

KETTER HALL BUILDING EVACUATION PROCEDURES

General Procedures:

It is the personal responsibility of all University buildings occupants to immediately exit the building when the fire alarm is activated. Remaining in the building is unacceptable, regardless of the reason. Occupants should exit from the closest stairway/exterior door to their area. Elevators are not to be used. Regardless of which exit is used, building occupants should proceed to their designated assembly area for check in with their floor fire safety warden. Persons shall not enter the building until advised that it is safe to do so by authorized personnel after the building has been declared safe by the fire department on location.

Evacuation Assembly Area:

The designated areas for assembly are the sidewalks to the east of Ketter Hall (between Ketter and Jarvis Hall). Occupants from Ketter Hall should gather as follows:

- Floor 1 should assemble on the south side of Davis Hall
- Floor 2 should assemble on the south side of Davis Hall
- SEESL staff should assemble on the south side of Davis Hall.

- **Persons unable to evacuate Floor 2:** Should assemble in **Rm 236 Ketter (SAFE ROOM)**.

Close the door (Rm236) tightly behind you. Use the Phone available in Rm236, call Police at 716 645 2222. Tell the dispatcher (a) Your Name, (b) Where you are (236 Ketter), (c) Call back number for the phone you are using (Rm 236 Tel: 645-5161), (d) How many people are with you, (e) Why you are not able to exit the building, (f) Did you see any smoke or fire on your floor.

Fire Safety Wardens:

The Ketter Hall Fire Safety Wardens and their respective area responsibilities are:

First Floor Ketter: Cemal Basaran/Ravi Ranade

Second Floor Ketter: Margaret Poniatowski/Sarah D'Iorio

SEESL Laboratory: Scot Weinreber/Bob Staniszewski

Role of the Floor Area Fire Safety Wardens:

Each Floor of Ketter Hall has a fire safety warden who is assigned to coordinate exit from the building and to facilitate communication between the Ketter Hall Building Evacuation Coordinator, S. Thevanayagam, emergency personnel, and occupants from their floor of Ketter Hall. Occupants from Ketter Hall are required to check in with their floor fire safety warden at their designated assembly area. During a building evacuation, the Floor Fire Safety Wardens will:

- Walk down the hallway of their floor, knocking on doors and telling occupants to leave immediately
- Note anyone who appears to remain in the area

- Report this information to the Ketter Hall Building Evacuation Coordinator (who will be wearing the “green vest”) on the way to the assembly area
- Gather occupant info at their assembly area
- And will report to “green vest” if either (a) the alarm was activated on their floor, or (b) the occupant information has changed since preliminary report.

Responsibilities of All Building Occupants:

It is the responsibility of all building occupants to

- Leave the building as quickly as possible
- Check in with their floor safety warden at the designated assembly area to ensure that their whereabouts has been accounted for
- Follow all instructions given by emergency personnel, the Ketter Hall building coordinator, and their floor fire safety warden
- Re-enter the building only after receiving permission to do so

It is the responsibility of faculty members/principal investigators to provide these instructions to all persons who enter their lab space (e.g., their students, staff, and visitors) so they will know the proper procedures for emergency evacuation and will be familiar with the location of stairwells. Ketter 202 is used as a meeting room by student clubs, so student club faculty advisors should provide these evacuation instructions to the members of these clubs.

Important Information and Reminders:

Leave the building immediately.

Remain calm.

Quickly but safely stop your work.

Gather personal belongings if it is safe to do so. Remember to take keys and any prescription medications possible, since it may be hours before occupants will be allowed back in the building.

If safe, close office or lab doors but do not lock them.

Use the closest safe stairway and proceed to the nearest exit. Do NOT use the elevators.

Proceed to the designated assembly area and report to the floor fire safety warden.

Re-enter the building only after receiving permission from authorized personnel to do so.

Submitted by:

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Revised 11/16/2015, to include SAFE ROOM (Ketter 236) for persons unable to evacuate from Floor 2, Ketter.