.

6. The department egress plan shall anticipate persons with special needs, e.g., mobility, hearing or seeing, and include provisions for their safety in an emergency.

7. Departments should identify critical processes that would be severely jeopardized or create a serious hazard if left unattended during an emergency evacuation (e.g., animal experiment, continuing reactive processes).

8. Fire evacuation drills are held at least annually, as arranged through CoE Facilities Management Office, and are critiqued and documented. All fire drills are to be taken seriously by all occupants and evacuation initiated promptly.

9. Department Chairs shall ensure that lab personnel have been trained as per their Chemical Hygiene Plan on specific emergency procedures to follow in responding to spills or releases of hazardous materials.

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SECTION II
EVACUATION PROCEDURES
FOR FIRE, EXPLOSION AND MAJOR HAZARDOUS MATERIALS INCIDENTS

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by DPSS or CoE Facilities Management to evacuate a building.

Hazardous materials include chemicals, biological or radioactive materials. Lab personnel are trained to handle certain hazardous materials releases as outlined in their Chemical Hygiene Plans. However, some hazardous materials incidents may require outside assistance and additional personal protection. The extent of the area to be evacuated during such an event will be determined by emergency response personnel, and in most cases will be the immediate area of the release.

1. Fire, explosion or smoke:

Anyone who receives information or observes a fire, explosion, smoke or other fire emergency situation should activate the building alarm system. This will notify the occupants and DPSS who will coordinate with the Ann Arbor Fire Department. As soon as it is safe to do so, call 911 give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment. Then notify the Building Emergency Coordinator. When using a cell phone to contact DPS, remember that dialing 911 will connect you to an external emergency system. Specify that you are at the University of Michigan and you will be transferred immediately to DPS.

2. Hazardous materials:

In the event of a release of a hazardous material (chemical, biological or radioactive) that cannot be appropriately handled by personnel in accordance with lab specific procedures, call 911. DPSS will notify EHS HazMat. Provide as much information as possible on the identity of the hazardous material, quantity and location of the release. Follow other specific emergency response guidelines as outlined for your lab or area.

Evacuate the immediate release area. The decision to extend the evacuation area will be determined by emergency response personnel.
3. Occupants shall immediately evacuate the building and follow any additional instructions they receive. Occupants will:

a. Know at least two exits from the building.

b. Be familiar with the evacuation routes posted on the diagram on your floor.

c. When notified to evacuate, do so in a calm and orderly fashion:
   
   ● take your personal valuables and outer garments, but do not delay
   ● use the stairs, not the elevators
   ● help others in need of assistance

d. When leaving unattended research, turn off heating elements, gases, electrical equipment, if possible. Report to DPSS any processes that have been left on or are of a critical nature.

e. Go to one of the designated assembly areas for your building.

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Area Option 1</th>
<th>Assembly area Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EECS</td>
<td>North, Northwest-Sidewalk/Berm north of GGB Parking lot</td>
<td>West - Grove</td>
</tr>
</tbody>
</table>

4. When notified to evacuate, faculty may use the following statement in facilitating the evacuation of their students, lab and office personnel:

5. "There is a building emergency. Class is dismissed. [Or other similar statement, as appropriate.] Please leave the building via the nearest exit. Do not re-enter the building until emergency personnel give an all clear sign."

6. Floor Marshals will assure that every person on his/her floor has been notified and that evacuation routes are clear. If possible, the Floor Marshal will check that all doors are closed and be the last one out. Upon leaving the floor, the Floor Marshal will report the status of the floor evacuation to the Building Emergency Coordinator.

7. Evacuation of persons with special needs (mobility, hearing and/or sight) should be coordinated by the supervisor or supervisor's designee. Follow prescribed procedures for notification and protection of people with special needs.
8. **Do not re-enter the building** until advised to do so by DPSS, your Floor Marshal, Building Coordinator or CoE Facilities Management. After the Ann Arbor Fire Department has left the scene, DPSS, in consultation with CoE Facilities Management and other response departments, has final authority to release the building for re-occupancy.

9. If members of the press or anyone else approach you with questions, please refer them to DPSS or CoE Facilities Management Office.

**SECTION III**

**SHELTER IN PLACE PROCEDURES**

**FOR SEVERE WEATHER**

When notified of a severe weather warning such as a tornado sighting, high winds or other natural catastrophe, building occupants will not leave the buildings, but will follow the concept of "shelter in place" as follows:

1. In the event of severe weather requiring occupants to take shelter, a message providing details on the weather emergency will be communicated via phone to CoE Facilities Management, the Building Coordinators and their alternates. The Building Coordinators, working with their Floor Marshals, will notify all building occupants of the need to seek shelter and other details provided in the phone message. Until an expanded automated phone messaging system can be implemented, Building Coordinators and Floor Marshals should notify occupants through word of mouth, phoning personnel, and walking through their designated areas.

2. Faculty may use this statement in informing their students:

   "There is a tornado warning. Class is dismissed. Please seek shelter in the lowest level or a room without windows." If the classroom is an interior room, instruct students to stay where they are. See Appendix F and table below for designated, posted shelter areas.

3. Safe places during a tornado or severe weather are inside the building, at the lowest level, in the interior, away from windows, such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, atriums, or other areas with large, free-span roofs. See Appendix F and table below for designated, posted shelter areas.
4. Building Emergency Coordinators and Floor Marshals will use the closest means of communication to obtain updates.

<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Places of Shelter</th>
<th>Closest Means of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>EECS</td>
<td>Hallway outside of 1005 EECS</td>
<td>Across from Rm 1005 - 936-3751</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Next to AED -1st Fl Elevator Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>764-5035</td>
</tr>
</tbody>
</table>

SECTION IV
BOMB THREATS OR SUSPICIOUS PACKAGES

Take all calls seriously! If you receive a bomb threat or suspicious package, follow these procedures:

**Bomb Threat:**

1. Carefully note all information the caller gives you using the checklist in Appendix B and call 911 immediately.

2. Notify the Building Emergency Coordinator. Do not activate the building fire alarm system and do not tell anyone else about the call. The decision to evacuate shall be determined by the Dean’s Office in conjunction with the Department of Public Safety & Security (DPSS) and CoE Facilities Management Office.

3. If an evacuation is initiated, follow the evacuation procedures outlined in this plan. Floor Marshals or occupants will report to DPSS any observation of a suspicious person or package seen in the work areas or along the evacuation route.

**Suspicious Package:**

1. Appendix C provides a description of suspicious packages. If you receive a suspicious package, evacuate the immediate area (room where the package is located) and call 911 immediately. Carefully describe the package and provide any information you have on how it was delivered and by whom.

2. Notify the Building Emergency Coordinator. Do not activate the building fire alarm system. The decision to expand the evacuation will be determined by the Dean’s Office in conjunction with the Department of Public Safety & Security (DPSS) and CoE Facilities Management Office.
3. If an evacuation is initiated, follow the evacuation procedures outlined in this plan. Floor Marshals or occupants will report to DPSS any observation of a suspicious person seen in the work areas or along the evacuation route. Occupants shall not attempt to inspect or move suspicious packages.

SECTION V
ACTIVE ATTACKER RESPONSE

| RUN | 1. Move away from the threat as quickly as possible  
2. Evacuate regardless if others agree  
3. Leave your belongings behind |
|-----|------------------------------------------------------------------|
| HIDE | If evacuation is not possible, find a secure place to hide and barricade your space.  
1. Lock and secure doors  
2. Create barriers to prevent or slow down the threat from getting to you  
3. Remain out of sight and quiet - silence your phone |
| FIGHT | As a last resort — and only when your life is in imminent danger — attempt to disrupt and/or incapacitate the active shooter.  
1. Incorporate a distraction - throw items and yell loudly  
2. Commit to your actions - be aggressive and use improvised weapons  
3. Disarm the shooter - solicit help, there is strength in numbers |
SECTION VI
MEDICAL EMERGENCIES

Dial 911 and provide the following information:

- Location of the incident or the injured parties
- Nature of the injury, cause and severity
- Victim’s age and name, if known
- Any known medical information

What to do?

- Keep the victim(s) calm and reassured that help is on the way
- Do not attempt to treat or move the victim(s) if you are not formally trained in first aid
- Be careful if you come in contact with blood or other body fluids—they may be infectious
- Stay with emergency responders until released

IMPORTANT NOTE

If possible, a designated person should meet emergency responders at some easily accessible location outside the building and escort them to the person who needs medical help.
APPENDIX A

GENERAL EVACUATION INSTRUCTION

General instruction to students, lab or office personnel: "There is a building emergency. Class is dismissed [or other similar statement for staff and researchers]. Please leave the building via the nearest exit and go to the designated assembly area. Do not re-enter the building until emergency personnel give an all clear sign."

Occupants should:

1. Know at least two exits from the building.

2. Be familiar with the evacuation routes posted on the evacuation map on your floor. Also be familiar with the designated assembly areas for the building you are in.

3. If you observe a fire or other fire emergency, activate the building fire alarm system to notify the occupants, DPSS and Ann Arbor Fire Department. As soon as it is safe to do so, call 911. Give your name and location of the fire including floor and room number and any special circumstances that could be hazardous, such as chemicals or faulty equipment. When using a cell phone to contact DPS, remember that dialing 911 will connect you to an external emergency system. Specify that you are at the University of Michigan and you will be transferred immediately to DPS.

4. When notified to evacuate, do so in a calm and orderly fashion:
   ● take your personal valuables and outer garments, but don't delay
   ● use the stairs, not the elevators
   ● help others in need of assistance

5. When evacuating the lab and leaving unattended research, turn off heating elements, gases and electrical equipment, if possible. Report to DPSS any processes that have been left on or are of a critical nature.

6. Go to the designated assembly area or as instructed during the notification.

7. Persons with special needs (e.g. mobility, sight, and hearing) should be given assistance as pre-arranged by their supervisor and department. If unable to use stairs, go to the nearest area of Refuge Assistance.

8. **Do not re-enter the building** until notified by DPSS, your Floor Marshal, Building Coordinator or CoE Facilities Management. DPSS has final authority to release a building for re-occupancy.
APPENDIX B

BOMB THREAT DATA SHEET

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Phone number on display: ___
Phone number call was received on: __________
Time received: __________ Date: __________
Rec’d by: __________________________
Position/Title: __________________________
Phone Number: __________________________

CALLER’S VOICE (Circle all that apply)

Calm   Loud   Nasal
Angry   Laughter   Stutter
Excited   Crying   Lisp
Slow   Normal   Raspy
Rapid   Distinct   Deep
Soft   Slurred   Ragged
Accent   Clearing   Throat
Familiar   Deep   Breath
Disguised   Cracking   Voice

If voice was familiar, whom did it sound like?

________________________________________

Sex of caller: Male______Female______Age ______

7/2020  12
BACKGROUND SOUNDS (Circle all that apply)

- Street Noise
- Animal Sounds
- Factory Machines
- Kitchen Noises
- Voices
- Clear
- PA System
- Static
- Music
- Long Distance
- House Noise
- Local
- Motor
- Booth
- Office Machinery
- Other

THREAT LANGUAGE (Circle all that apply)

- Well Spoken (Well Educated)
- Taped
- Incoherent
- Irrational
- Message Read by Threat Maker
- Foul

REMARKS: ____________________________________________________________

The Department of Public Safety & Security, in general, does not recommend that buildings be evacuated as a result of bomb threats. This however does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include but are not limited to the following:

Message Received:
- Urgency
- Exactness
- Plea
- Specific location within the building
- Any specific description of the device

Current Turmoil:
- National and Local scene
- Personal vendetta

IMPORTANT: Call 911 immediately after receiving a bomb threat, complete the requested information in as much detail as possible, and provide this form to DPSS.

Do not activate the building fire alarm system unless directed to do so by DPSS.
APPENDIX C
SUSPICIOUS PACKAGES
LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as "confidential" or "personal"
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

IF YOU ARE SUSPICIOUS OF A MAILING AND ARE UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER:

- Do not touch or move the article
- Do not open the article
- Evacuate the immediate area
- Do not put in water or a confined space such as a desk drawer or a filing cabinet
- If possible, open windows in the immediate area to assist in venting potential explosive gases
- If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent; instead, contact DPSS at 911 for assistance.
## APPENDIX E
**CoE EMERGENCY ACTION PLAN BUILDING INFORMATION**

<table>
<thead>
<tr>
<th>Building</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Occupants</th>
<th>CoESafe</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyster</td>
<td>North-parking lot</td>
<td>South-diag</td>
<td>CSE</td>
<td>Ron Dreslinski</td>
<td>Brian Rice</td>
</tr>
<tr>
<td>BIRB</td>
<td>South-parking lot</td>
<td>North – median strip of Bonisteel</td>
<td>BME</td>
<td>Jon Nielsen</td>
<td>Barb Hibbard</td>
</tr>
<tr>
<td>Chrysler</td>
<td>East - grass area south of Duderstadt</td>
<td>North – grass area SW of Bell Tower</td>
<td>Engin Admin</td>
<td>John Keedy</td>
<td>Josh Chenier</td>
</tr>
<tr>
<td>Cooley</td>
<td>South - median strip of Bonisteel</td>
<td>East - parking lot</td>
<td>NERS</td>
<td>John Foster</td>
<td>Rob Blackburn</td>
</tr>
<tr>
<td>CSRB</td>
<td>West - corner of Hayward &amp; Beal</td>
<td>North - parking lot</td>
<td>CLaSP</td>
<td>Nilton Renno</td>
<td>Marti Moon*</td>
</tr>
<tr>
<td>Dow</td>
<td>South – diag</td>
<td>North – grass area south side of Hayward</td>
<td>ChE</td>
<td>Scott Fogler</td>
<td>Chris Barr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ME</td>
<td>Andre Boehman</td>
<td>Matt Jastrzembski</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MSE</td>
<td>Tim Chambers</td>
<td>Keith McIntyre</td>
</tr>
<tr>
<td>EECS</td>
<td>Northwest – parking lot N of GG Brown</td>
<td>West – Grove</td>
<td>ECE</td>
<td>Jay Guo</td>
<td>Paula Pernia*</td>
</tr>
<tr>
<td></td>
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<td>Andre Boehman</td>
<td>Matt Jastrzembski</td>
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<tr>
<td>Building</td>
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</tr>
<tr>
<td>ERB I/II</td>
<td>East - parking</td>
<td>North - median strip of Bonisteel</td>
<td>CAEN</td>
<td>John Muckler</td>
<td>Josh Chenier</td>
</tr>
<tr>
<td></td>
<td>lot</td>
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<td>Jay Guo</td>
<td>Josh Chenier</td>
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<td>Tim Chambers</td>
<td>Josh Chenier</td>
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<td>John Foster</td>
<td>Josh Chenier</td>
</tr>
<tr>
<td>ERSB</td>
<td>East - parking</td>
<td>Engin Admin</td>
<td></td>
<td>John Keedy</td>
<td>Michael Lee</td>
</tr>
<tr>
<td>EWRE</td>
<td>East - grass</td>
<td>North - parking lot</td>
<td>CEE</td>
<td>Herek Clack</td>
<td>Tom Yavaraski</td>
</tr>
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<td></td>
<td>area east side</td>
<td></td>
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<td>of Beal</td>
<td></td>
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<td>FXB</td>
<td>West - grass</td>
<td>East - grass area north side of</td>
<td>Aero</td>
<td>John Shaw</td>
<td>Tom Griffin</td>
</tr>
<tr>
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<td>area west side</td>
<td>Hayward</td>
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<tr>
<td>Gerstacker</td>
<td>East - parking</td>
<td>North - median strip of Bonisteel</td>
<td>BME</td>
<td>Jon Nielsen</td>
<td>Josh Chenier</td>
</tr>
<tr>
<td></td>
<td>lot</td>
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<td>ECE</td>
<td>Jay Guo</td>
<td>Josh Chenier</td>
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<td>MSE</td>
<td>Tim Chambers</td>
<td>Josh Chenier</td>
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<tr>
<td>GG Brown</td>
<td>East - grass</td>
<td>North - parking lot</td>
<td>ChE</td>
<td>Scott Fogler</td>
<td>Chris Barr</td>
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<td>area east side</td>
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<td></td>
<td>CEE</td>
<td>Herek Clack</td>
<td>Jan Pantolin</td>
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<td></td>
<td>CSE</td>
<td>Ron Dreslinski</td>
<td>Brian Rice</td>
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<td>ECE</td>
<td>Jay Guo</td>
<td>Paula Pernia*</td>
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<td>ME</td>
<td>Andre Boehman</td>
<td>Matt Jastrzembowski*</td>
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<td>MSE</td>
<td>Tim Chambers</td>
<td>Keith McIntyre</td>
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<td>Building</td>
<td>Option 1</td>
<td>Option 2</td>
<td>Occupants</td>
<td>CoESafe</td>
<td>Facilities</td>
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<tr>
<td>Gorguze*</td>
<td>East - parking lot east of Draper</td>
<td>West - grass area north side of Hayward</td>
<td>Tech Comm, CEE, CLRT, etc.</td>
<td>Herek Clack Nick Julius</td>
<td>Michael Lee</td>
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<tr>
<td>IOE</td>
<td>East - parking lot</td>
<td>South - median strip of Bonisteel</td>
<td>IOE</td>
<td>Charles Woolley Chris Konrad</td>
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<td>Lay Auto</td>
<td>East - east of circle driveway</td>
<td>West - diag plaza</td>
<td>ME</td>
<td>Andre Boehman Matt Jastrzembowski*</td>
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<tr>
<td>LBME</td>
<td>South - parking lot</td>
<td>North-parking lot</td>
<td>BME</td>
<td>Jon Nielsen Dana Jackson</td>
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<td>Lurie Bell Tower</td>
<td>East - diag</td>
<td>West - diag</td>
<td>Engin Admin</td>
<td>John Keedy Bakari Wooten</td>
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<td>NAME</td>
<td>West - parking lot</td>
<td>East - visitor parking lot</td>
<td>NAME</td>
<td>Julie Young Michael Lee</td>
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<td>Rad Sci #1</td>
<td>West - parking lot</td>
<td>East - visitor parking lot</td>
<td>NERS</td>
<td>John Foster Michael Lee</td>
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<td>Rad Sci #2</td>
<td>West - parking lot</td>
<td>East – visitor parking lot</td>
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<td>John Foster Michael Lee</td>
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<tr>
<td>Robotics</td>
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<td>TBD</td>
<td>Robotics</td>
<td>Michael Lee</td>
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<tr>
<td>SI-N</td>
<td>East – parking lot</td>
<td>West – grass area</td>
<td>Engin Admin</td>
<td>John Keedy Josh Chenier</td>
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<tr>
<td>UMTRI</td>
<td>South - parking lot</td>
<td>M-City Parking Lot East of bldg</td>
<td>UMTRI</td>
<td>Michael Flannagan David Kelley</td>
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<td>Wind Tunnel</td>
<td>East - parking lot east of Draper</td>
<td>West - grass area north side of Hayward</td>
<td>Aero</td>
<td>John Shaw Tom Griffin</td>
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<tr>
<td>Building</td>
<td>Option 1</td>
<td>Option 2</td>
<td>Occupants</td>
<td>CoESafe</td>
<td>Facilities</td>
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</tr>
<tr>
<td>WSTPC</td>
<td>East - parking lot east of Draper</td>
<td>West - grass area north side of Hayward</td>
<td>Engin Admin</td>
<td>Nick Julius</td>
<td>Michael Lee</td>
</tr>
</tbody>
</table>

* = Primary contact for buildings with multiple departmental occupants
## APPENDIX F

**CoE - EMERGENCY ACTION PLAN**

**SEVERE WEATHER ASSEMBLY ZONES**

<table>
<thead>
<tr>
<th>Bldg No.</th>
<th>Building Name</th>
<th>Severe Weather Assembly Zone(s)</th>
<th>Nearest Campus Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>5092</td>
<td>Beyster</td>
<td>Classroom 1670, overflow 1690</td>
<td>Outside Rm 1653 763-5500</td>
</tr>
<tr>
<td>0402</td>
<td>BIRB</td>
<td>Center corridor</td>
<td>Outside Rm 1049 936-3776</td>
</tr>
<tr>
<td>0443</td>
<td>Chrysler</td>
<td>Classroom 220</td>
<td>Outside Rm 153 764-5066</td>
</tr>
<tr>
<td>0403</td>
<td>Cooley</td>
<td>Underground corridor between Phoenix Memorial Lab &amp; Cooley</td>
<td>Basement tunnel 936-3737</td>
</tr>
<tr>
<td>0441</td>
<td>CSRB</td>
<td>Corridor BC41 w/overflow into north and west rooms off this corridor</td>
<td>Outside Rm B549 764-6066</td>
</tr>
<tr>
<td>0447</td>
<td>Dow</td>
<td>Classrooms 1005, 1006, 1010, 1013, 1014, 1017 and 1018</td>
<td>1st fl Across from South Elevator 764-5034</td>
</tr>
<tr>
<td>0448</td>
<td>EECS</td>
<td>Classrooms 1001, 1003 and 1005 w/overflow into corridors 10C1, 11C0 &amp; 11C1</td>
<td>Across from Rm 1005 936-3751 Outside of Lay/EECS Lobby 764-6490 Next to AED - 1st Fl Elevator Bank 764-5035</td>
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<tr>
<td>0435</td>
<td>ERB I</td>
<td>Corridor BC12 and room 113A w/overflow into toilet rooms 114M &amp; 116W</td>
<td>Outside Rm 1109 936-3722</td>
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<tr>
<td>0436</td>
<td>ERB II</td>
<td>Corridor BC21</td>
<td>Outside Rm 203 936-3782</td>
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<tr>
<td>0414</td>
<td>EWRE</td>
<td>Inner corridor by Ground level west offices w/overflow into corridor GC1</td>
<td>Outside Rm 35 764-7097</td>
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<tr>
<td>0395</td>
<td>FXB</td>
<td>Classroom 133</td>
<td>Outside RmB251 763-8813 Outside RmB073 763-8808</td>
</tr>
<tr>
<td>Bldg No.</td>
<td>Building Name</td>
<td>Severe Weather Assembly Zone (s)</td>
<td>Nearest Campus Phone #</td>
</tr>
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<td>---------</td>
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<td>----------------------------------------</td>
</tr>
<tr>
<td>0437</td>
<td>Gerstacker</td>
<td>Corridors 1C04 &amp; 1C05</td>
<td>Outside Rm B105 764-6637</td>
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<tr>
<td>0407</td>
<td>G.G. Brown</td>
<td>Room 1371 &amp; corridor 1200H (Civil wing) &amp; all 1st level corridors</td>
<td>Outside Rm 1540 615-0722 Outside Rm 1280 615-2500 Outside Rm 1140 615-2628 In Stairwell 10S2 936-1417 Outside Rm 1601T 763-8794</td>
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<tr>
<td>0424</td>
<td>Gorguze</td>
<td>Corridor 1C1</td>
<td>Outside Rm 154 615-6409 Lobby - Rm 102 764-6428</td>
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<tr>
<td>0429</td>
<td>IOE</td>
<td>Corridor GC81</td>
<td>Outside Rm G699 764-6089 Outside Rm G769 936-3768</td>
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<td>0400</td>
<td>Lay Auto Lab</td>
<td>Corridor GC004 &amp; GC005 w/overflow into rooms C029 &amp; G041</td>
<td>Outside Rm G066 936-3726 Outside Rm G019 764-5021</td>
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<tr>
<td>0406</td>
<td>LBME</td>
<td>Room 67 and toilet rooms 6W &amp; 8M</td>
<td>Outside Rm 1106 764-5166</td>
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<tr>
<td>0394</td>
<td>Lurie Bell Tower</td>
<td>Room 1401T</td>
<td>In carillon cabin 647-8079</td>
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<tr>
<td>0397</td>
<td>Lurie Engineering Center</td>
<td>Corridor GC41 w/overflow into rooms G444 &amp; G428 (toilet rooms G240M &amp; G244W are also available)</td>
<td>Outside Rm G255 764-6070</td>
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<tr>
<td>Bldg No.</td>
<td>Building Name</td>
<td>Severe Weather Assembly Zone (s)</td>
<td>Nearest Campus Phone #</td>
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<tr>
<td>0415</td>
<td>NAME</td>
<td>Corridor 1C11 &amp; 1C23 w/overflow into classroom 138</td>
<td>Outside Rm 138 764-5091</td>
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<tr>
<td>0416</td>
<td>Rad Lab #1</td>
<td>NAME - Corridor 1C11 &amp; 1C23 w/overflow into classroom 138</td>
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<tr>
<td>0417</td>
<td>Rad Lab #2</td>
<td>NAME - Corridor 1C11 &amp; 1C23 w/overflow into classroom 138</td>
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<td>5418</td>
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<td>0420</td>
<td>SI-North</td>
<td>Ground floor corridor</td>
<td>Grd Fl Elevator Area 763-2295</td>
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<td>0444</td>
<td>UMTRI</td>
<td>Corridor BL01 - Basement, across from elevator</td>
<td>Outside Rm B01 764-0746</td>
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<tr>
<td>0422 0425</td>
<td>WSTPC</td>
<td>EPB corridor 1C1</td>
<td>Outside Rm 1018</td>
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