

## **Bonner Hall Building Evacuation Procedures**

### General Procedures:

It is the personal responsibility of all occupants of University buildings 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 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. The list of the fire safety wardens by floor is attached.

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 assembly area is the lot between Bonner Hall and Bell Hall. Attached is a map of this area.

Occupants from Bonner Hall should gather as follows:

Floor 1 should assemble on the east side of the lot (closest to Bell)

Floors 2 and 3 should assemble with the other members of their floor in the middle of the lot

Floor 4 on the west side of the lot (closest to Bonner)

In the event of inclement weather, the assembly area will be the overhang on Bell Hall. Occupants are asked to assemble by floor, with Floor 1 closest to the Student Union and Floor 4 closest to the door of Bell Hall.

### Role of the Floor Fire Safety Warden:

Each Floor of Bonner Hall has a fire safety warden who is assigned to coordinate exit from the building and to facilitate communication between the Bonner Hall Building Evacuation Coordinator, emergency personnel, and occupants from their floor of Bonner Hall. Occupants from Bonner 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 Warden 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 Bonner 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) alarm was activated on their floor, or (b) occupant info has changed since preliminary report.

### Building Occupant Accountability:

It is the responsibility of all building occupants –

- To leave the building as quickly as possible
- To check in with their floor safety warden at the designated assembly area to ensure that their whereabouts has been accounted for
- To follow all instructions given by emergency personnel, the Bonner Hall building coordinator, and their floor fire safety warden
- To 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 – their students, staff, visitors, etc. -- so they will know the proper procedures for emergency evacuation and will be familiar with the location of stairwells.

### 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. Please 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.

8/28/15

## **Bonner Hall Fire Safety Wardens**

Floor 1 – Peter Casey (EE)

--The alternate for Peter is Andrea Martinez

Floor 2 – Joelle DelMonte (BME)

--The alternate for Joelle is Cheryl Michalowski

Floor 3 – Cheryl Michalowski (BME)

--The alternate for Cheryl is Joelle DelMonte

Floor 4 -- Terri Miklitsch (Dean's Office - 410 Bonner)

- Jim Michalowski (Dean's Office - 412 Bonner)

- Donna Linenfelser (Dean's Office - 415 & 416 Bonner)

Bonner Hall Building Evacuation Coordinator

-- Christopher Majchrzak

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Assembly Area

