

**UConn Tech Park
Innovation Partnership Building
159 Discovery Drive
Unit 5279
Storrs, CT 06269-5279
Approved April 2025**

Building Emergency Action Plan

This page is intentionally left blank.

HOW TO NAVIGATE THIS DOCUMENT

This document is organized as the following:

- **Purpose.** This section provides the purpose and scope of this document.
- **Section I: User Items.** This section establishes contact information, identifies important locations, and outlines emergency response procedures.
- **Section II: Building Information.** This section provides a description of the building at 159 Discovery Drive, which includes unique features, occupancy expectations, internal operations, and special alarms.
- **Section III: Responsibilities and Requirements.** This section identifies roles, responsibilities and requirements for essential personnel and departments within the building.
- **Section IV: Special Assistance.** This section provides more specific guidelines for protecting and evacuating individuals that require additional assistance.
- **Appendices & Attachments.** The appendices and attachments to this document are intended to provide the plan user with specific, detailed information regarding emergency actions at 159 Discovery Drive, UConn Storrs Campus.

TABLE OF CONTENTS

HOW TO NAVIGATE THIS DOCUMENT	3
PURPOSE.....	5
SECTION 1: USER ITEMS	6
SECTION 2: BUILDING INFORMATION.....	10
SECTION 3: RESPONSIBILITIES & REQUIREMENTS.....	13
SECTION 4: SPECIAL ASSISTANCE.....	15

APPENDICES & ATTACHMENTS

- *Appendix A: Definitions*
- *Appendix B: Acronyms*
- *Appendix C: Building Floor Plans*
- *Appendix D: Aerial Map & Exterior Pictures*

PURPOSE

The purpose of this Building Emergency Action Plan (BEAP) is to outline the emergency response procedures for the occupants of UConn Tech Park at 159 Discovery Drive at UConn Storrs Campus. This plan identifies emergency contacts, defines emergency terminology, assigns roles and responsibilities, and offers specific information. Given that emergency situations are dynamic, nothing in this plan should supersede individual emergency actions required by a situation.

The building occupants of UConn Tech Park are responsible for the information contained in this BEAP. This BEAP, based on a template created by the UConn Office of Emergency Management (OEM), has been produced by the of UConn Tech Park Emergency Action Plan Committee and building occupants, through collaboration with multiple University divisions and departments, as well as through referencing related reports and documentation. This plan provides the baseline framework for building emergency actions and response. Nothing in this plan should prohibit additional emergency planning, business continuity initiatives or personal safety actions required during an emergency.

This BEAP must be made available in writing to all employees of the building for review. It is to be reviewed as follows:

- 1 – When the plan is developed.
- 2 – When the plan is changed.
- 3 – When an employee is initially assigned to the job.
- 4 – When the employee’s responsibilities under the plan change.

SCOPE

This Building Emergency Action Plan applies to the University building at UConn Tech Park at the Storrs Campus.

Building Emergency Action Plan Coordinator

The BEAP Coordinator is directly responsible for managing this Plan. Questions or comments should be directed to the Coordinator.

Mike Raymond
Michael.e.raymond@uconn.edu
860.486.7975 (w)
860.753.1625 (c)

1.0 USER ITEMS

This section identifies important contact information, defines emergency terminology, and establishes basic emergency action procedures.

1.1 EMERGENCY CONTACT INFORMATION

If there is an emergency:

- **Cellular Phone: Dial 911.**
- **Landline Phone: Dial 9-911 860.486.4800 for the Storrs Campus.**

159 Discovery Drive –UConn Tech Park Emergency Contacts

- Building Manager: Brian Cardinal 860.486.3033 (w) / 860.208.9577 (c).
- Lab Safety Technician: Mike Raymond 860.75.1625 (c) / 860.486.7959 (w).
- Executive Director: Emmanouil Anagnostou, Ph.D. 860.486.6806 (w).

1.2 NON-EMERGENCY CONTACT NUMBERS

Additional Non-Emergency Contacts for the Building:

- Vice President for Research, Innovation, and Entrepreneurship, Pamir Alpay, Ph.D., 860.486.6917 (w).
- Administrative Contact: Raelene DeRobertis, 860.486.1507 (w) / 860.634.2727 (c).

1.3 ADDITIONAL CAMPUS RESOURCES

Additional resources available include:

- Emergency Police/Fire: 911.
- UConn Police (24/7 Routine @ Storrs): 860.486.4800.
- UConn Fire Department (Routine): 860.486.4925.
- UConn Office of Emergency Management: 860.486.5174.
- UConn Fire Marshal and Building Inspector: 860.486.4800.
- UConn Facilities Contact: Brian Cardinal 860.486.3033 (w) / 860.208.9577 (c).
- UConn Environmental Health & Safety: 860.486.3613.
- UConnALERT: www.alert.uconn.edu.
- Student Care Team: 860.486.8402.
- Employees of Concern Team Reportline: 1.888.685.2637.

1.4 AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATION

An automatic external defibrillator (AED) should be used for potential cardiac emergencies. There is an AED located within UConn Tech Park at 159 Discovery Drive on all floors, in the following locations:

- 1st floor: Central Hallway, between rooms 124 and 126A.
- 2nd floor: Directly facing elevators, behind stairwell wall.
- 3rd floor: Between rooms 316 and 315.

Within each AED unit, there is also a “Stop the Bleed Kit.”

For more information about AEDs and “Stop the Bleed Kit” (add link): [University Public Access AEDs, Bleeding Control and CPR | Division of University Safety \(uconn.edu\)](#).

Professional emergency services responding in an emergency will provide and direct all rescue and medical aid upon their arrival on site.

1.5 RESPONSE TO ALARMS

Response to a Fire Alarm. When the fire alarm is activated, evacuate the building immediately.

1. If time and conditions permit, secure your workplace and take important personal items with you (keys, purse/wallet, medication, and/or eyeglasses). Do not waste time.
2. Calmly and quickly proceed to the nearest exit. Walk, do not run. Your nearest exist may not be the way you entered.
3. If you are the last one out of a room, close the door behind you and turn off the lights.
4. Do not use the elevator.
5. Call 911, report the situation, and follow their instructions. Note, a fire alarm activation notifies local emergency dispatch.
6. Wait outside for further instruction from (UConn / Local) Emergency Personnel.
7. Immediately report anyone that you believe may be missing or trapped inside to Emergency Personnel.
8. Never reenter a building until it is declared safe by Emergency Personnel or you receive the “ALL CLEAR.”

PRIMARY ASSEMBLY POINT FOR THIS BUILDING: South Visitor Parking Lot

Floor Wardens. If conditions permit, Floor Wardens conduct a final sweep of their assigned floor to ensure it is evacuated. Floor wardens should know all exit routes for their floor. There should be multiple Floor Wardens for each floor due to absence, out of the building, etc.

- **1st Floor:**
 - Mike Raymond (Room 128/ Michael.e.raymond@uconn.edu / 860.486.7959).
 - Brian Cardinal (Room 135A/ brian.cardinal@uconn.edu / 860.486.3033).
- **2nd Floor:**
 - Mike DiDonato (Room 202D / michael.didonato@uconn.edu / 203.671.8719).
 - Janesa Mackin (Room 216 / janesa.mackin@uconn.edu / 860.486.7183).
- **3rd Floor:**
 - Raelene DeRobertis (Room 324B / raelene.derobertis@uconn.edu / 860.486.1507).
 - Emmanouil Anagnostou (Room 324A / manos@uconn.edu / 860.486.6806).

Accounting for all Persons after an Emergency Evacuation. Supervisors should account for all employees, students, and visitors after an emergency evacuation has been completed. After people have assembled to the North and South Parking Lots outside the building, Supervisors

should take accountability and those who have knowledge of any person(s) still inside the building need to inform emergency responders and the BEAP Coordinator for that building.

1.6 EMERGENCY EVACUATION PROCEDURES

Evacuate: means that you should **leave** the building or area you are in immediately and safely.

1. If time and conditions permit, secure your workplace and take important personal items with you (keys, purse/wallet, medication, and/or eyeglasses). Do not waste time.
2. Calmly and quickly proceed to the nearest exit. Walk, do not run. Your nearest exit may not be the way you entered.
3. If you are the last one out of a room, close the door behind you and turn off the lights.
4. Do not use the elevator.
5. Keep noise low so you can hear emergency instructions.
6. Use handrails in stairwells, stay to the right of the stairwell and allow Emergency Personnel to pass you.
7. Wait outside for further instruction from Emergency Personnel.
8. Immediately report anyone that you believe may be missing or trapped inside to Emergency Personnel.
9. Never reenter a building until it is declared safe by Emergency Personnel or you receive the "ALL CLEAR."

If you become trapped

1. Get inside a room and close the door.
2. If there is a smoke or fire condition, or in a hazmat incident, put a towel in the space between the bottom of the door and the floor.
3. Call 911 from your telephone and tell the dispatcher your location and condition.
4. If there is a window in the room, signal for help with a brightly colored object or hang a sheet from it outside.

1.7 EMERGENCY SHELTER-IN-PLACE PROCEDURES

Shelter-In-Place: means you should **stay inside** the building you are already in or closest to.

1. Calmly stop class, work, or close your business.
2. Immediately seek shelter inside the closest sturdy building, interior room, or corridor.
 - a. Preferably, find a small interior room with few/no windows.
 - b. Avoid large free-standing expanses such as auditoriums and gymnasiums.
3. Close all windows, exterior doors, and any other openings to the outside.
4. Stay away from windows, glass, and unsecured objects that may fall.
5. If you are with other people, ask them to stay in the room with you. When authorities provide directions to shelter-in-place, they want everyone to take those steps right away, where they are, and not to drive or walk outdoors.
6. If you are not in imminent risk, contact your family to let them know your situation.
7. Await further instruction from [UConnALERT](#) and Emergency Personnel.
8. Do not leave until an [ALL CLEAR](#) is received.

1.8 EMERGENCY LOCKDOWN PROCEDURES

Lockdown: is a state of isolation or restricted access instituted as a security measure. You will be safest by quickly placing a locked door or other barricade between you and the potential threat or danger.

1. Calmly, but quickly close and lock all doors into your room and turn off the lights.
2. Block entry into your room, if possible.
3. Close and lock all windows in your room. Draw the blinds where possible.
4. Hide in an area that is out of view and makes your location look as though it is empty.
5. Silence all electronic devices.
6. Remain as quiet as possible and attract as little attention to your area as possible.
7. Wait for further instruction from UConnALERT and Emergency Personnel.
8. Stay locked-down in your hiding place until you receive an "ALL CLEAR."
9. Call 9-1-1 if an emergency arises in your area.

If someone tries to access your secured area:

- If there is ANY DOUBT about your safety inside the room or building, the area needs to remain secure. Do not let the person in. Allowing someone to enter a secure location may endanger you and others.
- You will need to use your own good judgement.

1.9 ACTIVE THREAT/ACTIVE SHOOTER ADDITIONAL RESPONSE GUIDANCE

If it is determined there is an active shooter/threat in your vicinity, your first choice should be to evacuate the area of the threat.

RUN

- Have an escape route and plan in mind. This will depend on your location in the building, so plan ahead.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Keep your hands visible.
- Call 911 when safe to do so and provide as much information as possible, such as: your location, number and description of suspects if known, and weapons used.

If you cannot evacuate the area:

HIDE

- Hide in an area out of the suspect's view.
- Block entry to your hiding place and lock the doors, if possible.
- Turn out the lights.
- Silence electronic devices.
- Make your location look as though it is empty.
- Call 911 when safe to do so.

If you are face to face with the suspect and your life is in imminent danger:

FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the suspect.
- Act with physical aggression and throw items to distract or disable the suspect.

For more information about “RUN-HIDE-FIGHT” and training go to: [Public Education | Division of University Safety \(uconn.edu\)](#).

1.10 ALL CLEAR PROCEDURES

ALL CLEAR: means that the danger or threat is over. You may return to normal operations.

1. Ensure that everyone is okay and that there is no need for emergency services.
2. Discuss the plan to make up missed work.
3. Begin to restore normal operations.

If you discover an emergency after the ALL CLEAR is given, call 911.

1.11 CLASS SUSPENSION OR CAMPUS CLOSURE

This building is under the authority of the University’s Emergency Closing Policy, readily available at [policy.uconn.edu](#). According to the policy:

Decisions to alter the University’s normal operations and schedule for all campuses are made jointly by the President’s Office, Provost’s Office, Executive Vice President and Chief Financial Officer (EVP/CFO), and the Head of Human Resources. Decisions about such alterations are made with full input from Public Safety and Facilities Operations and Building Services for all campuses. Careful consideration will be given to the particular conditions and circumstances at each campus, and decisions will account for variations that may exist among the situations at different campuses. The UConnALERT website, [alert.uconn.edu](#), is the definitive source of information about the University’s operating status.”

2.0 BUILDING INFORMATION

This section describes the building, identifies occupying departments and critical operations, and reviews any unique features of UConn Tech Park and 159 Discovery Drive.

2.1 BUILDING DESCRIPTION

This building, which contains shared office and laboratory space, has three floors and a fourth-floor mechanical terrace that make up approximately 114,000 square feet.

First Floor. The first floor consists of four research centers with multiple wet lab rooms, two facilities offices, a graduate student shared office, one unfitted lab/office space, a loading dock with two doors, one server room, four bathrooms, one janitor’s closet, a service access room, two elevators, and two stairwells.

Second Floor. The second floor consists of three meeting rooms, one mail room, two lobbies, a men's and women's bathroom, a café, a janitor's closet, a service access room, three single offices, two shared open offices, two elevators, and one stairwell.

Third Floor. The third floor consists of one engineering wet lab, three computer labs, four meeting rooms, eleven offices, a men's and women's bathroom, a service access room, two elevators, and two stairwells.

Fourth Floor. The fourth floor consists of mechanical rooms and IT service panels.

2.2 BUILDING DEPARTMENTS

The primary occupying department for this building is the Office of the Vice President for Research.

Director, Project Daedalus – Air Force Advanced Manufacturing Initiative

S. Pamir Alpay, Ph.D.

pamir.alpay@uconn.edu

860.486.6917

Director, Eversource Energy Center

Diego Cerrai, Ph.D.

Diego.cerrai@uconn.edu

860.486.6806

Director, Institute for Advanced Systems Engineering (IASE)

George Bollas, Ph.D.

george.bollas@uconn.edu

860.486.4602

Co-director, Connecticut Cybersecurity Center (C3)

John Chandy, Ph.D.

john.chandy@uconn.edu

860.486. 3410

Co-director, National Institute for Undersea Vehicle Technology

Richard Christenson, Ph.D.

richard.christenson@uconn.edu

860.486.2270

Director, Center for Materials Processing Data (CMPD)

Lesley Frame, Ph.D.

lesley.frame@uconn.edu

860.486.6945

Director, Pratt & Whitney Additive Manufacturing Center (PW AMC)

Rainer Hebert, Ph.D.

rainer.hebert@uconn.edu

860.486.3155

Director, Connecticut Manufacturing Simulation Center (CMSC)

Jeongho Kim, Ph.D.

jeongho.kim@uconn.edu

860.486.2746

Director, Proof of Concept Center (POCC)

Joseph Luciani

joseph.luciani@uconn.edu

[860.486.5743](tel:860.486.5743)

Director, Center for Science of Heterogeneous Additive Printing of 3D Materials (SHAP3D)

Anson W. K. Ma, Ph.D.

anson.ma@uconn.edu

860.486.4630

Director, Connecticut Center for Applied Separations Technology (CCAST)

Jeffrey McCutcheon, Ph.D.

jeffrey.mccutcheon@uconn.edu

860.486.4601

Director, Synchrony Financial Center of Excellence in Cybersecurity

Laurent Michel, Ph.D.

laurent.michel@uconn.edu

860.486.2584

Director, Reverse Engineering Fabrication Inspection & Non-Destructive Evaluation (REFINE)

Sina Shahbazmohamadi, Ph.D.

sina@uconn.edu

860.486.8194

Director, UConn Thermo Fisher Scientific Center for Advanced Microscopy and Materials Analysis

Steven L. Suib, Ph.D.

steven.suib@uconn.edu

860.486.4745

Director, UConn DENS solutions Center for IN-situ/Operando Electron Microscopy (InToEM)

Yuanyuan Zhu, Ph.D.

yuanyuan.2.zhu@uconn.edu

860.486.2378

The building also consists of the following operational supporting units:

- Finance
- Administration

2.3 CRITICAL OPERATIONS WITHIN THE BUILDING

Utilities. Utilities (power, water, sewer, data) are essential to maintain business operations in the building. If there is an issue (that is not an emergency):

1. Contact UConn Work Order Control: <https://fo.uconn.edu/departments/operations-center/>.
2. Contact the Facilities Liaison for the Building:
 - o Brian Cardinal 860.486.3033 (w) / 860.208.9577 (c)

Data. All critical data should be saved to either the UConn network drives or UConn cloud services. Do not rely on an individual computer's hard drive.

Employees Conducting Critical Functions. Employees who are required to remain in the building to conduct critical building support operations should perform their duties only if they are not in a smoke/fire/hazardous areas. Employees should never risk injury when performing work related duties.

All critical data should be saved to either the UConn network drives or UConn cloud services. Do not rely on an individual computer's hard drive.

UConn ITS Help Desk: 860.486.4357 or help@uconn.edu.

2.4 BUILDING ALARMS

This building is equipped with four types of alarms:

- **Fire Alarm:** Simplex (building wide main system).
- **Gas/Oxygen Sensors:** Minimax (localized laboratory sub-panels).
- **Intrusion Alarm:** N/A.
- **Silent Alarm/Panic Device:** N/A.
- **Request for Assistance Alarm:** All bathrooms at 159 Discovery Drive have request for assistance alarms. (this is in reference to the Handicap bathroom). Note: Bathroom Alarms are normally only local alarms alerting those in the immediate hallway that someone in the bathroom is in distress & needs assistance.

2.5 911 CALL BOX/BLUE PHONE & PANIC BUTTON LOCATIONS

There is a total of three (3) call box/blue phones located across the street. Two (2) are located on the commuter/student K lot, and one (1) on the corner of Tower Ct. Road, and Discovery Drive.

2.6 HAZARDOUS MATERIALS

Hazardous materials used in this building are located at (to include for maintenance and sanitation purposes):

Location of Safety Data Sheets (SDS): Safety Data Sheets are in the laboratory that the material is used in. When entering the laboratory, immediately to the right on the wall at eye level is a wall file hanger with the SDSs.

Electronic copies of SDSs are available at <http://www.msds.com/> (*Username:uconnmsds/ Password: uconnehs*).

Follow the established UConn Environmental Health & Safety (EH&S) <https://ehs.uconn.edu/> procedures to evacuate laboratories and other work areas in the event of:

- Chemical Spills/Release.
- Biological Materials Release.
- Radiation Mishaps.
- Laser Accidents.
- Hazardous Operations/Conditions.

3.0 RESPONSIBILITIES AND REQUIREMENTS

This section identifies specific safety-related roles and responsibilities for UConn Tech Park.

3.1 AUTHORIZED INDIVIDUALS

The following individuals are the authorities having jurisdiction over UConn Tech Park and this Building Emergency Action Plan:

Executive Director

Emmanouil Anagnostou

manos@uconn.edu

860.486.6806 (w)

860.303.7570 (c)

3.2 BUILDING EMERGENCY ACTION PLAN COORDINATOR & BUILDING EMERGENCY ACTION PLAN COMMITTEE

This Building Emergency Action Plan is directly managed by the following BEAP Coordinator:

Mike Raymond

Michael.e.raymond@uconn.edu

860.486.7959 (w)

860.753.1625 (c)

Revisions, recommendations, and questions should be forwarded to the BEAP Coordinator listed above.

The UConn Tech Park Emergency Action Plan Committee, led by the BEAP Coordinator, is the responsible body for the content and maintenance of this plan. The BEAP Committee will meet twice annually to review the Building Emergency Action Plan and update the document, as necessary. The committee will also ascertain that annual training has been completed and make proposals about additional training that may be beneficial. The committee will also review updates and changes made to the UConn BEAP Template by the Division of University Safety, Office of Emergency Management.

The committee consists of the following:

- Mike Raymond, Lab Safety Tech., Michael.e.raymond@uconn.edu, 860.486.7959 (w) / 860.753.1625 (c).
- Brian Cardinal, Facilities, brian.cardinal@uconn.edu, 860.486.3033 (w).
- Emmanouil Anagnostou, Executive Director, manos@uconn.edu, 860.486.6806 (w) / 860.753.1625 (c).

3.3 LOCALIZED IN-BUILDING MASS NOTIFICATION SYSTEMS

This building is equipped with three modes of mass communications within the building:

1. **In-building Public Annunciation System:** Simplex system has annunciation in case of emergencies.
2. **Fire Alarm:** Simplex and Minimax systems have strobes and audible notifications.
3. **E-Mail:** ipb_techpark-dl@listserv.uconn.edu.

For access and information on the University's mass notification system, UConnALERT, visit <https://alert.uconn.edu>.

3.4 UCONN DIVISION OF UNIVERSITY SAFETY

The UConn Division of University Safety is the primary authority for providing emergency services to the building. This includes the provision of fire, police, medical, 9-1-1, and emergency management services.

3.5 BUILDING OCCUPANT RESPONSIBILITIES

The occupants of this building are responsible for:

- Learning the emergency terms: Evacuation, Shelter-In-Place, Lock Down, and ALL CLEAR.
- Taking direction.
- Following policies and procedures.
- Understanding the University's Emergency Closing Policy.
- Considering personal safety.
- Confirming enrollment in the UConnALERT emergency notification system.
- Participate in emergency preparedness training.

3.6 BEAP TRAINING

Faculty and staff members will receive an electronic copy of the Building Emergency Action Plan. Students will be verbally briefed on elements of the BEAP and emergency preparedness information as part of their class introduction & orientation.

3.7 LEGAL AUTHORIZATIONS

This plan is intended to meet the legal requirements specified in the following:

Federal:

- Occupational Safety and Health Administration, 29 C.F.R. § 1910.38.
- Higher Education Act, 20 U.S.C. § 1092(f)(1)(F); 34 C.F.R. § 668.46 (Clery Act).

State of Connecticut:

- Connecticut State Fire Prevention Code.

4.0 SPECIAL ASSISTANCE

This section provides special considerations for individuals with access and functional needs.

4.1 SPECIAL CONSIDERATIONS FOR EVACUATION PROCEDURES

Evacuate: means that you should **leave** the building or area you are in immediately and safely.

To Assist Individuals with Access and Functional Needs During an Evacuation:

To assist persons with impaired vision – In an emergency situation:

1. Announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going.
4. Once safe, ask if further assistance is needed.
5. Let Emergency Personnel know the location of these individuals.

To alert persons with impaired hearing – Because persons with impaired hearing may not perceive emergency alarms, an alternative way to warn them is required.

1. Turn lights on/off to gain the person's attention or Indicate through gestures what is happening and what to do.
2. Write a note with evacuation directions, such as: "Fire. Go out rear door to the right and down, now!"
 - a. When activated, the fire alarm system will strobe with the audible siren.
 - b. Upon request, workplaces with hearing impaired individuals may contain strobe lights connected to the fire alarm.
3. Let Emergency Personnel know the location of these individuals.

To evacuate persons using wheelchairs, crutches, canes, or walkers:

1. Evacuate these individuals the same as you would an injured person.
2. Assist and accompany to evacuation site, if possible.
3. Use a sturdy chair (or one with wheels) to move the person.
4. Help carry the individual to safety.

5. Let Emergency Personnel know the location of these individuals.

Do not put yourself or others in danger. If the situation does not allow you to safely assist with their evacuation, get them to a stairwell or other safe location. Immediately notify Emergency Personnel of the individuals' situation and location.

APPENDIX A: DEFINITIONS

ALL CLEAR: means that the danger or threat is over. You may return to normal operations.

Assembly Point – a location designated as the place to meet or gather in the event of an emergency.

Evacuate: means that you should leave the building or area you are in immediately and safely.

Lockdown: is a state of isolation or restricted access instituted as a security measure. You will be safest by quickly placing a locked door or other barricade between you and the potential threat or danger.

Shelter-In-Place: means you should stay inside the building you are already in or closest to. This is typically used for severe weather events, such as a tornado. Preferably, when a shelter-in-place order is given, choose a small interior room with few or no windows. Do not lock the doors behind you as others may also need to shelter-in-place.

RUN-HIDE-FIGHT: This is the recommended response in the event of an active threat or shooter situation.

1. RUN:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

2. HIDE

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.

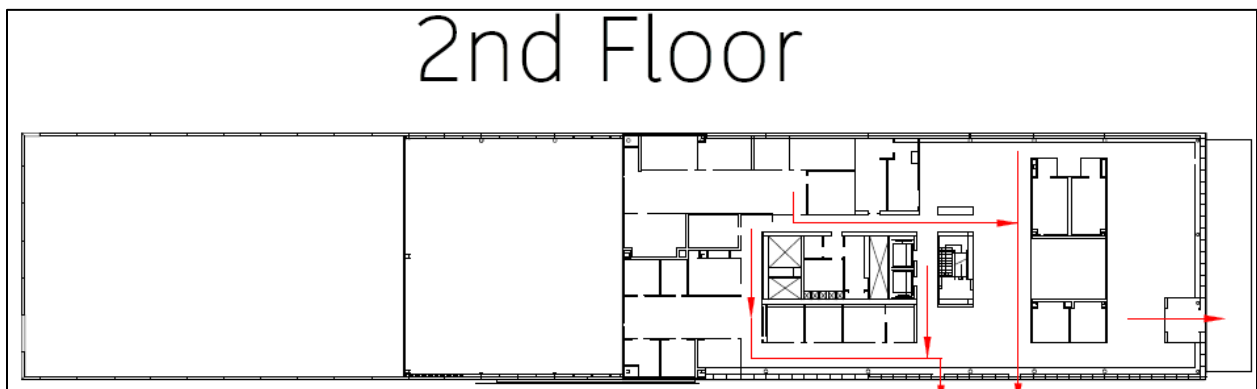
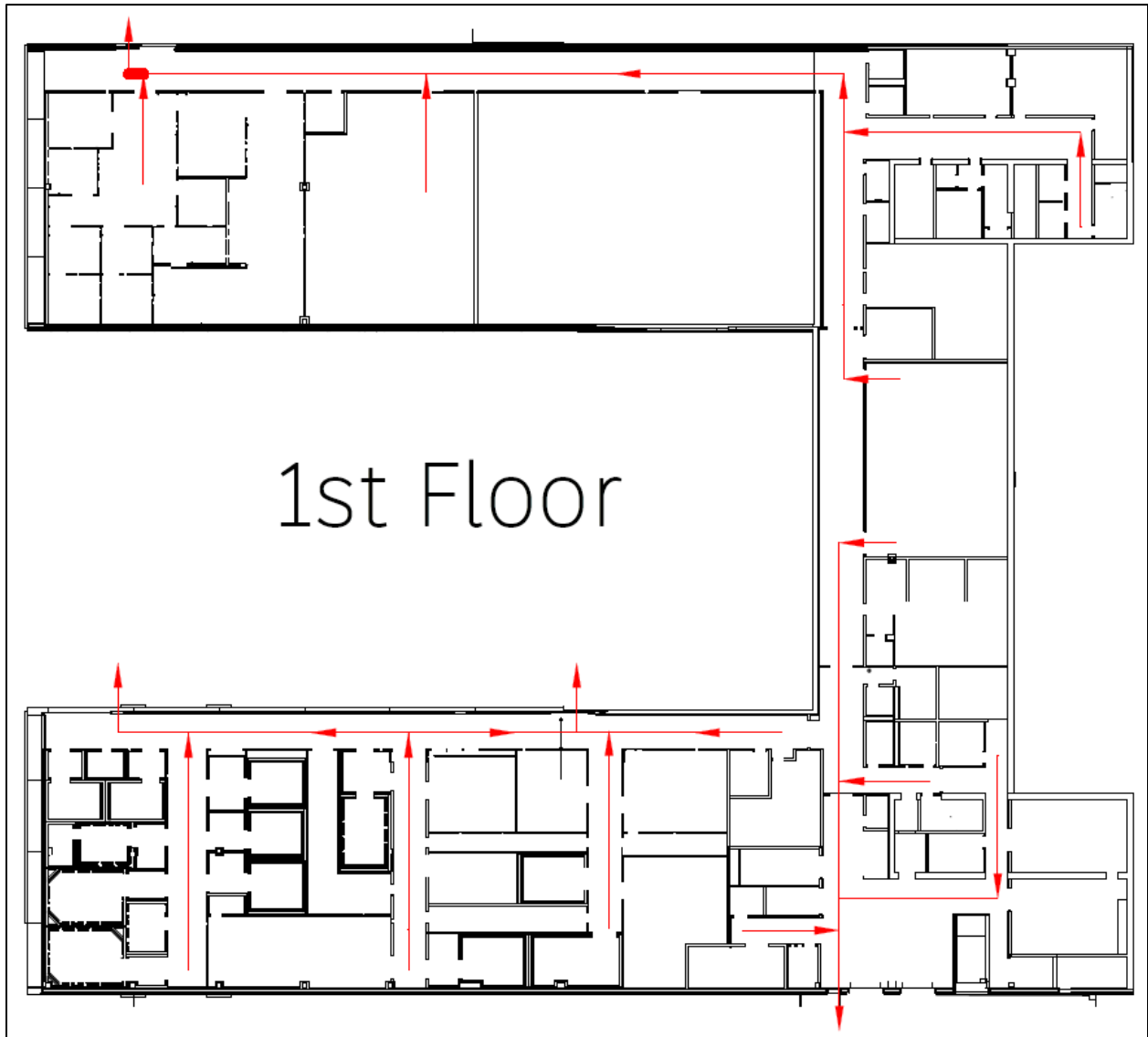
3. FIGHT

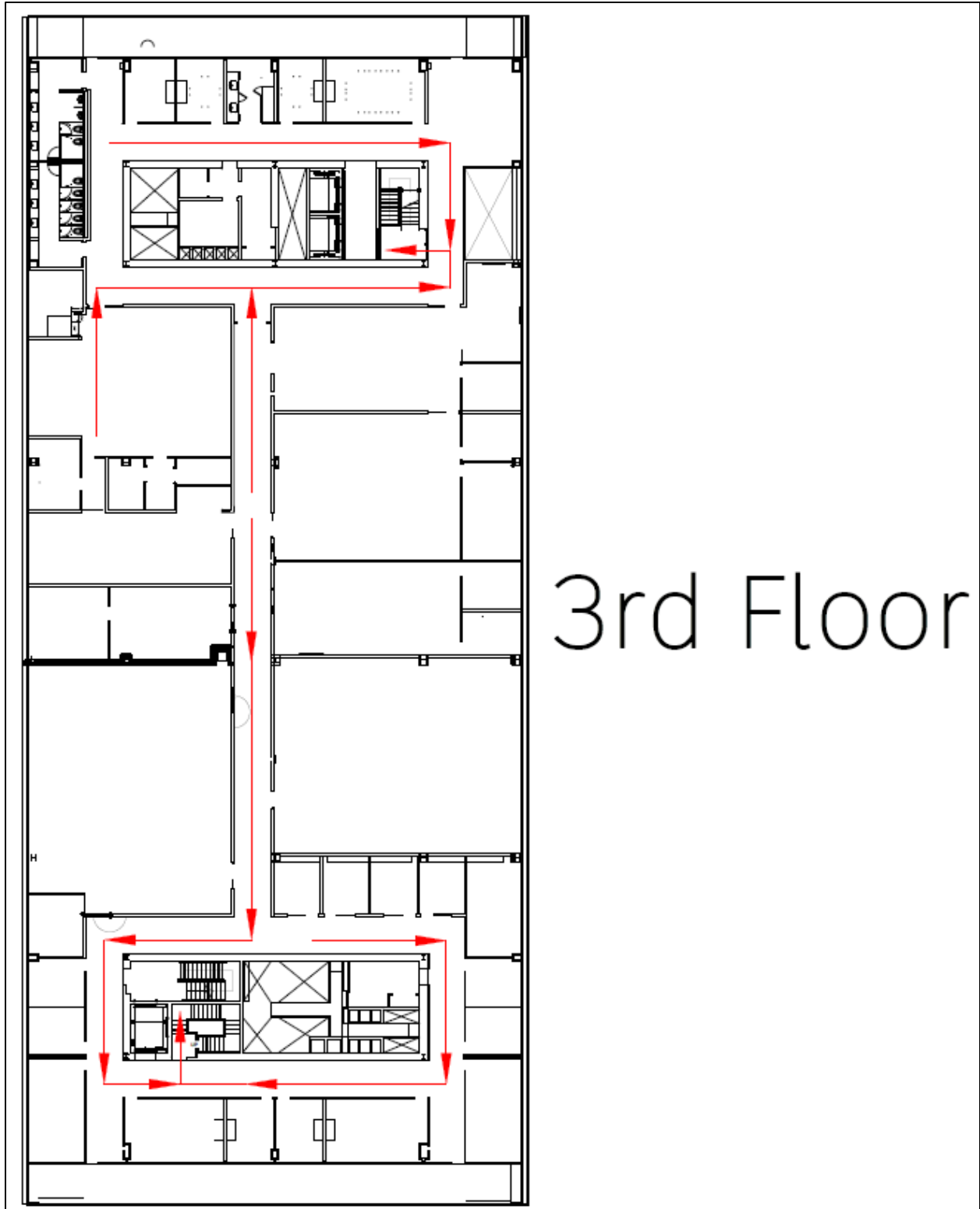
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.

- **APPENDIX B: COMMON ACRONYMS**

- BEAP— Building Emergency Action Plan
- EH&S – Environmental Health & Safety
- OEM — Office of Emergency Management
- SDS — Safety Data Sheets

APPENDIX C: BUILDING FLOOR & EVACUATION PLANS





3rd Floor

APPENDIX D: AERIAL MAP AND EXTERIOR PICTURES

