

WCPH Emergency Contacts & Evacuation Procedures

Police

Emergency 911
ASU Police Department Non-Emergency (Tempe Campus) 480-965-3456
Phoenix Police Department Non-Emergency 602-262-6151

WCPH security

602-496-1043

Building Contacts

Name	Department	Phone	Email
Michael Matthews	Building Manager FM KEFS		Michael.P.Matthews@asu.edu
Duane Rider	Manager Facilities Services, FM KEFS	C: 480-747-2113	Duane.Rider@asu.edu
Alexander Krikliwy	Interim Assoc. Director FM KEFS	O: 480-727-7889	Alexander.Krikliwy@asu.edu
Meredith Green	Global Futures Laboratory, Director, Ops	O: 480-965-1569 C: 602-558-3333	Meredith.F.Green@asu.edu

Evacuation Procedure

- When an alarm sounds, begin immediate evacuation.
- Close doors behind you.
- If you discover a fire or smoke, and the alarm has not sounded, activate the nearest pull station and call 9-1-1.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate.

Do Not Use The Elevators!

When the alarm sounds, the elevators may automatically recall to a pre-determined floor and shut down.

- If trained and safe to do so, you may attempt to extinguish small fires (no larger than a wastebasket).
- If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.
- In all cases, dial 9-1-1 and advise them of your actions.

Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors upon leaving area.

- Evacuate to the nearest and safest exit. Keep doors closed to help slow the spread of smoke and fire.
- Person(s) with functional needs, refer to the [Emergency Evacuation for Persons with Disabilities](#) section for additional evacuation options.
- Evacuate to the pre-determined Evacuation Assembly Point (EAP) (as determined by the department or building committee). You may have two or more EAP's depending on the size of the building. Once

assembled, immediately report to your designated floor or fire warden for accountability.

- Evacuation note: only take items of extreme importance from your work space and only take those items if they can be removed safely (i.e. car and house keys, medication, and wallets/ purses). Do not remove large or bulky items, photographs, etc.

Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons with disabilities. It is likely they may require additional assistance or guidance during an evacuation. It is important to note that the person assisting should never do more than what is being asked by the person in need. Faculty, staff, students and visitors with functional needs should be included in the development of this plan in order to customize their primary and secondary evacuation routes.

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired – Wheelchair: Persons using wheelchairs should stay in place, or move to an area for refuge when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 9-1-1 with their present location and the area they are headed too for refuge.

Mobility Impaired – Non-Wheelchair: Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual may wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using other options listed below, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired: Most buildings on campus are equipped with fire alarm strobe light to facilitate an alarm warning for the hearing impaired. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired: Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide them through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Persons with disabilities have four basic evacuation options:

Horizontal evacuation: Exit one building to another by using an exit passageway or go directly to the outside safely at ground level.

Stairway evacuation: Above ground level, remain in the stairway enclosure and let others evacuating know you will remain there and to tell the fire department of your location (Stairway enclosures are a separate fire rated building within a building).

Stay in Place: Unless you are in imminent danger, it may be safest to remain in a room that has an

exterior window, telephone, and a door that closes. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. In the Walton Center for Planetary Health, there are emergency callboxes on the wall next to each elevator. If smoke or fire is **NOT** present, one can stay on the phone in these areas. If smoke or fire is present, please let a staff member or use the callbox on the wall to let them know which stairwell landing you will be on waiting for assistance.

Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. The Stay in Place approach may be more appropriate for sprinkler protected buildings.

Usually, the safest areas for refuge are stairway enclosures. Additional areas may include: fire rated corridors or vestibules adjacent to exit stairs and elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants.

Primary and Alternate Assembly Points

Please discuss with your department where your assembly point will be prior to an incident. During an active fire alarm, first responders will need access to the building, blocking any egress could impede any response which why these assembly points are away from the building. If possible, other building can be used to “shield” you from the affected areas. Large areas of grass are often good choices as temperatures tend to be cooler and the ground is softer than concrete.

There are two assembly points.

- **Assembly point 1** is on the north side of Biodesign C building. Please be cautious when crossing the light rail station and the bus depot as these are heavily traffic areas.
- **Assembly point 2** is on the in-between the Psychology and Psychology North buildings in the grass under the trees.

Assembly points are locations where building staff can assemble and be accounted for. In addition, information related to the incident can be shared with building occupants from these locations. Assembly points should be walking distance from the building but not too close. If they are located too close, first responders will likely move you from your assembly area in order to establish a perimeter around the incident.

Re-entry procedure

Never re-enter a building after evacuating unless cleared by emergency personnel!

Once it is determined that re-entry can be made, emergency personnel will give an “All Clear”.

ASUPD or the Fire Department will release the building back to building management once the emergency has been addressed. Building management will let Security know it is all clear and okay for entry again who will communicate to the assembly areas.

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Note: Emergency personnel are the police, fire department, and Environmental Health & Safety (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, this is usually performed by EH&S or their contracted services.