University of Alaska Fairbanks

GEOPHYSICAL INSTITUTE
ELVEY BUILDING

EMERGENCY ACTION PLAN

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Revised by: Deborah Coxon
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I. INTRODUCTION

ELVEY BUILDING EMERGENCY ACTION PLAN (EAP)

As a building occupant, you need to be familiar with this plan. Read it carefully.

If you have any questions, consult your supervisor, the Geophysical Institute (GI) Operations Office or the Environmental Health, Safety and Risk Management Department.

Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to assemble 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 pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- 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.
- A contact list for employees in your department.
II. DEPARTMENT AND BUILDING INFORMATION

Department: **Geophysical Institute**

Building Name: **Elvey**

Building Coordinator: Deborah Coxon, Operations Manager  
Campus Address: Elvey Building, Room 616A  
Telephone No.: 474-7411  
Email Address: dcoxon@gi.alaska.edu

**DESCRIPTION AND LOCATION OF BUILDING:**
The Elvey building, located at 903 Koyukuk Drive, is the primary location for the University of Alaska Fairbanks (UAF) Geophysical Institute. The Elvey building is approximately 104,500 ft\(^2\) and is housed within eight stories and an attached 2-storey annex. *Note: Some GI employees are housed in the Akasofu, Reichardt and WRRB buildings. This Emergency Action Plan pertains to the Elvey building only.*

**LOCATION OF EMERGENCY ASSEMBLY AREA (EAA):**
Report to one of the following safety zones in the event of a building evacuation:
- West Arctic Health parking lot (south of Elvey Building)
- Parking Lot 9E – 1st floor EAA (north of Elvey Building)
- Arctic Health Research Building (in inclement weather)

There is a map showing these areas on page 9.

**EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

**Building Coordinators:**  
Deborah Coxon x7411 Cell 687-4551

**Emergency Response Team Duties when fire alarm sounds:**
- Respond to Building Exit Points.
- Encourage occupants to evacuate.
- Prevent occupants from re-entering building until all clear is given.
- Communicate status of emergency to Incident Commander and building occupants.
ELVEY FLOOR CAPTAIN RESPONSIBILITIES

Floor Captains:
Lead Floor Captain – Deborah Coxon
Alternate Lead Floor Captain – Kimberly Cummins
• 1st Floor - Brian Lu; Jeff Rothman
• 2nd Floor - Paul Delys
• 3rd Floor - Ian Dickson
• 4th Floor - Doug Christensen
• 5th Floor - Jay Helmricks
• 6th Floor – Dolores Baker
• 7th Floor - Bill Bristow; Don Hampton
• 8th Floor - As necessary

1. Emergency Action Plan
   a. The Elvey EAP is on the GI Website under Administration, under the Operations Office. Read and take the quiz if you have not done so.
   b. Familiarize yourself often, know and understand your building’s EAP.
   c. Meet and be familiar with the occupants of your floor.
   d. Understand all evacuation routes and exit points. Be familiar with at least two exit pathways.
   e. Understand your buildings emergency assembly points.

2. Evacuation Process
   a. A full complete evacuation is required per UAF Policy 12.03.02 states:
      *It is the University of Alaska Fairbanks’ policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system.*
   b. Encourage occupants to evacuate.
   c. Always take your clipboard with the list of your floor’s occupants unless it is unsafe to do so.
   d. During winter months, be prepared; keep your coat/jacket close at hand. Don’t attend meetings out of your area without taking your coat/jacket.
   e. Assemble your occupants at the Emergency Assembly Area.
   f. Take attendance of your floor occupants. Report attendance to Building Coordinator or designee.
   g. Report possible occupants in the building to the responding emergency personnel.
   h. Building occupants shall not enter/return to the building until an “all clear” signal is given from Fire Department personnel, other official Emergency responder or the Building Coordinator.

3. Disabled occupants:
   a. The Operations Office has a Stair Evacuation Chair for evacuating disabled occupants. This stair evacuation chair is stored inside the Operations Office 615.
   b. Complete the training of how to use the stair evacuation chair.
   c. Keep apprised of any disabled occupants in your area.
EMPLOYEE ACCOUNTABILITY PROCEDURES AFTER EVACUATION:

In the event of an evacuation signaled by the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated EAA. Check in with your Floor Captain for attendance. After evacuation, do not re-enter the building until told it is safe to do so by an official emergency responder.

There are no critical operations at the Geophysical Institute for which an employee is required to remain in the building during an emergency. When the alarm sounds, take personal responsibility and GET OUT NOW!

MEDICAL AND RESCUE DUTIES FOR EMPLOYEES:

No Geophysical Institute employees have been assigned medical or rescue duties specific to emergency situations at the Elvey Building.
III. EMERGENCY PROCEDURES

In the event of an emergency, contact the emergency dispatch center by dialing 911 from any university phone. All campus phones and pay phones have 911 access. Emergency phones are marked with blue lights and are located around campus. For Fire, Police, Paramedics and Ambulance, the responding agency will be the University of Alaska Fairbanks Police and/or Fire Department.

EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Life-Threatening Emergency Numbers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Paramedics, Ambulance, Police, Chemical Spills</td>
<td>911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Life-Threatening Emergency Numbers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska State Troopers</td>
<td>451-5100</td>
</tr>
<tr>
<td>Environmental, Health, Safety and Risk Management</td>
<td>474-5413</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>474-7000</td>
</tr>
<tr>
<td>Fairbanks Memorial Hospital</td>
<td>452-8181</td>
</tr>
<tr>
<td>Fairbanks Regional Public Health Center</td>
<td>452-1776</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Tanana Valley Clinic</td>
<td>459-3500</td>
</tr>
<tr>
<td>University Police &amp; Fire</td>
<td>474-7721</td>
</tr>
</tbody>
</table>

UAF Emergency Information:

| UAF Recorded Hotline                 | 474-7823 |
| UAF Online Newsroom                  | www.uaf.edu/news/ |
| UAF Online Alerts                    | www.uaf.edu/alert/ |

BUILDING ALARM(S)

This building has alarm sounds.

- The evacuation alarm is a strobe/audio enunciator.
  - When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a buzzer and is not as loud.
  - When you hear the elevator alarm, call the University Dispatch at 474-7000.
EMERGENCY NOTIFICATION PROCEDURES

When you call 911 from a campus location to request emergency assistance, you will be connected to the University Emergency Dispatch. 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 materials, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher.

EVACUATION PROCEDURES

All building occupants are required to evacuate the building when the fire alarm sounds. Move quickly to the appropriate Emergency Assembly Areas (see map next page).

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Do not use elevators.
- Go to the appropriate Emergency Assembly Area (EAA) designated for this building: West Arctic Health parking lot in warm weather; inside the Arctic Health Research Building if raining or too cold to stand outside.
- Do not leave area/campus until your status is reported to your supervisor, resident advisor, or instructor.
- **DO NOT** re-enter the building or work area until you have been instructed to do so by an official emergency responder.
MAP OF EMERGENCY ASSEMBLY AREAS

YOU ARE HERE

Exterior Emergency Assembly Area

Interior Emergency Assembly Area (during inclement weather)
SAFE REFUGE DURING AN EMERGENCY FOR INDIVIDUALS WITH DISABILITIES

There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire and Rescue personnel will NOT immediately initiate rescue as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive they will make contact with the individual(s) in the area of safe refuge and advise them of any further actions that may be required.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Safe Refuge Area</th>
<th>Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Sprinklered room/area near exit.</td>
<td>Use nearest smoke free area. Do not use elevator.</td>
</tr>
<tr>
<td></td>
<td>Stairwell landing with doors and a phone and exit.</td>
<td></td>
</tr>
<tr>
<td>Earthquake</td>
<td>Keep away from windows &amp; walls. Under desk or table if possible.</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
<tr>
<td>Power failure</td>
<td>Area with windows and/or emergency lighting (most hallways).</td>
<td>Use nearest lighted exit. Do not use elevator.</td>
</tr>
<tr>
<td>Chemical spill</td>
<td>Separate room from spill area with ventilation (Lab Accident).</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>As directed by Security/Police.</td>
<td>Use nearest exit</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Keep way from windows, or center of building (wind storm).</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
</tbody>
</table>

Elvey building floorplans

Floorplans for each floor of the Elvey building are included in the Appendix. Fire alarm pull boxes and emergency exiting are shown.
**FIRE EMERGENCIES**

UAF Fire Safety Policy 12.03.02 states:

**It is the University of Alaska Fairbanks’ policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system.**

In the case of individuals who have disabilities that would preclude them from exiting the building due to elevators not working, see Safe Refuge section.

*Failure to do so can result in fines and criminal prosecution.*

**If there is a fire in your work area:**

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation. (See “Emergency Notification Procedures” above in this document.)
- DO NOT FIGHT THE FIRE. Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA). (See “General Evacuation Procedures” in Section II list of EAAs.)
- On your way out, warn others to **GET OUT**.
- Take prescription medications and winter gear with you if at all possible; it may be hours before you are allowed back in the building.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; **do not use elevators**!
- Move well away from the building and go to your designated EAA.
- Do not leave area/campus until your status is reported to your supervisor or instructor.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

**If there is a fire in your building:**

Follow evacuation procedures as soon as you hear the fire alarm (See “Evacuation Procedures” on page 8.)
MEDICAL EMERGENCIES

Call the medical emergency phone number — 911

Provide the following information:

- Nature of the medical emergency.
- Location of the emergency (address, building, room number).
- Your name and the phone number from which you are calling.

DO NOT move a victim unless absolutely necessary (only if imminent danger to life exists).
EXTENDED POWER LOSS (More than one hour)

In the event of an extended power loss to the facility, certain precautionary measures should be taken:

- Turn off computers, work stations, and sensitive electrical equipment.
- UAF Facilities Services, during freezing temperatures, will monitor, turn off and drain as necessary the following:
  - Fire sprinkler system.
  - Standpipes.
  - Potable water lines.
  - Toilets.

Upon restoration of heat and power: Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

CHEMICAL SPILLS

When a chemical spill has occurred:

- DO NOT attempt to clean the spill.
- Immediately notify UAF EHS&RM at 474-5413, FIRE/POLICE at 911 and Building Coordinator x7411. On weekends, holidays, and after hours contact the UAF Emergency Dispatch Center at 474-7000.
- Secure the area and alert other site personnel.
- Attend to injured personnel and call the medical emergency number (911) if required.
- Evacuate the building or area.

FUMEHOOD FAILURE

In the event of a fume hood failure or low-flow alarm, discontinue all fume hood operations and, only if it is safe to do so, place lids on open containers, lower the hood sash and secure reactions that may be generating hazardous emissions.

- Contact Facilities Services Dispatch (x7000) to report the alarm.
- If the danger level is imminent, leave the lab immediately and go to a known safe area.
- After arriving in a safe area, call 911.
TELEPHONE BOMB THREAT

Keep Checklist under your telephone in the office.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information using the checklist on the following page as your guide.

DO NOT:

• Use two-way radios or a cellular phone; radio signals have the potential to detonate a bomb.
• Evacuate the building until police arrive and evaluate the threat.
• Activate the fire alarm.
• Touch or move a suspicious package.

Signs of a suspicious package:

• No return address.
• Excessive postage.
• Stains.
• Strange odor.
• Strange sounds.
• Unexpected delivery.

If a bomb threat is received by phone:

• Remain calm. Use checklist on next page. (You may want to print the checklist and place it under your phone for easy access.)
• If your phone has a display, copy the number and/or letters on the window display.
• The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
• **DO NOT HANG UP.** Have someone call 911 from another phone. Give the phone number where the bomb threat was received.

If a bomb threat is received by note:

• Call 911 immediately.
• **DO NOT** handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Time of call: ___________________________

Number where phone call was received: ___________________________

Ask in order:

1. When will it explode? ___________________________

2. Where is it located? ___________________________

3. What does it look like? ___________________________

4. What kind of bomb is it? ___________________________

5. What will make it explode? ___________________________

6. Did you place the bomb? _________ Why? ___________________________

7. What is your name? ___________________________

8. Where are you? ___________________________
BOMB THREAT CHECKLIST (cont’d)

**Caller’s voice:**
- ___ Accent
- ___ Distinct
- ___ Normal
- ___ Angry
- ___ Excited
- ___ Ragged
- ___ Calm
- ___ Familiar
- ___ Rapid
- ___ Clearing throat
- ___ Female
- ___ Raspy
- ___ Cracking voice
- ___ Laughter
- ___ Slow
- ___ Crying
- ___ Lisp
- ___ Slurred
- ___ Deep
- ___ Loud
- ___ Soft
- ___ Deep breathing
- ___ Male
- ___ Stutter
- ___ Disguised
- ___ Nasal

**Background sounds:**
- ___ Animal
- ___ House
- ___ Office Machinery
- ___ Booth
- ___ Kitchen
- ___ PA system
- ___ Clear
- ___ Local
- ___ Static
- ___ Factory Machine
- ___ Long distance
- ___ Street

**Threat Language:**
- ___ Incoherent
- ___ Message Read
- ___ Taped
- ___ Irrational
- ___ Profane
- ___ Well-spoken
SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:
*If indoors:*
- DO NOT rush down the stairs and out of the building while it is shaking.
- DO NOT use elevators.
- Get under a desk or table or move to an inside hallway or against an inside concrete wall.
- Keep away from exterior walls, overhead fixtures, windows, filing cabinets, book cases, equipment and electrical power.
- Do not be surprised if the fire alarm or sprinkler systems come on.
- Do not use your telephone or cell phone, EXCEPT for a medical or fire emergency.
- Evacuate as instructed by the Building Coordinator and/or the designated official.

*If outdoors:*
- Get into the open away from buildings, light poles, power lines, and trees.

Flood:
*If indoors:*
- Be ready to evacuate as directed by the Building Coordinator and/or the designated official.
- Follow the recommended primary and secondary evacuation routes – know two ways out of the building.

*If outdoors:*
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.

Blizzard:
*If indoors:*
- Stay calm and await instructions from the Building Coordinator or the designated official.
- Stay indoors!

*If there is no heat:*
- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
ACTIVE SHOOTER

Secure immediate area:
• Lock and/or barricade doors
• Turn off lights
• Close blinds
• Block windows
• Turn off radios and dim computer screens
• Keep calm, quiet and out of sight
• To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
• Silence cell phones
• If injured, place signs in exterior windows.

Leaving a secured area:
• Consider risks before leaving
• Remember, the shooter generally will need to be stopped by an outside force.
• Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:
• Call 911
• Use 474-7721 for non-emergency calls to UAF police
• Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency police department line, 474-7721, into cell phones.

What to report:
• Your specific location- building name and office/room number
• Number of people at your location
• Injuries- number injured, types of injuries
• Information on assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.

What to expect from police:
• Police will attempt to immediately engage assailant(s).
• Evacuate victims
• Facilitate follow up medical care, interviews, counseling
• Investigation
IV. EMERGENCY PREPAREDNESS

RESPONSIBILITIES

To insure emergency evacuation procedure works when needed, the following responsibilities to this plan are identified:

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A. Provide adequate signaling devices (fire alarm and strobe lights to code).
B. Provide adequate exit signage and lighting.
C. Designate areas of safe refuge for those who may have difficulty evacuating immediately.
D. Make available printed procedures of this plan and required actions.

Individual Staff and Students

A. Be familiar with this Emergency Action Plan.
B. Know your building layout.
C. Be familiar with at least two exit pathways.
D. Request assistance when necessary.
E. If located in a safe refuge area contact 911 to let them know your location.

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and all employees should be trained on the Emergency Action Plan (EAP) for the building(s) they occupy. Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency. Information is also posted online at www.uaf.edu/safety/.

It is recommended that individual departments make their EAP available to their department employees. Training is initially required upon work assignment to the department and employees should get annual refresher training to be current and to be informed of any changes in the plan.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department (474-7721) for coordination.
IV. APPENDIX
Geophysical Institute Organizational Chart

Geophysical Institute
University of Alaska Fairbanks
February 2015

Robert P. McCoy
Director

Doug Christensen
Associate Director

Richard Collins
Associate Director

Kimberly Cummins
Director's Assistant

Lillian Anderson-Misel
Executive Officer

Human Resource
PPA

Admin Assistant

Administration Offices

Major Facilities

Major Research Projects

Major Groups

Operations

Business Office
D. Read

Proposal Office

Education Outreach

Design Services
L. McGilvary

Public Relations
S. Mitchell

ACUASI
M. Rogers

AEC
M. West

AK CLIMATE CENTER
G. Wandler

ASF
N. LaBelle-Hamer

AVO
J. Freymueller

ARSC
L. Forbes

GEOCHRON
P. Layer

GEODATA CENTER
W. Abright

GINA
T. Heinrichs

MATHER LIBRARY
F. Grabowska

PFRR
K. Rich

AEROSOLS
C. Cahill

CHAPARRAL
J. Helmericks

INFRASOUND
C. Szuberla

SUPERDARN
B. Bristow

Atmospheric Sciences
N. Molders

Remote Sensing
R. Herrick

Seismology
J. Freymueller

Snow, Ice, Permafrost
M. Sturm

Space Physics
B. Bristow

Tectonics & Sedimentation
P. McCarthy

Volcanology
J. Freymueller

Computer Resource Center
P. Delys

Electronics Shop
J. Rothman

Machine Shop
G. Shipman

AV/Video Technician
D. Baker

Shipping/Receiving
B. Lu

CIGO
L. Soursalla
ELVEY BUILDING EVACUATION FLOOR PLANS