

*** * * * SAFETY EVACUATION PLAN * * * * ***

Department of Chemistry

In the event of an alarm in either or both wings of the Henry Eyring Building, everybody must vacate at the earliest possible moment, keeping in mind the importance of not leaving additional potential hazards behind, such as dangerous reactions, etc., to whatever extent possible. Should there be any cause for such additional concerns, these must be communicated to the cognizant Safety Coordinators (Doug Collins, Richard Ernst, Richard Steiner, Shari Zinik) as soon as possible. Likewise, those with any knowledge of what triggered the alarm must notify one of the Safety Coordinators.

Personnel in the north wing (NHEB) should gather in the large field just west of the main foyer, while those in SHEB (south wing) should gather in the patio area **South of SHEB**. Except for Safety Coordinators and Safety Representatives, the loading dock and adjacent parking areas are to be avoided, as they serve as the staging area for hazard responders.

Each research group is to gather together in the appropriate designated area so that their group Safety Representative or backup can determine if anyone is not accounted for, and then provide this information to one of the Safety Coordinators at the staging area. Faculty bear the responsibility for keeping the names of the Safety Representatives and backups current with Alice Miller, who will also notify the Safety Coordinators of any upcoming departures of these or other Safety Representatives.

All others should assemble into the appropriate groups below, so their Safety Representatives can check for anyone missing:

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| Main Offices and Auxiliary Teaching Faculty | Richard Steiner |
| North Wing Secretaries | Leatha Allred |
| South Wing Secretaries, Unassigned Grad Students | Jo Hoovey |
| Stockroom, N Shops (X-ray, Mass Spec, Optical) | Jay Ingleby |
| S Shops (Glass, Computer, Electronics, Machine) | Dennis Romney Jeff Welch |

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| Journal Staff (N) | Charlotte Sauer |
| Journal Staff (S); S Wing Safety Representative | Shawn Darby |
| Custodial | Don/John |

Additional Responsibilities

As the two wings' alarm systems function independently, the South Wing Safety Representative needs to have the main office inform one of the safety coordinators of any alarms in the south wing. Any visitors (e.g., seminar speakers, summer students, etc.) should generally assemble with the group with which they are associated. TAs for lab classes are responsible for ensuring the timely evacuation of their students, and closure of the laboratory doors.

The following locations should be checked for stray people by the designated individuals, provided that this can be done quickly and without risk. This information must also be provided to a Safety Coordinator:

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|---|---------------------------|
| Lecture Rooms | Jerry Driscoll |
| Undergrad Labs/Stockroom/P&G Student Room | Laya Kesner |
| Computer Room | Doug Collins |
| 4 th floor N Lab classrooms | Eric Hegg, Matt Sigman |

Building Reentry

No one is to reenter an evacuated area until the alarms are off **and** official notification has been given by one of the Safety Coordinators.

Reporting Hazards

For emergencies, contact Public Safety at 5-2677; for utility problems, etc., call 1-7221; for Environmental Health and Safety, call 1-6590. For off-hour alarms/emergencies, call Rick Steiner (582-5067) or Rick Ernst (277-6898).