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| Building administrative staff | 1. **Notified** of building ventilation shutdown.
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|  | 1. **Determine** reason for shutdown, ie. fire alarm activation, check with FM Tech Maintenance, and potential length.
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|  | 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
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| UPD DispatchEHS 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.
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