



# Pettit Microelectronics Building Building Emergency Response Plan

**Plan Prepared by:**  
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Institute for Matter & Systems  
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**Georgia Institute of Technology**  
**Office of Emergency Management**  
Second Edition

This document supersedes all previous versions of the Georgia Tech Building Emergency Response Plan (also referred to as "Redbook")  
for Pettit Microelectronics Building

**In an Emergency, dial 911 or 404-894-2500**

## Georgia Tech Contacts

Georgia Tech Police	404-894-2500
Environmental, Health & Safety	404-894-6224
Facilities Management	404-894-1613

## Building Manager

**GT Account:** ljohnston37**Name:** Lawrence Johnston**Email:** wade.johnston@gatech.edu**Department:** Institute for Matter & Systems**Office Phone:** undefined**Cell Phone:** (404) 520-8289

## Building Secondary Representatives

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE
Gary	Spinner	Institute for Matter & Systems		(404) 894-4010	(404) 391-9182
Tran-Vinh	Nguyen	Institute for Matter & Systems		(404) 385-6678	(678) 480-1477
Lawrence	Johnston	Institute for Matter & Systems			(404) 520-8289
Dean	Sutter	Institute for Matter & Systems		(404) 385-3899	(404) 391-4059

## Building Emergency Contacts

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE
Alicia	Wood-Jones	Environmental Health & Safety		(404) 964-5596	(404) 964-5596
Gary	Spinner	Institute for Matter & Systems		(404) 894-4010	(404) 391-9182

Tran-Vinh	Nguyen	Institute for Matter & Systems	(404) 385-6678	(678) 480-1477
Lawrence	Johnston	Institute for Matter & Systems		(404) 520-8289
Dean	Sutter	Institute for Matter & Systems	(404) 385-3899	(404) 391-4059

## Non-GT Emergency Contacts

First Name	Last Name	Phone Num	Email	Company
Jeff	Owens	(404) 357-4636	jeffery.owens@honeywell.com	Honeywell

## General Emergency Guidelines

**Emergency Building Evacuations:** *All building occupants are to evacuate.* Exit the building using the nearest emergency exit/stairwell. Elevators are to be used only when authorized by a firefighter or police officer. Once outside the building, all building occupants are to proceed to their Designated Evacuation Assembly Area. No one is permitted to re-enter the building until given the all clear by emergency personnel.

### Designated Evacuation Assembly Area

Across the street from 791 Atlantic Dr NW, in the Mason courtyard area.

**Severe Weather Shelter-in-Place Emergencies:** All building occupants are to proceed to their severe weather shelter area, or seek shelter inside interior rooms and hallways on the lowest floor of a building, until notified by Institute officials that it is safe to leave.

## Preferred Severe Weather Shelter Area Locations

Location
Basement hallway

*Note:* For specific emergency procedures, consult this Building Redbook and/or the Georgia Tech LiveSafe App (available for download at [livesafe.gatech.edu](https://livesafe.gatech.edu)).

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# Introduction & Plan Maintenance

Occupational Safety & Health Administration: 29 CFR 1910.38

Everyone on campus is responsible for emergency preparedness, safety and security. The Redbook is an integral part of preparing for, and responding to an emergency in your building. Facility/Building Managers must take ownership of this document, which includes updating and managing it.

Your Redbook must be updated at least annually, when a building gets a new building/facility manager, when the building has undergone significant construction and/or remodeling, and/or when a response protocol has been changed, especially as it relates to evacuation procedures. Updating a Redbook is an important, but not a time consuming project.

Focus on evacuation procedures, safe shelter locations (for severe weather) and educating/training your building occupants. Please see Appendix B: Resource List (page 29) for additional information that will help you prepare and update your Redbook.

## Overview

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Facility Manager or Department Representative for your section. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency such as fire extinguishers pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (such as being a roll taker or floor monitor).
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

## Plan Evaluation, Monitoring, Updating

*The Emergency Preparedness Coordinator or his/her designee should annually review and update the emergency procedures contained in this plan. The plan should be part of new employee orientations and all employees should be expected to routinely familiarize themselves with this plan.*

This section should include additional delineations of Emergency Plan responsibilities including each key staff position.

Responsibility	Position
Update Emergency Plan annually.	
Update telephone rosters monthly.	
Conduct alert and notification tests.	
Develop and lead Emergency Plan training.	
Conduct Emergency Plan exercises.	

## General Building Information

**Building Number: 95**

**Building Name: Pettit Microelectronics Building**

**Building Address: 791 Atlantic Drive NW**

**Department: IMS, ECE, COE, ME**

# Building Emergency Contacts

First Name	Last Name	Department	Office Location	Office Phone	Cell Phone
Alicia	Wood-Jones	Environmental Health & Safety		(404) 964-5596	(404) 964-5596
Gary	Spinner	Institute for Matter & Systems		(404) 894-4010	(404) 391-9182
Tran-Vinh	Nguyen	Institute for Matter & Systems		(404) 385-6678	(678) 480-1477
Lawrence	Johnston	Institute for Matter & Systems			(404) 520-8289
Dean	Sutter	Institute for Matter & Systems		(404) 385-3899	(404) 391-4059

## Non-GT Emergency Contacts

First Name	Last Name	Phone Num	Email	Company
Jeff	Owens	(404) 357-4636	jeffery.owens@honeywell.com	Honeywell

## Building Safety Team

First Name	Last Name	Department	Office Location	Office Phone	Cell Phone	CPR	CERT	Evacuation Role
Charlie	Suh	Institute for Matter & Systems		(404) 385-0151	(470) 548-4747			
Lawrence	Johnston	Institute for Matter & Systems			(404) 520-8289			
Gary	Spinner	Institute for Matter & Systems		(404) 894-4010	(404) 391-9182			
Thomas	Johnson-Averette	Institute for Matter & Systems			(404) 971-8594			
Dean	Sutter	Institute for Matter &		(404) 385-	(404) 391-			



**Contract Security Contact**

**Company Name:**

**Point of Contact**

**Contact Name:**

**Phone Number:**

**Email:**

# Building Emergency Information

## Building Access

### Building Hours

Monday - Friday 7am-5pm

### Building Access Policies

Building goes to Buzzcard access only from 5pm - 8am.





### Visitor Access Policies


Visitors do not need to sign in.

## Building Alarms

TYPE	INSTRUCTIONS
Dangerous Gas Monitoring	If an alarm event is active, please contact Wade Johnston.
Evacuation/Fire Alarm	If alarm is activated please exit building and call GTPD followed by Wade Johnston.

## First Aid Kit/AED Locations

LOCATION	FIRST AID	AED
Copier Room 136C		
Main entry on 1st floor		
Cleanroom Level next to elevator		
1st fl hallway wall by rm 149		

Interior hallway of Cleanroom		
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Floor Plan

Utility Shutoff Valve Location(s)

Domestic cold water - In Basement mechanical room B-03 Steam - In Basement mechanical room B-03 DI Water Plant - In basement mechanical room B-03 Liquid Nitrogen - 6,000 gallon tank located outside at the rear of the building. Shutoff valve to building is at tank B-03 Vacuum System - In basement mechanical room B-03 CDA - In basement mechanical room B-03

## Unique Hazards Found in this Building

Specific items may need to be inspected and possibly stabilized after an emergency. These items are listed below with their location:

ROOM NUM	NAME	PRECAUTIONS	DEVICES
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## Critical Operations Found in this Building

ROOM NUM	DESCRIPTION
Cleanroom	The Pettit building contains a Cleanroom operation on the Cleanroom Level of the building. This is a critical operation due to the fact that there are dangerous gases and chemicals used during daily operations.

## Building Labs

ROOM NUM	CONTACT NAME	CONTACT NUM	HAZARDS	PREC DEV
148	Richard Shafer	4045386145	Laser usage, solvents	
150	Vijay Upadhyaya	6784314063	Laser usage, solvents	
152	Asif Khan	5106048219	Solvents	
164	Vijay Upadhyaya	6784314063	Furnaces	

165	Bud Peterson	7703559070	None	
163	William Hunt	4048941256	None	
162	Chris White	4044299220	None	
161	Shimeng Yu	4048942571	None	
160	Chris White	4044299220	None	
230A	Seung Joon-Paik	4048051921	None	
232	Hong Yeo	2067150287	None	
244	Lauren Garten	81476+90717	Chemicals, Lasers	
245	Juan Pablo Correa-Baena	4703818836	None	2032199755
246	Bruno Frazier	4048942030	Solvents Acids	
246	Hong Yeo	2067150287	Solvents Acids	
247	Linda Milor	4703818836	None	
248	Fatih Sarioglu	6507400764	Solvents	
259	Pamela Bhatti	4048947467	Solvents	7342163327
258	Juan Pablo Correa-Baena	4703818836	Solvents Acids Gases	2032199755
257	Wenshan Cai	4048948911	Lasers	7655325659
256	Vijay Upadhyaya	6784314063	Solvents Acids Furnaces	

255

Hong Yeo

2067150287

Solvents

# Business Continuity

## GT Continuity of Operations (COOP) Contacts

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE PHONE	CELL PHONE	EMAIL
Gary	Spinner	Institute for Matter & Systems	(404) 894-4010	(404) 391-9182	gary.spinner@ien.gatech.edu
Angela	Hicks	Mechanical Engineering	(404) 894-4492	(404) 894-4492	angela.hicks@me.gatech.edu
Peter	Huynh	Electrical & Computer Engr	(404) 894-7346	(404) 894-7346	peter.huynh@ece.gatech.edu
Douglas	Williams	Engineering, College of		(404) 894-9832	doug.williams@coe.gatech.edu
Chance	Brown	Engineering, College of		(904) 705-9115	chance.brown@coe.gatech.edu

## Non-GT Continuity of Operations (COOP) Contacts

FIRST NAME	LAST NAME	PHONE NUM	EMAIL	COMPANY
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## Emergency Relocation Sites

The emergency relocation section should identify where staff will be relocated to continue to conduct daily business in the event of an emergency and your current building cannot be occupied. Contact information for a designated person at the relocation building site should be listed below, if possible or applicable. Arrangements should be made prior to a disaster occurring.

*Do not confuse this with an evacuation staging area (Section XX), which is normally outdoors and used when the fire alarm has been activated.*

### Primary Site

Location Name:

Address:

Point of Contact

Name:

Office Phone:

Cell Phone:

Email:

**Alternate Site**

**Location Name:**

**Address:**

**Point of Contact**

Name:

Office Phone:

Cell Phone:

Email:

# Evacuation Procedures

## General Evacuation Information

- Each facility is required to have an emergency evacuation plan posted including evacuation routes, fire alarm pull stations, and fire extinguishers.
- Each floor utilizing the “You are Here” identification method.
- Maps of Evacuation Staging Site.
- Handicapped Rooms.

## Evacuation Assembly Area

### Designated Evacuation Assembly Area

Across the street from 791 Atlantic Dr NW, in the Mason courtyard area.

All building occupants are required to evacuate the building when the evacuation/fire alarm sounds.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- If safe, close your office door and window.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Evacuation Assembly Area and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## Evacuation Policy for People with Disabilities

The following guidelines have been adopted by the Georgia Tech campus to assist in planning for the evacuation of people with physical disabilities.

### IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 9-1-1 from a campus phone or 404-894-2500 from a cell phone.
- Check on those who need accommodations during an evacuation. A “buddy system”, where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

### RESPONSES TO EMERGENCIES:

#### For **BLINDNESS** or **VISUAL IMPAIRMENT**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

#### For **DEAFNESS** or **HEARING LOSS**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:



- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

For **MOBILITY IMPAIRMENT**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Some buildings have “Areas of Refuge” in designated areas. Check with the Emergency Preparedness Coordinator for identification of these areas.

## **Bomb Threat Earthquake, Fire, and Hazardous Materials Releases:**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit they should move to a safer area, e.g., most enclosed stairwells or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes). If you do not know the safer areas in your building, call the Fire Marshal at EH&S 404-894-2990 for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## **Power Outages:**

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call the Georgia Tech Police at 404-894-2500 to request evacuation assistance from the Fire Department.

## **Evacuation Building Check Procedures**

During an evacuation, a “building check” is conducted by the designated floor monitor in order to account for personnel.

Building checks should not be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the route.

Only trained and properly equipped emergency responders should re-enter a building to perform a check.

Floor monitors should have employee rosters and visitor logs to account for people and assess the status of the evacuation at the assembly area. The status of the evacuation should be communicated to emergency responders.

Floor monitors should follow these “building check” procedures:

- In an evacuation of the building, the floor monitor checks the area between their location and the nearest exit.
- Knock LOUDLY on closed locked doors and close any open doors (if possible leave doors unlocked).
- Instruct any lingering occupants to evacuate the building immediately. If anyone refuses to leave, a department supervisor should be notified immediately upon exiting the building.
- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the supervisor or senior person at the assembly area.
- The floor monitor or supervisor should report the evacuation status to emergency responders.

# Accountability Procedure

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the roll taker or department designee should question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. This information should then be relayed to the supervisor or emergency responders. *It is recommended that the person in charge wear a reflective vest so they can be easily identified by emergency responders.*

## Severe Weather Shelter

### Designated Severe Weather Shelter Locations

LOCATION
Basement hallway

## Emergency Procedures

### Active Shooter

#### *Run, Hide, Fight!*

##### Run

- Evacuate to a safe location
- Leave your belongings
- Help others if possible

##### Hide

- Silence your phone and be quiet
- Lock all doors and windows
- Barricade doors and windows

##### Fight

- Fight **ONLY** as a **LAST RESORT**
- Act aggressively and throw objects
- Have a backup plan

### Fire

#### *Fire or visible smoke*

- **Activate the fire alarm pull station or use other emergency alerting procedures and proceed to the nearest exit and evacuate the building immediately.**
- **Call Georgia Tech Police at 9-1-1 from any campus phone or at 404-894-2500 from a cellular phone.**
- **Attempt to extinguish the fire if you are trained and comfortable with using a fire extinguisher**
- **Do NOT attempt to extinguish a fire if any of the following conditions exist:**
  - **You are not trained in using a fire extinguisher**
  - **You are unable to identify what is burning**
  - **The fire is spreading**
  - **A fire extinguisher is unavailable**
  - **Your back is not toward the exit**
  - **You might inhale smoke**
  - **Doubt or insecurities develop**
  - **If the first attempt to put out the fire with a fire extinguisher is unsuccessful, evacuate immediately through the nearest exit.**

### ***Evacuation***

- **Call GTPD from a safe location to report all fires.**
- **Report to the designated evacuation assembly area for the building and do not leave.**
- **Do not use the elevator.**
- **Stay calm, do not rush or panic.**
- **Use the nearest stairs and proceed to the nearest exit.**
- **Proceed to your designated assembly area and report to your roll taker.**
- **Wait for any instructions from emergency responders.**
- **Do not re-enter the building until you have been instructed to do so by emergency responders.**
- **Those with access and functional needs, notify supervisors/co-workers if you need assistance evacuating.**
- **If applicable, proceed to your area of refuge.**

### **Hazmat**

## ***General Reporting Procedures***

- **Report the incident to GTPD at 9-1-1 from any campus phone or 404-894-2500 from a cellular phone, include the following details:**
  - **Your location (building, floor/room, etc).**
  - **If anyone was exposed to Hazardous Materials by inhalation, ingestion, or contact.**
  - **If there are any injuries. Describe injuries.**
  - **The nature of the spill/release (name of chemical, amount, is there an odor, are there irritants?).**

## ***General Guidance***

- **Remove yourself from the immediate area, but do not contaminate others if you have come into contact with the material.**
- **If contaminated, limit the spread of the material by isolating yourself from others.**
- **If eyes are contaminated, immediately flush your eyes in an eyewash station for a minimum of 15 minutes.**
- **For exposed skin and clothes, stand under an emergency decontamination shower for a minimum of 15 minutes.**
- **Safely notify occupants in the immediate area, appropriate supervisory personnel, and the Building Manager.**

## **Medical Emergency.**

### ***Reporting Procedures***

- **Be as specific as possible when giving GTPD your location. What building are you in? What floor? Which room?**
- **Describe the injuries/symptoms that the patient is experiencing.**
- **If the patient can speak, try to get their name and any medication they are on to give to GTPD.**

### ***General Guidance***

- **Ask someone else to meet police and/or ambulance outside the building to aid their ability to locate the victim in a timely**

manner.

- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient doesn't have a pulse and is not breathing, begin CPR (only if you have been trained in this technique).
- Stay calm and reassure the patient that help is on the way.
- Try to make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- Try to keep the patient awake by engaging them in conversation.

## **Suspicious Package**

### *General Reporting Procedures*

- If at all possible, use a campus phone and avoid using a cell phone.
- Describe the characteristics of the package and why it is believed to be suspicious.
- If there is a visible chemical or powder being emitted from the package:
  - Seal the room by closing doors and windows if possible.
  - Evacuate, but isolate any persons that made contact with the chemical/powder. Keep them isolated until cleared by fire/medical personnel.
  - Shut off air moving equipment (HVAC) to the effected room if possible.
- If the package has an identifying name on it (business card, addressee, sender, etc.), try and contact the person for more information. Many times suspicion may be allayed and the package cleared by this method. NOTE: If that information was not gathered during the initial interaction with the package, do not approach the package again to retrieve that information.
- Communicate all pertinent information about the incident and package to the responding police/bomb squad or fire

**personnel, including whether the package was moved or handled and who handled it.**

### ***General Guidance***

- **Stay calm.**
- **DO NOT TOUCH THE PACKAGE.**
- **If you are already holding it, carefully and gently place it on the nearest level surface.**
- **Evacuate the area around the package. If the package is briefcase/backpack size, evacuate the immediate room or area around the package, as well as any adjacent rooms or hallways, and any rooms immediately above and/or below the affected room.**
- **Do not use radios or cell phones within 100 feet of the package.**
- **Be aware of the possibility of secondary devices.**

### **Weather Situations**

#### ***Tornado Watch vs. Tornado Warning***

**A tornado warning means that a small, defined area is immediately in danger from a sighted or suspected tornado. This means you must take action immediately when a tornado warning is issued:**

- **Seek shelter immediately in an interior room, away from exterior doors and windows.**
- **Lowest levels of buildings are best.**
- **Many buildings have identified severe weather shelter areas; use these for shelter.**

**A tornado watch is often issued well in advance of a storm system that may produce tornadoes. Use a tornado watch to prepare:**

- **Adjust your schedule so you aren't driving through severe weather.**

- Adjust events so that patrons are not in danger in an unprotected area.
- Review plans and procedures, etc.

### *Lighting Strikes*

As a standard on campus, the Georgia Tech Office of Management recommends that *outdoor activity be suspended for at least 30 minutes when lightning is detected within 8 miles of the campus*. When there has been no lightning within 8 miles for 30 minutes, outdoor activity can resume. This is especially encouraged for all outdoor events and a requirement for Georgia Tech Athletics events & competitions. Event managers should always plan for inclement weather when planning outdoor events, to include a means for receiving lightning alerts, a plan to communicate a suspension or cancelation, and finally a shelter location for participants. Event managers are encouraged to work with our department for this type of planning, in addition to weather forecasting and decision support.

### Emergency Notification

#### *GTENS*

The Georgia Tech Emergency Notification System (GTENS) is a system to immediately disseminate emergency information to the Georgia Tech community. The core of GTENS sends alerts by text, voice message, and by email. GTENS is only used when there is an imminent threat that requires the community to take immediate action. The only exception is to announce closure to campus or suspension of classes. The system also connects with the Georgia Tech homepage, with our social media accounts, and digital signs across campus. The system is an opt-in system just for the Georgia Tech community. To sign-up for GTENS, log into [passport.gatech.edu](https://passport.gatech.edu) to add your contact information.

### *Siren Warning System*



**The Siren Warning System consists of 8 sirens that are strategically located throughout campus to provide alerts to students, faculty and staff who are outdoors. The Siren Warning System relays an alarm tone followed by an audio message explaining the emergency situation.**

# Emergency Preparedness

## Supplies

### Location of Emergency Supply Boxes

**Primary Location**

Storage Room 149

**Secondary Location**

### Supplies List

Nitrile gloves Surgical face masks Face shields Hand sanitizer Thermometers Cloth face masks

# Weather Radio

## Weather Radio Location

Office 105 - Facility Managers office

# Personal Preparedness

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Evacuation Staging Site when evacuating the building. The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (keep airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster

# New Employee Orientation

## Training

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Manager posts information in the building to ensure all occupants and guests can safely exit during an emergency.

The EPC or Alternate EPC makes the Building Emergency Plan and other safety information available to department employees. Training is initially required upon work assignment to the building. All department employees should get annual refresher training on the contents of the Building Emergency Plan for buildings they work in.

Other training recommended for building occupants are CPR, first aid, and fire extinguisher training. The department can request fire extinguisher training from EH&S. Annual refresher training is recommended.

# Drills and Exercises

Building evacuation drills will be conducted periodically by the Office of Emergency Preparedness, in conjunction with the GT Fire Marshal, along with tabletop exercises, as well as a major exercise as appropriate. If your building wishes to have a drill, the EPC is responsible for conducting the drill and documenting it. The Office of Emergency Preparedness can help you in your planning.

# Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, alternate hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. 'Emergency Guidelines for People with Disabilities' is available from your Building Manager through the Georgia Tech Emergency Action Plan Appendices E and F.

If you have questions about this campus policy or need additional information, contact one of the organizations below:

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Evacuation Policies	Office of Emergency Preparedness	404-385-7675
Disabled Student Services	Office of Student Affairs	404-894-2560
Fire Regulations, Safe Areas	EH&S, Fire Marshal	404-894-2990

# APPENDIX A: Acronyms and Terms

Acronym	Meaning
BM	Building Manager
BSC	Building Safety Committee
EPC	Emergency Preparedness Coordinator
EOC	Emergency Operations Center
EH&S	Environment Health & Safety
OHS	Office of Homeland Security
FAC	Facilities
RT	Roll Taker

Term	Definition
Emergency Preparedness Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Emergency Preparedness Coordinator position description.
Building Emergency Plan	A document, which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Emergency Staff	The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Building Safety Committee, Role Takers, Floor Monitors and the EPC.
Building Safety Committee	A group composed of members of each department in the building, generally chaired by the EPC, charged with building emergency preparedness or overseeing building safety concerns.
Emergency Operations Center	The headquarters for emergency responders and designated Center (EOC) representatives of campus essential services, where resources are allocated during a disaster.
Emergency Responder(s)	Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from the GT Police, local fire departments, EH&S, Facilities, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
Roll Taker	A building occupant assigned to take roll at the Emergency Evacuation Site after a building evacuation.

## APPENDIX B: Institute Resource List

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community.

A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

Facilities Operations and Maintenance	<a href="http://www.facilities.gatech.edu/">http://www.facilities.gatech.edu/</a>	404-894-1613
Georgia Tech Police	<a href="http://www.police.gatech.edu">http://www.police.gatech.edu</a>	404-894-2500
Communications and Marketing	<a href="http://www.gatech.edu/comm/">http://www.gatech.edu/comm/</a>	404-894-0870
Office of Emergency Management and Communications	<a href="http://prepare.gatech.edu">http://prepare.gatech.edu</a>	404-894-2500
Office of Environmental, Health & Safety	<a href="http://www.ehs.gatech.edu/">http://www.ehs.gatech.edu/</a>	404-894-4635
Office of Radiation Safety	<a href="http://www.ors.gatech.edu/">http://www.ors.gatech.edu/</a>	404-894-3605
University Health Services	<a href="http://www.health.gatech.edu/">http://www.health.gatech.edu/</a>	404-894-1420

### Additional Online and Social Media Resource

- [Emergency Notification](#)
- [GT Emergency Management Twitter](#)

# APPENDIX C: Preparedness Guidelines for People with Disabilities

Evacuating a person with disabilities yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Always ASK people with disabilities how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

# APPENDIX D: After Hours Event Emergency Plan

## 1.0 Overview

Georgia Tech is a very diverse institute, not only it its curriculum, its student, staff and faculty population, but also in its operations. We are not an 8am to 5pm facility, although no evening classes are held, but we do continue through the evening and weekends with meetings, seminars, scholastic and athletic events, and night shift employee operations that require the same, if not more intense, emergency plans.

Personnel assigned to developing the plans should take into consideration who will be responsible for these after hour activities, how floor monitors will be assigned and function, as well as proximity to the facility if emergency response is essential.

Plans should include a method of communication before the start of the event, alerting all parties to the location of exit routes, evacuation procedures, fire pull stations, fire extinguishers, and assembly areas.

The responsible person, identified ahead of time and knowledgeable of the emergency response requirements, will be the conduit for emergency responders about an emergency in the building or work area.

## 2.0 After Hours Events

This plan annex should be used for all after hour activities that fall into the following categories:

- Meetings with 20 or more GA Tech personnel.
- Meetings hosted by GA Tech personnel with 5 or more non GA Tech personnel.
- Any seminar, symposium, or activity advertised and open to the public for academic or business purposes.
- Any sporting activity regardless of sponsoring authority, i.e. the Georgia Tech Athletic Association, Fraternity/Sorority events, Campus Recreation Center sponsored events, etc.

## 3.0 Event Location

### 3.1 Building Name

### 3.2 Building Location

## 4.0 Event Contact Information

### 4.1 Event Managers

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE	EMAIL
Michael	Carson	Industrial & Systems Engr			(470) 512-4581	michael.carson@isye.gatech.edu

## 5.0 Event Emergency Procedures

### 5.1 Life Threatening Emergency Numbers

911 from any phone	911
Georgia Tech Police	404-894-2500

### 5.2 Non Life Threatening Emergency Numbers

Georgia Tech Police	404-894-2500
Environmental, Health & Safety	404-894-6224
Facilities Management	404-894-1613
Lawrence Johnston (Building Manager/Primary Representative)	Office Phone: Cell Phone: (404) 520-8289
Gary Spinner (Secondary Representative)	Office Phone: (404) 894-4010 Cell Phone: (404) 391-9182
Tran-Vinh Nguyen (Secondary Representative)	Office Phone: (404) 385-6678 Cell Phone: (678) 480-1477
Lawrence Johnston (Secondary Representative)	Office Phone: Cell Phone: (404) 520-8289
Dean Sutter (Secondary Representative)	Office Phone: (404) 385-3899 Cell Phone: (404) 391-4059
Alicia Wood-Jones (Emergency Contact)	Office Phone: (404) 964-5596 Cell Phone: (404) 964-5596
Gary Spinner (Emergency Contact)	Office Phone: (404) 894-4010 Cell Phone: (404) 391-9182
Tran-Vinh Nguyen (Emergency Contact)	Office Phone: (404) 385-6678 Cell Phone: (678) 480-1477
Lawrence Johnston (Emergency Contact)	Office Phone: Cell Phone: (404) 520-8289
Dean Sutter (Emergency Contact)	Office Phone: (404) 385-3899 Cell Phone: (404) 391-4059

### 5.3 FM-AM Dial Numbers

WREK Radio Station (Georgia Tech)	91.1 FM
WKLX Radio Emergency System	92.9 PM
Emergency Preparedness Coordinator Information Line (Activated in emergency situations only)	TBD

### 5.4 Emergency Notification Procedures

Call 9-1-1 from a campus phone or 404-894-2500 from a cell phone for emergency assistance. Call from a safe location and remember to:

- Stay calm.
- Be Prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (fire, medical, hazardous material, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)

Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?). Do not hang up until instructed to so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.



## **6.0 Evacuation Procedures for Event Location**

### **6.1 Evacuation Staging Area**

#### ***Evacuation Staging Area***

The evacuation staging section should identify where personnel are to be located in the event that an evacuation is required. This area should be an on-site location (within walking distance) where building occupants can assemble and be accounted for prior to dismissal or transportation to other designated sites.

A building occupant is required to evacuate the building when the evacuation/fire alarm sounds.

#### When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, and lock them for security reasons.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

### **6.2 Evacuation Building Check Procedures**

During an evacuation, a "building check" is conducted by the floor monitor in order to account for personnel.

Building checks should not be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the route.

Only trained and properly equipped emergency responders should re-enter a building to perform a check.

Floor monitors should have employee rosters and visitor logs to account for people and assess the status of the evacuation at the assembly area. The status of the evacuation should be communicated to emergency responders.

Floor monitors should follow these "building check" procedures:

- In an evacuation of the building, the floor monitor checks the area between their location and the nearest exit.
- Knock LOUDLY on closed locked doors and close any open doors (if possible leave doors unlocked).
- Instruct any lingering occupants to evacuate the building immediately. If anyone refuses to leave, a department supervisor should be notified immediately upon exiting the building.
- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the supervisor or senior person at the assembly area.
- The floor monitor or supervisor should report the evacuation status to emergency responders.

### **6.3 Accountability Procedure**

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the roll taker or department designee should question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. This information should then be relayed to the supervisor or emergency responders.

Designated Severe Weather Shelter Locations

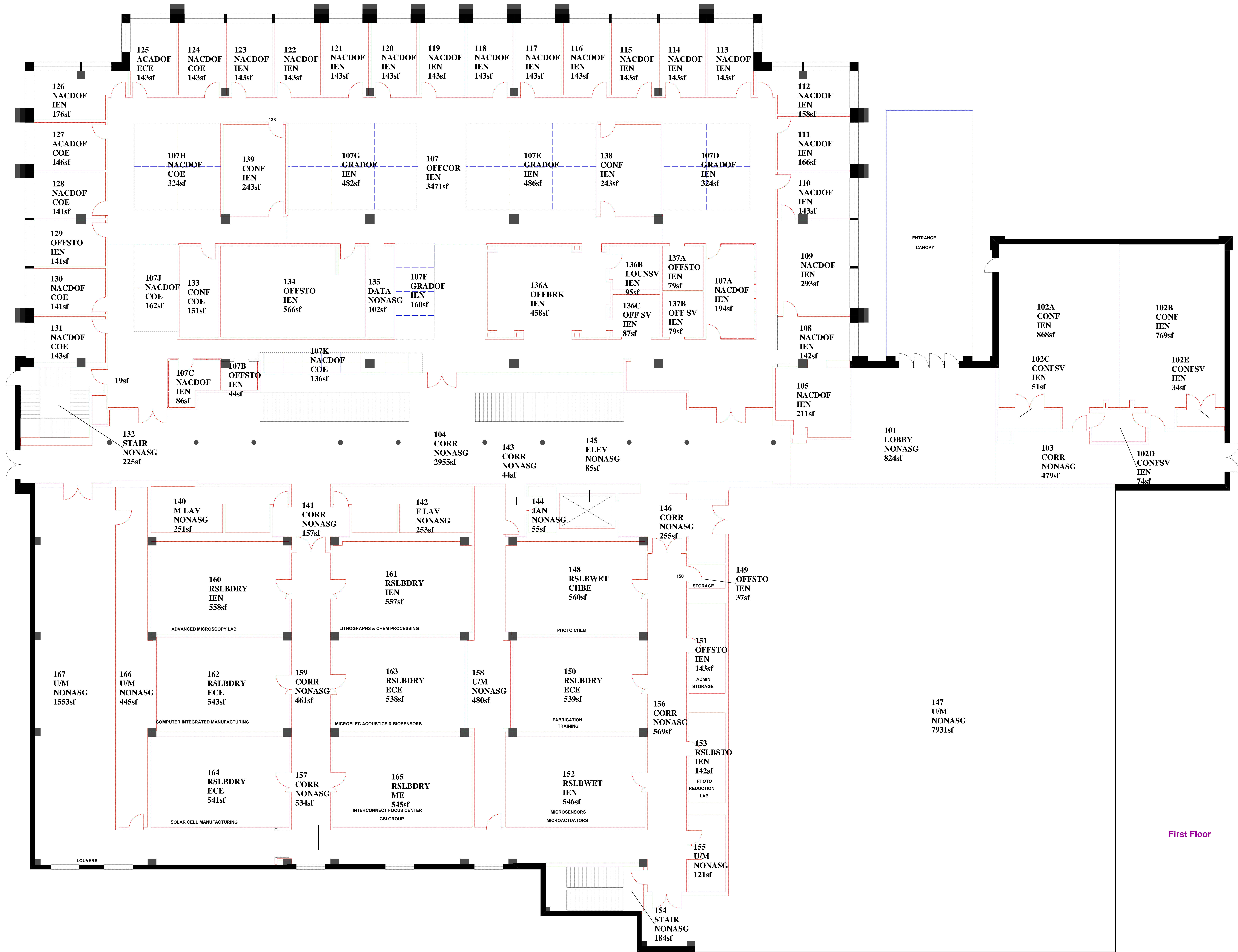
LOCATION
Basement hallway

The term “shelter-in-place” means to seek immediate shelter and remain there during an imminent event instead of evacuating. There are occasions when the option to evacuate the area cannot be considered. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location is the preferred method of safely waiting out events. Personnel should gather the “Evacuation Kit”, along with cellular phones and proceed calmly to one of the designated severe weather shelter locations listed above. An attempt should be made to notify the appropriate personnel. Within this shelter should be a kit with several items like snack food, towels, flashlights, and batteries.

# APPENDIX E: Unique Hazards in the Building

ROOM NUM	NAME	PRECAUTIONS	DEVICES
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**APPENDIX F: Additional Applicable Plans, Policies and Procedures**

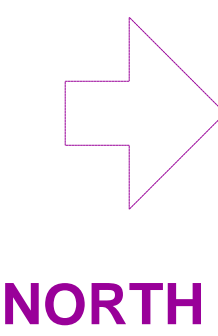


First Floor

ROOM CODE	
Room Number:	
Room Usage:	
Floor Area:	

SCALE: 1/8" = 1'-0"

0 5 10 20 40



NORTH

revisions:

05/96 RMG  
04/02 JCH  
08/09 JCH  
03/12 JCH

GEORGIA INSTITUTE OF TECHNOLOGY

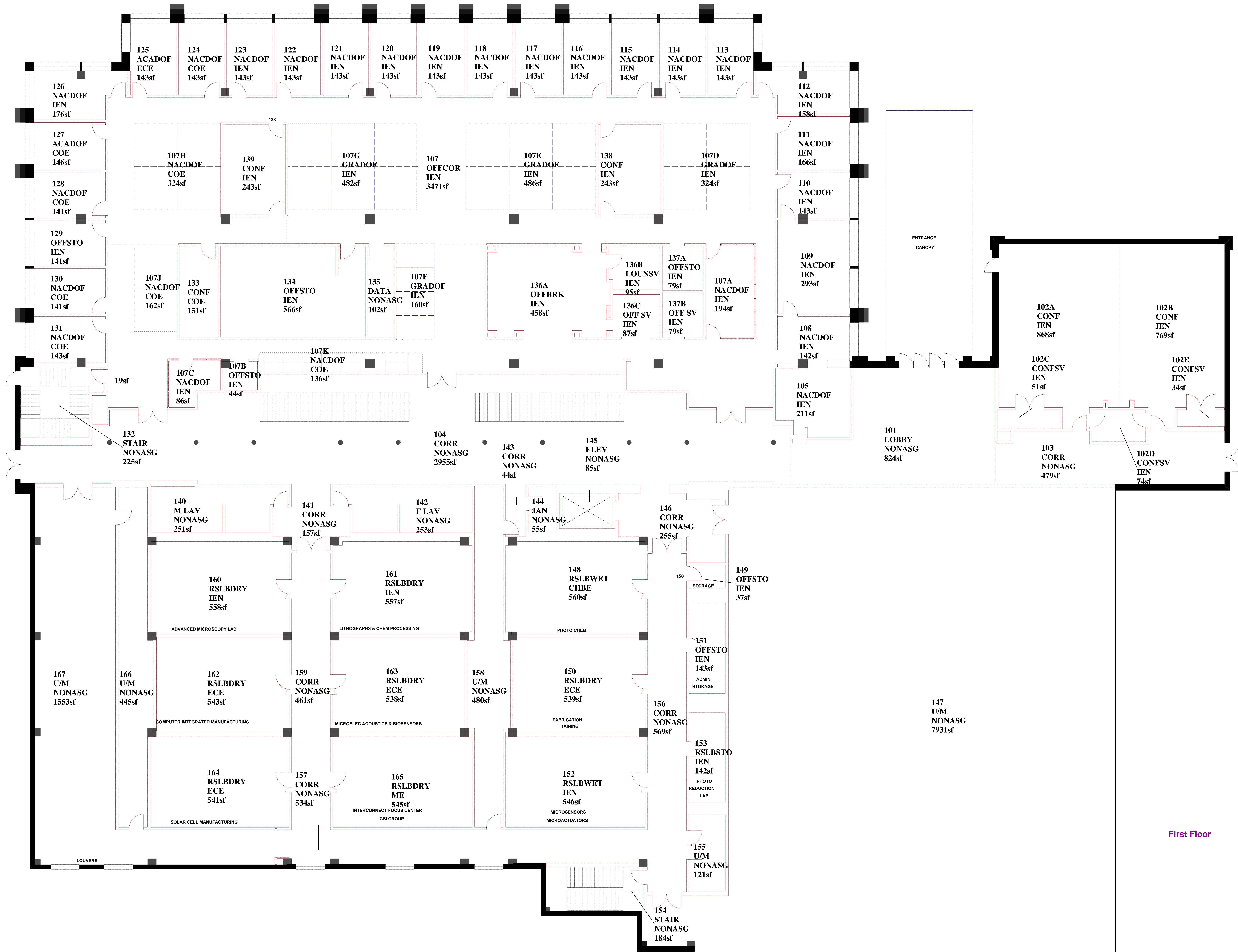
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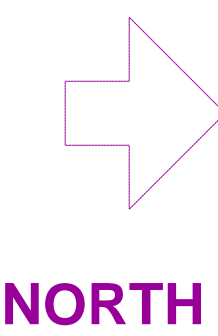


First Floor

ROOM CODE	
Room Number:	
Room Usage:	
Floor Area:	

SCALE: 1/8" = 1'-0"

0 5 10 20 40



NORTH

revisions:

05/96 RMG  
04/02 JCH  
08/09 JCH  
03/12 JCH

GEORGIA INSTITUTE OF TECHNOLOGY

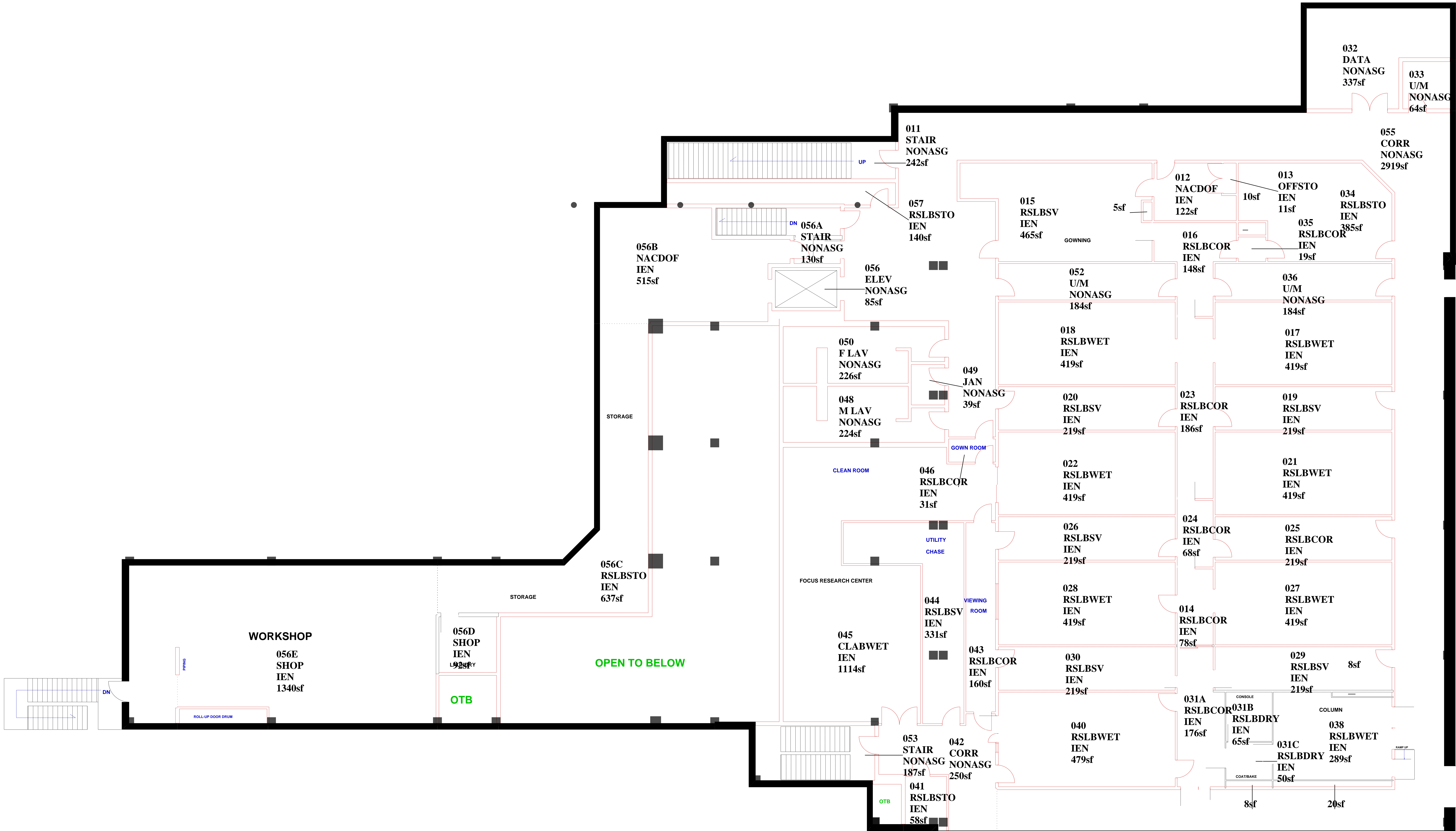
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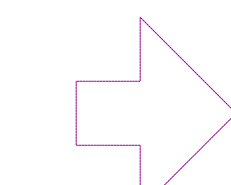




Clean Room Floor

ROOM CODE
Room Number:
Room Usage:
Floor Area:

SCALE: 1/8" = 1'-0"

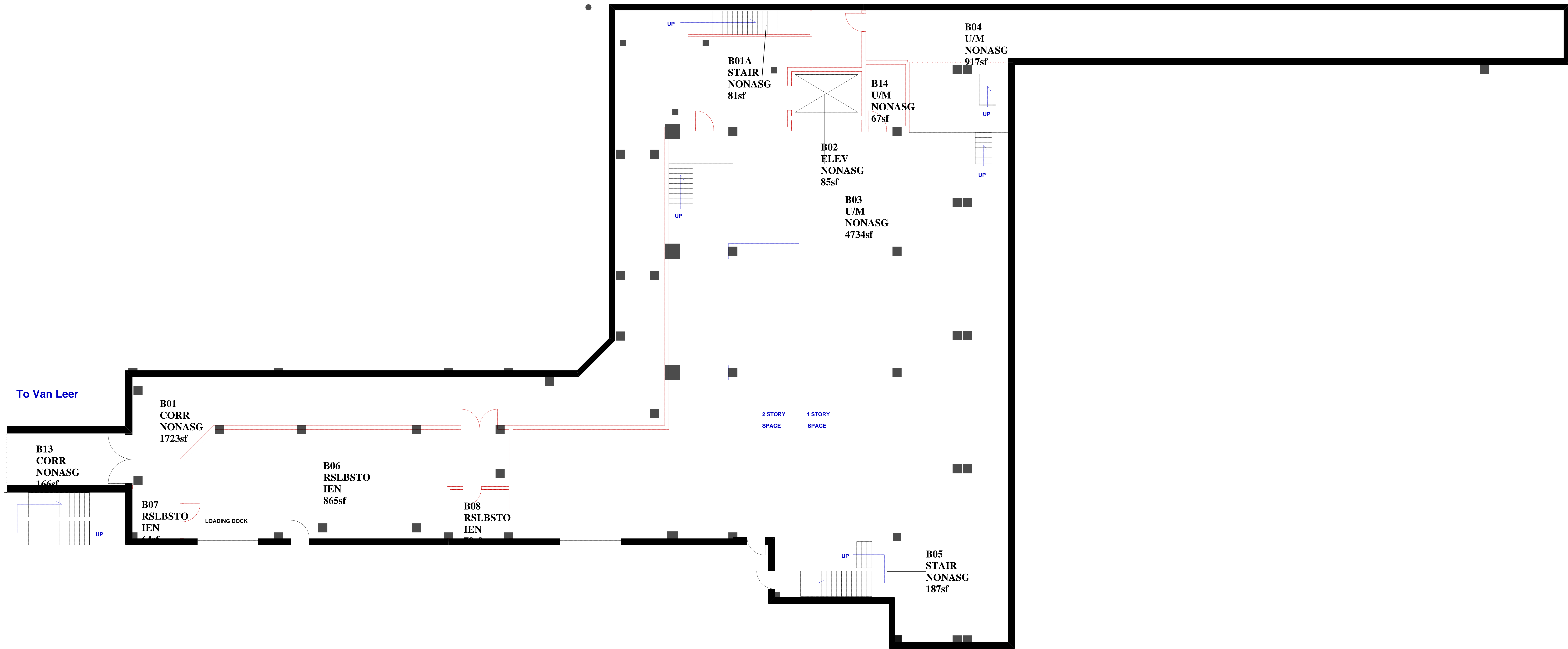


NORTH

revisions:	10/04 JCH
05/96 RMG	08/09 JCH
04/00 JCH	06/12 JCH
07/00 JCH	04/18 JCH
04/03 JCH	

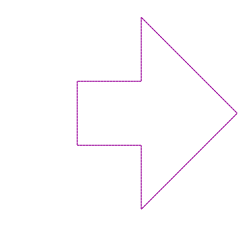
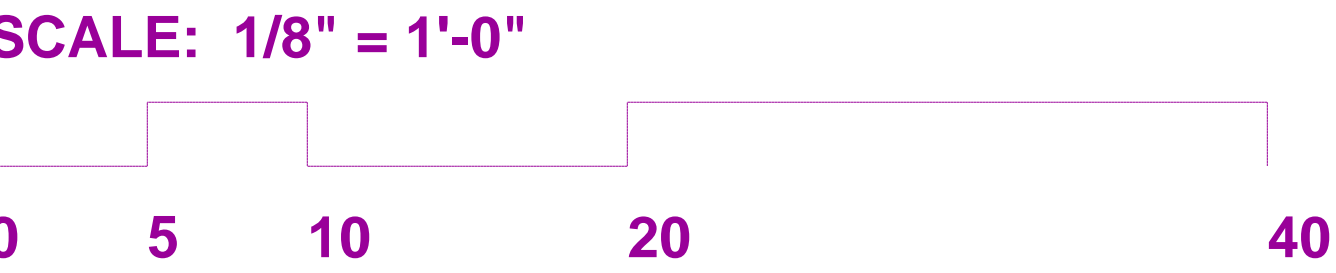
GEORGIA INSTITUTE OF TECHNOLOGY

building name:	Petit Microelectronics	building number:	095
file name:	095.0	CAD version:	INSITE CAD 2.44



Basement

ROOM CODE
Room Number:
Room Usage:
Floor Area:



NORTH

revisions: 05/96 RMG 03/98 JCH	GEORGIA INSTITUTE OF TECHNOLOGY		
	building name:           Pettit Microelectronics		building number:           095
	file name:                095.B		CAD version:            INSITE CAD 2.44












# EMERGENCY EVACUATION MAP

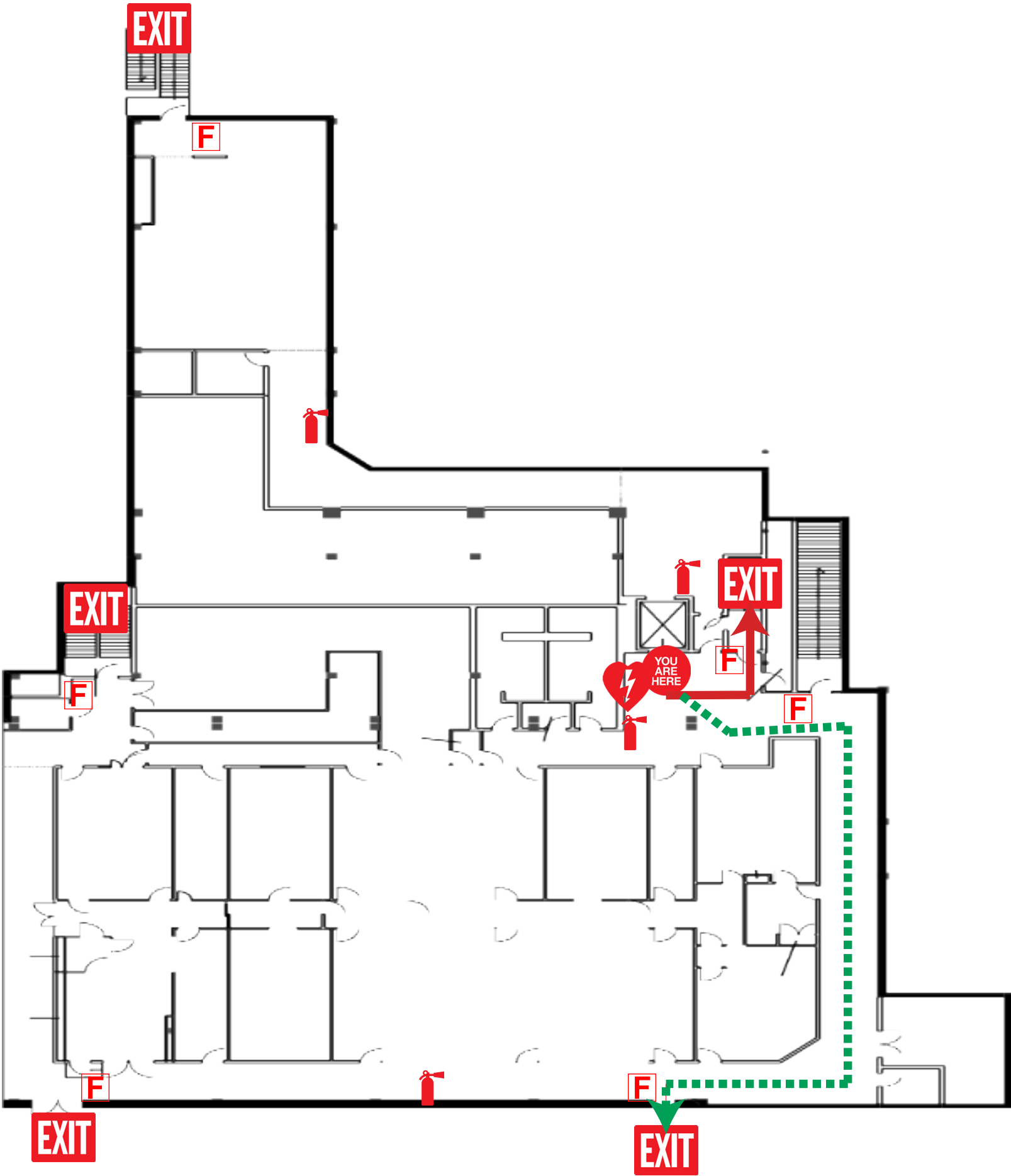
## CLEAN ROOM



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



**EMERGENCY CONTACT: 404-894-2500**



404-894-FIRE










# EMERGENCY EVACUATION MAP

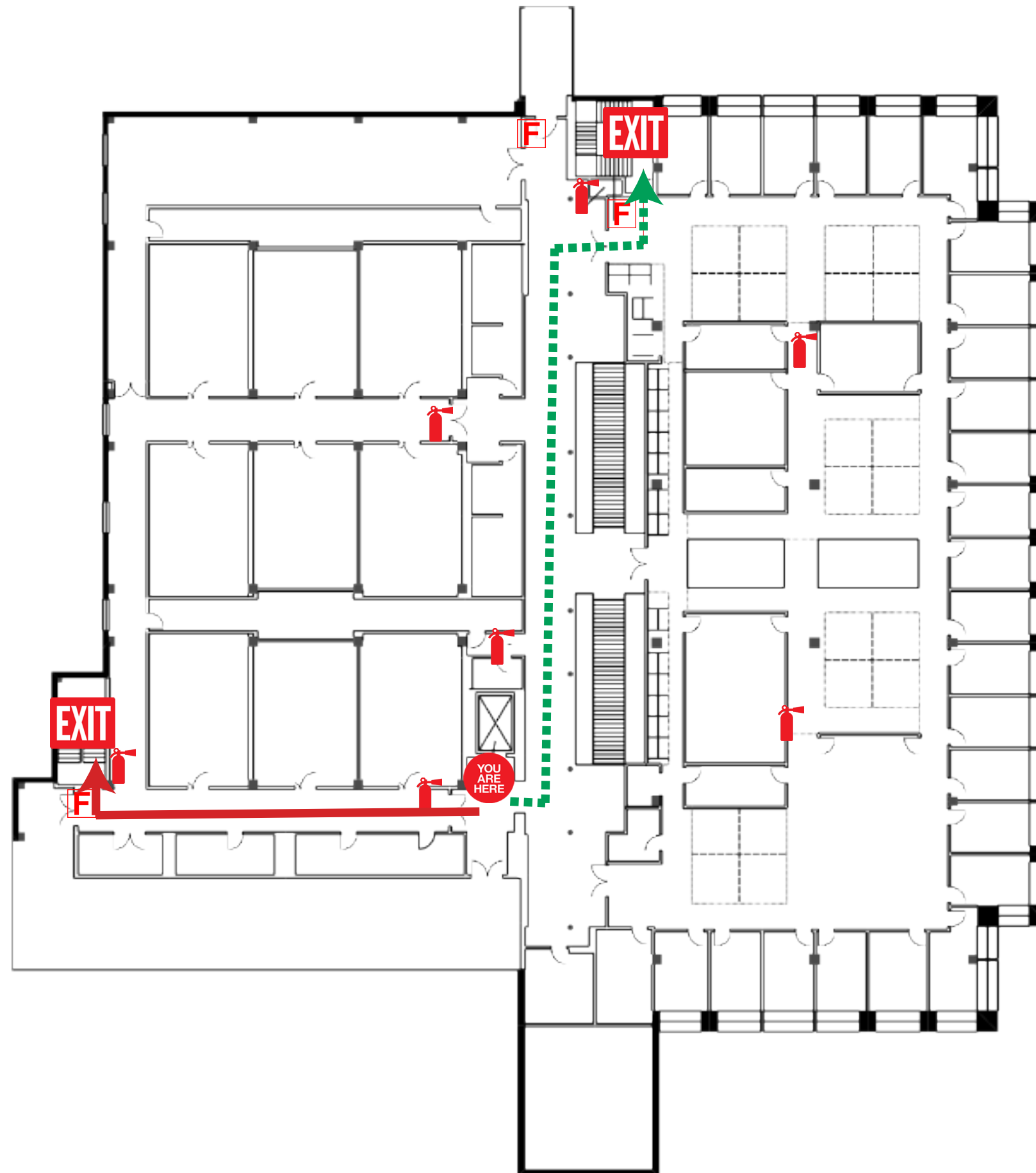
## SECOND FLOOR



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



**EMERGENCY CONTACT: 404-894-2500**



404-894-FIRE


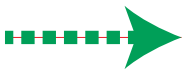







# EMERGENCY EVACUATION MAP

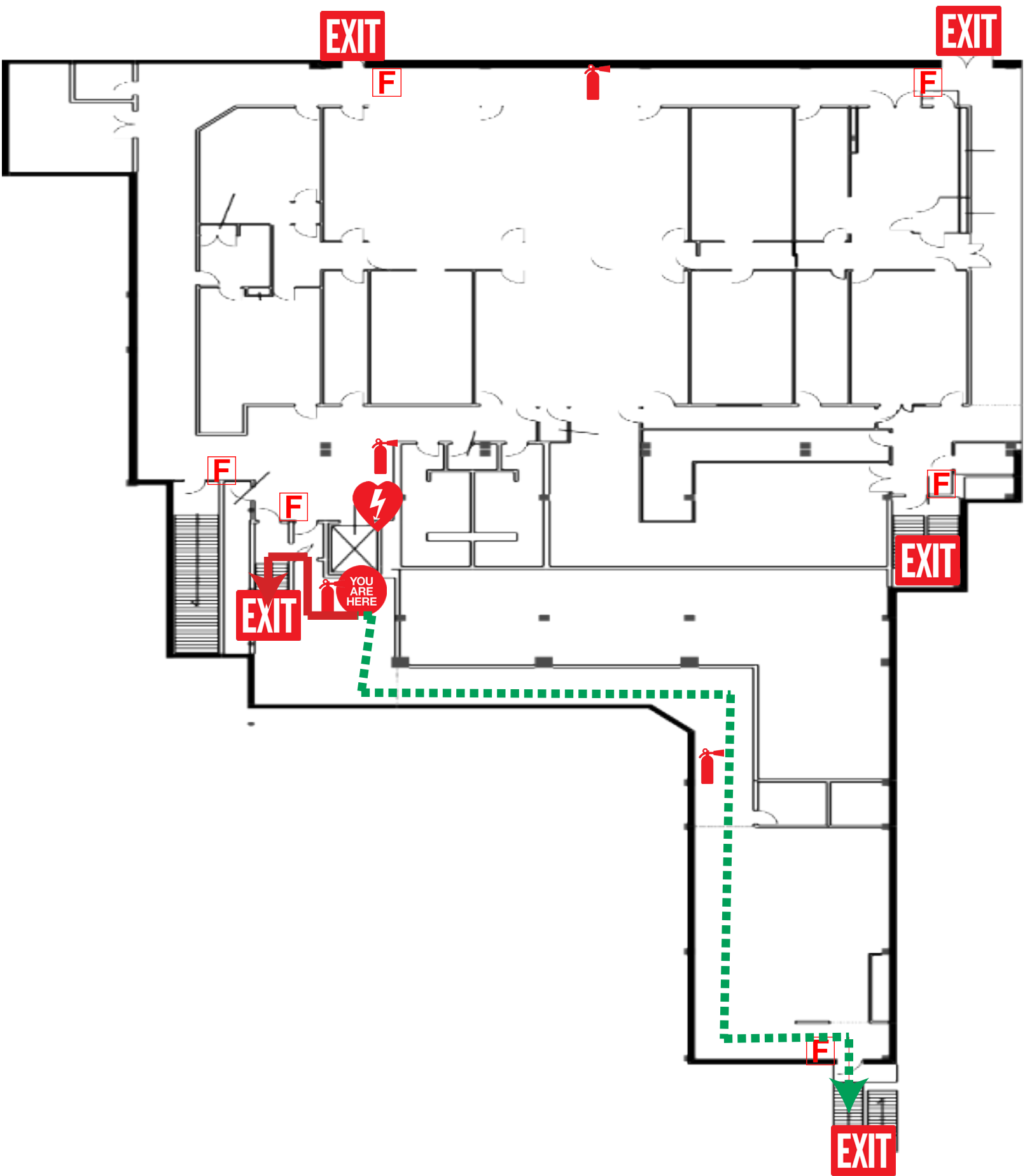
## BASEMENT



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



**EMERGENCY CONTACT: 404-894-2500**



404-894-FIRE


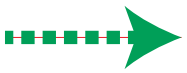







# EMERGENCY EVACUATION MAP

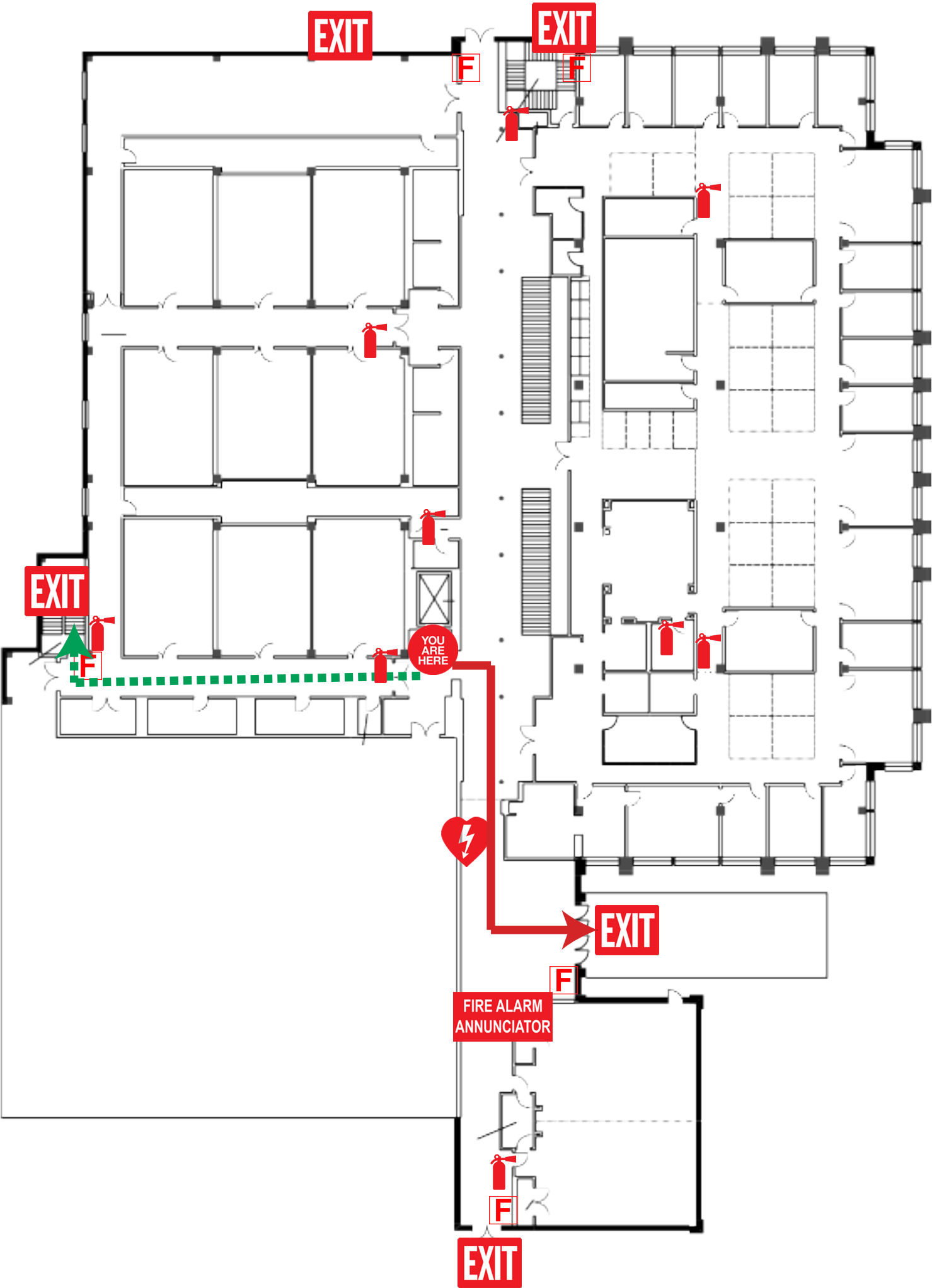
## FIRST FLOOR



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



EMERGENCY CONTACT: 404-894-2500



404-894-FIRE


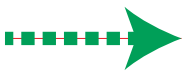







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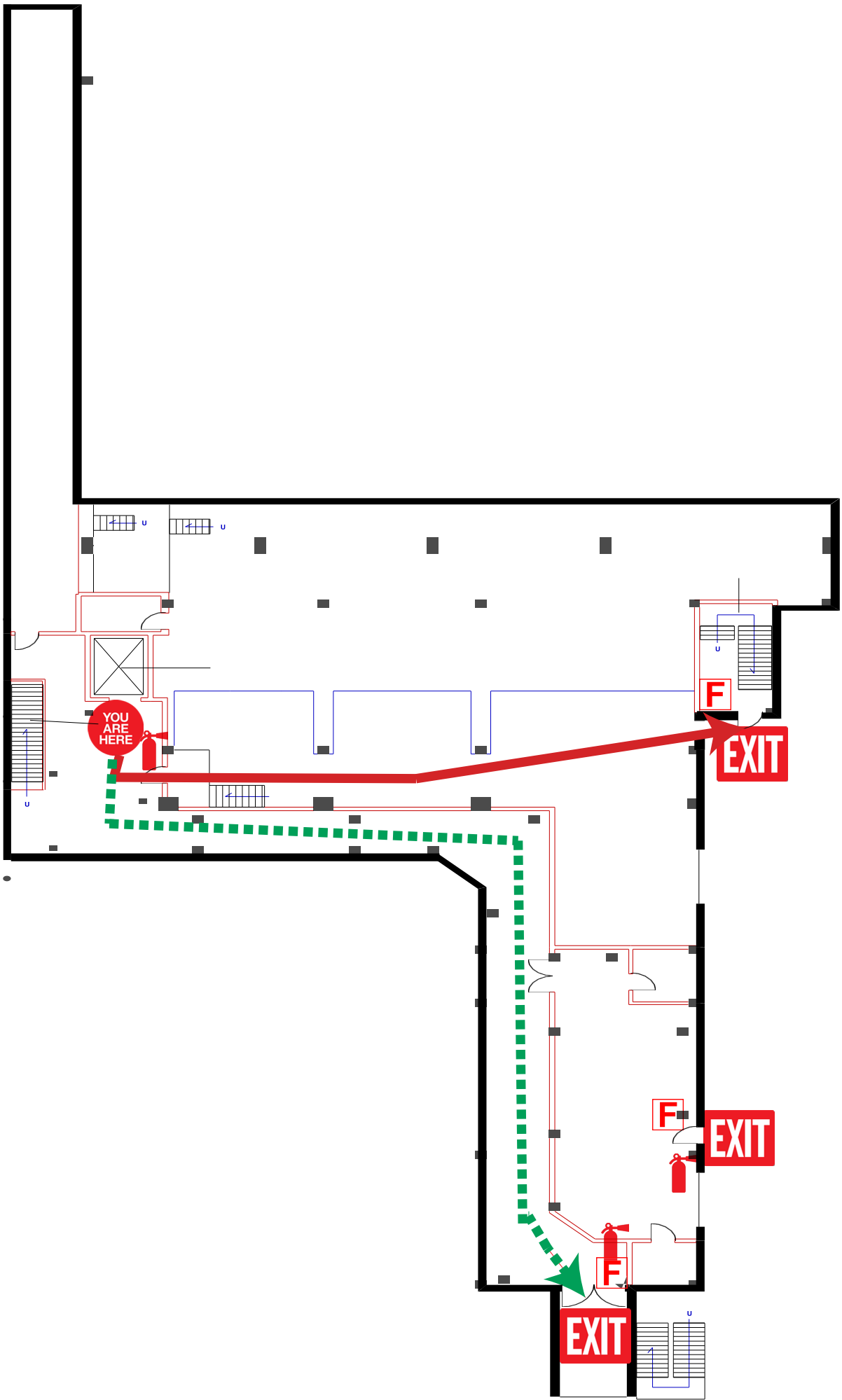
## BASEMENT



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



**EMERGENCY CONTACT: 404-894-2500**



404-894-FIRE










# EMERGENCY EVACUATION MAP

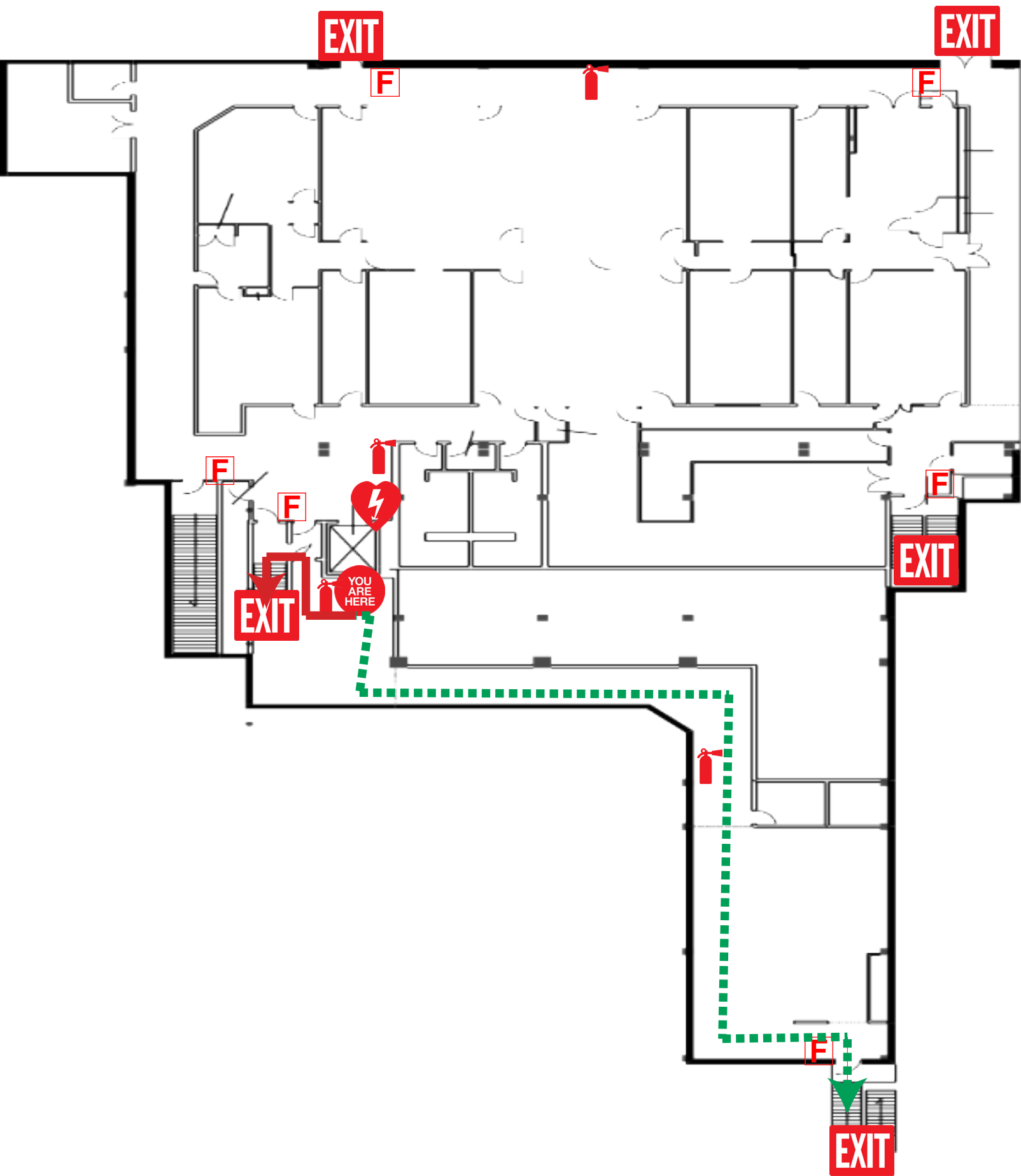
## CLEAN ROOM



In case of fire, use stairs.  
Do not use elevator.

### Map Legend

-  Primary Route
-  Secondary Route
-  You Are Here
-  Fire Alarm Annunciator
-  Building Exit
-  Fire Alarm Pull Station
-  AED
-  Fire Extinguisher
-  Accessible Exit



**EMERGENCY CONTACT: 404-894-2500**



404-894-FIRE



# Pettit Building Evacuation Assembly Area

