I. Introduction

The following response plans have been developed:
1) to provide egress information for a timely and orderly evacuation of the building in the case of a facility emergency during work hours,
2) to provide a means for relating closure information to staff in case of emergencies outside hours of normal operation,
3) to provide Facilities Management with a means of contacting key building personnel.

II. Facility Emergency

Facility emergencies refer to non life threatening emergencies involving the physical, electrical or mechanical systems of the building and include but are not limited to power outage, ventilation system failure or shutdown, structure damage, flooding, etc.

III. Response Team

The Response Team will consist of the following people as listed below for each department. The Designated Contact Person (DCP) will be responsible for the initial contact to Facilities Management, alerting the Response Team, and maintaining contact with Facilities Management throughout the emergency situation. If the DCP is not available the next person on each list will assume responsibility as a backup. The Response Team will alert the staff and assist as needed.*

Chemistry Department Response Team

DCP					
	Department Safety Rep	- Cynthia Kuhlken	SCI 302d	x1307	925-7869 (h)
	Department Chair	- Martha Kurtz	SCI 302f	x1422	962-5650 (h)
	Stockroom Tech	- Tony Brown	SCI 303	x1303	929-1575 (h)
	Department Secretary	- Lisa Stowe	SCI 302	x2811	968-9734 (h)

Biology Department Response Team

DCP					
	Department Chair	- David Darda	SCI 338a, 236e	x1333	925-2776 (h)
	Science Tech	- Mary Bottcher	SCI 317a	x2872	964-2205 (h)
	Science Tech	- Alex Mandujano	SCI 317b	x2350	933-3234 (h)
					899-2773 -work cell
	Science Tech	- Jody Scheffelmaier	SCI 224a	x2489	925-4413 (h)
	Department Secretary	- Kari Taylor	SCI 338b	x2731	962-2209 (h)

Science Education Program Response Team

DCP					
	Program Director	- Martha Kurtz	SCI 302f	x1422	962-5650 (h)
	Faculty Contact	- Bruce Palmquist	Lind 201a	x2824	962-8076 (h)
	Program Secretary	- Margo Alden	SCI 207a	x2929	594-8699 (c)

* Do not divulge home phone numbers to others without the approval of the individual staff members.

IV. Response Procedure During Facilities Management Work Hours (M-F 6:00am to 6:30pm)

A. The DCP will:

1) Note time of occurrence (e.g., power outage at 3:00pm);
2) Call Facilities Management at x3000 - identify call as Emergency. Marlene Wilber is the designated Facilities contact.
3) State time and situation (e.g., It is 3:00pm and the power is out in Science);
4) Give contact phone # - keep phone attended, if phones are out, proceed to Jongeward Room 116 for instructions.
5) Contact the Response Team who will alert staff for evacuation using the 15/15/30 rule:

15 minutes for the emergency situation to be corrected, if not,
15 minutes to shut down and evacuate students,
30 minutes additional for faculty to evacuate.

For example, the contact person would communicate the following: it is 3:00, at 3:15, if the power is not on, begin shutting down, students should be out by 3:30.

B. Each staff member is responsible for securing the area being evacuated.

- Turn off hot plates, heating mantles, and other electrical items.
- Pull down hood sashes.
- Shut off gas at gas shut off valve.
- Turn off computers and lights.
- Close doors (lock where appropriate).

C. Evacuation should proceed through the nearest exit.

D. The Department Secretary and/or DCP will alert the other building departments.

E. Facilities Management will inform the DCP when the building is safe to re-enter.

F. The DCP will place a voice message on his/her work phone with pertinent information.

G. Information concerning extended closures will be provided by the university using the Campus Information Phone Line - 509-963-2345 or on the Web at http://www.cwu.edu/

V. Response Procedure Outside Facilities Management Work Hours

A. Call Facilities Management at x3000 - the call will go to the boiler room for dispatch to an "on call" list of facilities personnel.

B. Provide explicit information concerning location and nature of the emergency.

C. Provide a call back number and keep a phone manned – individuals may chose to use a personal cell phone.

D. Facilities Management will contact the DCP with the following information:

1) nature of emergency,
2) anticipated action (e.g., closure of building, lock out etc.),
3) time frame anticipated before reopen.

If the DCP cannot be contacted, Facilities Management will proceed down the contact list until someone is reached.

E. DCP and/or the Department Chair will determine a plan of action.

F. DCP and/or Department Chair will phone staff with pertinent info.

G. DCP will maintain contact with Facilities Management and the department as needed.