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| Building administrative  staff | 1. **Notified** of building ventilation shutdown. |
|  | 1. **Determine** reason for shutdown, ie. fire alarm activation, check with FM Tech Maintenance, and potential length. |
|  | 1. If **shutdown likely to be greater than 30 minutes**: 2. **request** activation of evacuation messaging via building enunciation 3. **notify** UPD dispatch at 650-3555 of potential building evacuation 4. **notify** EHS at 650-3064 of potential building evacuation |
| Environmental Health & Safety | 1. **Sends** a person (preferably emergency management) to assist building personnel with planning and procedures for the duration of the shutdown.   This will include **contacting and/or coordinating**:   1. repair work 2. sending additional notifications and/or building enunciation update messaging to building personnel 3. determine need for use of respirators for repair workers (see PRO-U5950.01G Respirator Use During Lab Bldg Shutdown) 4. door signs for closure and/or class rescheduling location/time 5. building personnel 6. University Communications with information about the evacuation 7. Registrar for rescheduling classroom space elsewhere for extended shutdowns 8. announcement of building available for re-occupancy |
| UPD Dispatch  EHS Director | 1. **Sends** UPD Officer to building to assist with evacuation procedures if ventilation shutdown extends past 30 minutes. 2. **Reassess** this procedure on a regular basis. |