BUILDING EMERGENCY PLAN

Building Name: McClelland Hall, Building #108

Building Address: 1130 E. Helen Street

Building Manager Name: Gina Wallen & Tom Ladner

Date Completed: May 1, 2023

GENERAL GUIDELINES

This document is intended to serve as a guide to be used in conjunction with the University’s Campus Emergency Response Plan (CERP) for employees, students, and DCCs in emergency situations. Employees should familiarize themselves with these procedures before an emergency occurs and review the document annually. New employees must be instructed to read the procedures during their onboarding process.

UAAlert is the primary source of information during any type of emergency. When a potential emergency exists, UAPD should be notified immediately by calling 9-1-1. UAPD will notify everyone within the University and provide information and instructions through the UAlert system.

During an emergency when people need to be directed to another area within the building or evacuated from the building, certain duties need to be performed by each department:

- Familiarize yourself with all emergency exits in ALL areas where you work. If you are away from your department, follow the appropriate emergency procedures for exiting the building. Do not return to your department and/or office.
- Employees will not be responsible for removal of everyone in the building, only for making sure everyone knows the evacuation route and emergency exit locations.
- Departments will issue their own procedures for securing valuable items.
- Departments will be responsible within office areas for notifying everyone to evacuate and directing them to the closest emergency exit.
- Assist people with disabilities.
- Only if able to do so quickly, take personal belongings (keys, purses, wallets, phone, etc.).
- DO NOT use elevators. If you are on an elevator, get off at the next floor immediately.
- Go to the emergency assembly areas or points, listed below.
- DO NOT re-enter the building until directed to do so by appropriate personnel.
• Keep calm, do not show panic or agitation.
• In all cases, personal safety is the primary concern.

There are many types of emergencies detailed in the University of Arizona’s Emergency Procedures. The directions for medical emergency, evacuation, lock-down, and shelter-in-place during an emergency are below.

If your building contains any chemicals or possible hazardous materials that cause a spill or accidental release, please contact RLSS at 520-626-6850.

MEDICAL EMERGENCY

• CALL 9-1-1
• Unless trained, do not render assistance above basic first aid.
  o Determine the welfare of the ill or injured person by asking, “Are you okay?” and “What is wrong?”
  o If the ill or injured person is unconscious, check pulse and breathing and perform CPR if necessary.
  o Control serious bleeding by direct pressure and elevation of the wound.
  o Keep the ill or injured person still and comfortable; have them lie down if necessary.
• Do not attempt to move the injured person unless they are in immediate danger.
• Clear the area of unnecessary people.
• Have someone meet and escort the medical team to the victim
• Limit your communications with the ill or injured person to quiet reassurances.
• After the person’s immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
• If the victim is an employee, notify their supervisor.
• The locations of the automated external defibrillators (AED) and trauma first aid kit are listed below.

EVACUATION

Evacuation points for this building are listed at the end of this document.

Circumstances that may require evacuation include, but are not limited to:
• Power failure
• Criminal activity
• Discovery of a suspicious object
• Fire
• Unexpected release of a hazardous material

Notification for building evacuation will come through the building’s fire alarm system and/or UAAlert.
If evacuation of part of or all the campus is necessary, monitor UAlert, email, and the University Incident page [https://www.arizona.edu/incident](https://www.arizona.edu/incident) for additional information.

Always remain calm and follow the directions given by emergency responders (police and fire) as they arrive.

Follow the evacuation procedures:

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- **Do not use the elevators.**
- If you are working in a laboratory, as quickly as possible, shut down any lab procedures involving heated reactions before you leave. Secure any hazardous materials or equipment before leaving. In the case of a fire, close all doors as you leave your work area, including any that have been propped open.
- Follow directions given by building managers and/or emergency responders.
- Go to the designated evacuation point.
- Assist people with disabilities. Disabled people can direct others on how to assist them with evacuation. University personnel should defer to the disabled person and only assist in ways the disabled person and University personnel feel comfortable.
- **Do not re-enter the building until directed to do so by emergency response personnel.**

For fires:

- Activate the building’s fire alarm by pulling a manual fire alarm station. These devices are located at all stairwell doors and exits from the building.
- Report any details of the fire to UAPD after evacuating, stating the building name and number.
- Never enter a building if you hear the fire alarm siren or see the fire alarm strobes flashing.
- **Never re-enter a building you have evacuated until you have heard the “All Clear.”** Both UAPD and Tucson Fire Department (TFD) will silence the fire alarm sirens when they arrive at a building so they can communicate over their radios. Just because you may hear the fire alarm siren turn off does not mean the building can be re-entered. Wait at the designated evacuation point for notice from UAPD that you can go back into the building.

**EVACUATION FOR DISABLED PERSONS**

Before an evacuation happens, supervisors should specifically make sure that any disabled employee is informed of the closest evacuation points and procedures in the event of an emergency. All other employees should also be informed of these procedures.

In an emergency, an elevator may not be available.

If a person with a disability is able to exit the building without using the elevator, then they should follow the appropriate exit route.
If exit from the building is possible only by use of the elevator, a disabled person should follow these procedures:

- Move to the nearest “area of safe refuge,” which includes enclosed or exterior stairwells and remain there.
- In case of a fire, enclosed building stairwells are "areas of safe refuge" because they have a higher fire-resistant rating.
- Make sure any doors to the stairwell are closed. Open doors will violate the safe “envelope” and might allow smoke, and possibly fire, into the stairwell.
- The disabled person should remain in the stairwell. Do not attempt to carry anyone up or down the stairs.
- Call or text 9-1-1 with specific location information and notify someone (like a coworker, supervisor, instructor, or building monitor) of their location.
- Anyone with location information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a disabled person who may require evacuation assistance.
- After UAPD has given the “All Clear”, an employee or supervisor should go immediately to the safe refuge area and notify the disabled person.

More specific evacuation procedures can be found on the University of Arizona’s [Emergency Procedures](#).

**LOCKDOWN**

A lockdown will be ordered when a particular human threat exists, and a building or buildings needs to have exterior doors/entrances locked, to prevent an unauthorized person or persons from entering the building.

The authority to issue a lockdown will come from designated individuals within UAPD. UAPD will notify Amer-X to initiate a lock down of one or more buildings within the University of Arizona.

It is important to understand if a building is placed on lockdown, employees should discourage, but not physically prevent any person from exiting the building. The building will remain on lockdown until the appropriate authorities have communicated the threat no longer exists.

The goal of a lockdown is to limit exposure to danger by preventing persons from entering campus buildings. If a lockdown is ordered:

- Stay inside. Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest open building.
- Choose a room with a sturdy door and lock.
- Close windows, shades, and blinds
- Be out of view of the hazard. Stay away from glass windows or doors.
- Be cognizant of which way the door opens
• In addition to locking the door, fortify doors with heavy items such as furniture.
• Stay low and hide behind large items that may provide full or partial cover.
• Avoid detection by turning cell phones on silent and room lights off.
• Monitor UAlert, email, and the University Incident Page [https://www.arizona.edu/incident](https://www.arizona.edu/incident) for updates and further instructions.
• Once in a secure location, do not leave until receiving the “all clear” notification from law enforcement or UAlert.

• **Note:** McClelland Hall is 1 of 28 buildings on main campus that has not yet been fully upgraded to the Amer-X Perimeter Door System, which allows the building’s perimeter doors to be automatically and remotely locked by the Amer-X System. FM and Amer-X will upgrade the remaining 28 buildings over the next 2 years with McClelland Hall’s upgrade scheduled for summer 2023. Unexpected lead times on materials could delay the upgrade completion beyond summer 2023. Until the upgrade is 100% complete, Eller has a “Quick Lock” team in place that can lock the building quickly if needed. The “Quick Lock” team consists of people from UG, MBA and the Dean’s Office. If UAPD issues a Lockdown for campus and/or McClelland Hall during normal business hours, the Eller “Quick Lock” team will manually lock the designated McClelland Hall perimeter doors. This team will continue to practice this procedure until McClelland Hall is fully upgraded to the Amer-X Perimeter Door System. Currently, (3) McClelland Hall perimeter doors are automatically locked/unlocked by Amer-X. These (3) doors are each equipped with a CatCard reader for after-hours access using a self-assigned PIN. The McClelland Hall perimeter doors with CatCard readers are all located on Level 2: single door on north side of the building facing Helen Street; loading dock doors on east side of building facing Santa Rita Avenue; PDC perimeter door facing the PDC patio to the east.

**SHELTER-IN-PLACE**

Shelter-in-place is designed to keep you safe while indoors. Reasons for a shelter-in-place order may vary but will most commonly be given for a natural disaster or weather condition. Notification for shelter-in-place will be given through UAlert or through your chain of command. The exterior doors of the building will remain at their normal operating level.

If a shelter-in-place is ordered:

• If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
• Allow access to others seeking shelter.
• Close all exterior doors, windows, and any other openings to the outside.
• Avoid overcrowding by selecting several rooms if necessary.
• When considering what rooms or spaces in a building could be used for a shelter-in-place, think about potential restroom needs, water access, etc.
• Monitor UAlerts over email and text message for further instructions.
• Report any emergency or unusual condition by calling 9-1-1.
• Do not leave the building until receiving the “all clear” from a law enforcement officer or UAlert.

**Significant Building Information:** The following information should be distributed to all building occupants annually. An Emergency Procedures poster with key information will be posted throughout the building.

**SIGNIFICANT BUILDING INFORMATION**

**BUILDING NAME:** McClelland Hall, Building #108

**BUILDING ADDRESS:** 1130 E. Helen Street

**CONTROLLED POINT OF ENTRY FOR THIS BUILDING:** (Perimeter Cat Card Readers): 2nd Level: (1) North Perimeter Door facing Helen Street; (1) East Loading Dock Doors facing Santa Rita Avenue; (1) PDC Perimeter Door facing PDC Patio

**BUILDING EXITS:** Level 1: SW Patio and West; Level 2: North, South, East, PDC

**PANIC BUTTON LOCATIONS:** Level 2 UG/PDC Curved Reception Area: under desk

**ADA (WHEELCHAIR) ACCESSIBLE SECURE ROOM LOCATIONS:** Level 1: Classroom 118; Level 2: Classroom 208A; Level 3: 335 Grad Lab; Level 4: 417 Dean’s Suite

**THIS BUILDING IS EQUIPPED WITH SECURITY CAMERAS:** No

**AED LOCATIONS:** 2nd Level: Near east restrooms; 3rd Level: Near 335 Grad Lab

**TRAUMA MEDICAL KIT LOCATIONS:** N/A
EVACUATION POINT FOR EMERGENCIES, SUCH AS FIRE:

Evacuation Point # 1: North Assembly Location – north of Helen Street and north of structures.

Evacuation Point # 2: South Assembly Location – south of Olive Street Underpass near UA Arts District.

Note: Every Eller department, center and Lab is asked to assign one Emergency Departmental Lead (DL) and one Alternate Emergency Departmental Lead. The primary duty of the DLs is to provide guidance to individuals in their designated areas in the event of a building evacuation, due to an event, such as a fire alarm activation. This evacuation procedure would not be followed under an “Active Threat” situation. Furthermore, the DLs are never expected to compromise their own safety. The DLs must willing to perform the following duties:

- Participate in annual training on emergency building evacuation procedures;
- Keep Emergency Evacuation kit ready at all times;
- Communicate with other Eller DLs via hand-held radio during emergency building evacuations;
- Communicate with Emergency Responders during emergency building evacuations.

During normal business hours if McClelland Hall is evacuated due to an incident such as a fire alarm activation, you will see Eller DLs in lime bright yellow emergency vests with walkie-talkies. They will be directing people to the north and south Evacuation Points for McClelland Hall, as well as communicate with Emergency Responders.
EVACUATION POINT FOR ACTIVE THREAT: Run away from the active threat, if possible, and put as much space/buildings between you and the active threat as possible. When safe, contact a member of your team. Blue Emergency Phones (directly dial UAPD and 911) are in the following areas of McClelland Hall: 113 Muzzy Lab, Classrooms 118, 120, 122, 123, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 201A Salter Seminar Room, 201B Hagenah Seminar Room, 207 Berger Auditorium, 208A Soldwedel Classroom, 214 Nunamaker Classroom and 218J McKeever Lab.

EVACUATION ROUTE: Look for exit signs above doorways and in hallways, including doorways to stairwells, and follow signs to the nearest building exit.

X = Primary Exits - Level 1  X = Primary Exits to Level 2 / Street Level
Eller Phone Tree:
Just prior to the start of each academic year, all Eller departments are required to update their Departmental Phone Tree and submit it to the Eller Dean’s Office. Each Departmental Phone Tree feeds into the Eller college-wide phone tree, which would be initiated in the event of a college-wide emergency, especially if an emergency took place in McClelland Hall. This process is initiated by the Eller Facilities Team.

Eller Departmental Continuity of Operations Plan (COOP):
Just prior to the start of each academic year, all Eller departments are required to submit a Continuity of Operations Plan (COOP) to the Eller Dean’s Office and the UA CIRT Team. This process is initiated by the Eller Facilities Team.

Eller Line of Succession Group:
In the event of a campus emergency or Eller College emergency, the Eller Leadership team will have two ways to quickly gather to discuss if a plan of action is needed. This group will communicate with each other either through a text messaging group or a Microsoft Teams Channel. Anyone in this group can initiate contact and this group will decide if communication to the Eller Community is needed and what avenue of communication will be used. This group will always take their lead from UAPD and/or the Critical Response/Incident Command Team.