

APPENDIX VI: MAILROOM

BUILDING-SPECIFIC INFORMATION

1. To summon immediate assistance, to report an accident, serious injury or a crime in progress, call:

POLICE, FIRE, MEDICAL EMERGENCY.....911

911 or 6501 from IU building phones connect to IUPD

911 from a cell phone routes to emergency dispatch center assigned to receiving cell tower

2. **EMERGENCY EVACUATION** route maps **ARE** posted throughout building.

3. The building has:

a. NOAA all-hazards radio(s) in room(s): _____

b. AM/FM radio(s) in room(s): _____

c. television(s) that receives (receive) outside stations in room(s): _____

d. a smoke/heat detection and/or sprinkler system. **YES**

- It/They **WILL** automatically activate the fire alarm.
- The fire alarm **WILL** send a notification to IUPD/Control Center.
- There **ARE NOT** manual fire alarm pull stations on each floor (no pull station in basement).

e. a publically-accessible AED. **NO**

- AED(s) is(are) located in in room(s): _____

f. a publically-accessible first aid kit. **NO**

- First aid kit(s) is(are) located in room(s): _____

4. In an emergency, communication will be by (choose all that apply):

- Building alarm
- Public address system
- Voice
- IU Notify

5. **Emergency Control Committee Chairpersons** are:

NAME	TITLE	LOCATION	PHONE #	E-MAIL
Wayne James	Chief of Police	MS116E	219-980-7222	wjames@iun.edu
Kathryn Manteuffel	University Environmental Health and Safety	RH230	219-981-4230	kmanteuf@iun.edu

6. **Emergency Control Committee Members** are:

NAME	FLOOR REPRESENTED	LOCATION	PHONE #	E-MAIL
Kevin Richwalski	Building	MR102	219-980-6713	krichwa@iun.edu

7. When **sheltering in place**, emergency actions will be coordinated from the **IUPD/control center**.

8. In the event of a **tornado**, occupants will shelter on the first floor in an area without windows (such as a restroom, hallway, office or classroom). See EMERGENCY EVACUATION maps on the first floor.

9. The procedure for **accounting for building occupants** during an evacuation is for supervisors to take a roll call of employees at the primary evacuation meeting area. Any employees missing or suspected of being trapped inside the building must be reported to Emergency Control Committee Members (clearly identified in yellow/lime green reflective vests).

10. During an emergency evacuation of the building, occupants should go to:

- a. The **primary evacuation meeting area**, which is south of the Mailroom in the parking lot.
- b. During **inclement weather**, the meeting area is the Moraine Student Center lounge (Please do not proceed to this location until roll call has been completed and you have been accounted for.).

11. The procedure for **reporting missing, trapped or injured individuals** to emergency personnel is to share this information with Emergency Control Committee Members (clearly identified in yellow/lime green reflective vests). They will then relay this information to Emergency Responders.

12. For those **needing assistance**, the building has the following areas which would be **searched first** during an emergency:

- Basement

13. Those trained in **CPR/First Aid** are:

NAME	TRAINING TYPE	LOCATION	PHONE #	E-MAIL

14. This building **DOES NOT** have **critical operations** that must be shut down by designated personnel.

15. This building has which of the following **utilities** (choose all that apply):

- Electricity Gas Steam Water

NOTE: Only trained and authorized personnel shall conduct shutdown operations.

16. The locations of the following are:

- a. **SDS:** _____
b. **PPE:** _____
c. **Spill Containment Kit:** _____