



MERCADO EMERGENCY EVACUATION PLAN

Building Names:

Mercado A
Mercado C
Mercado E
Mercado F

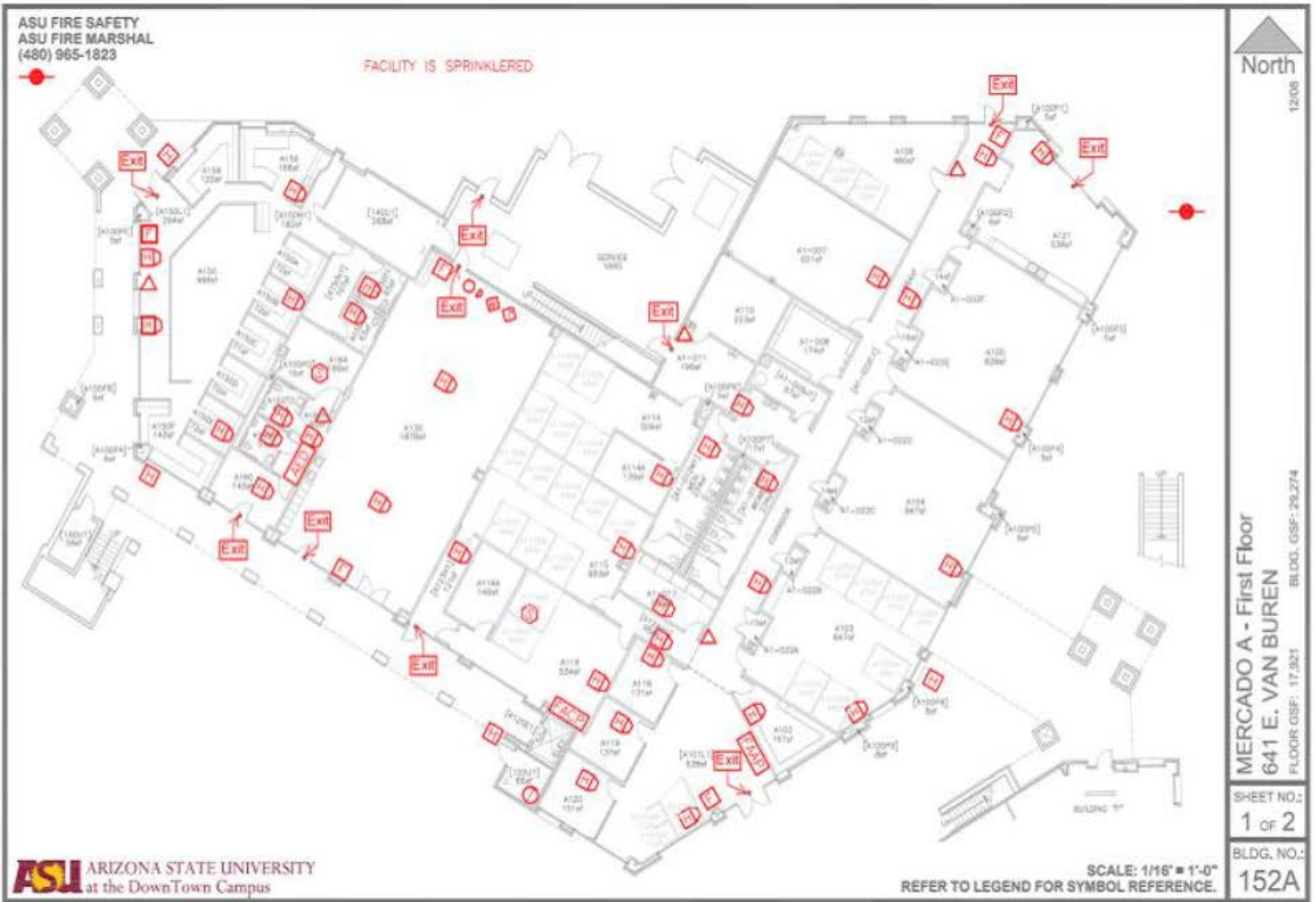
Building Addresses:

Mercado A: 641 East Van Buren, Phoenix AZ
Mercado C: 502 East Monroe, Phoenix AZ
Mercado E: 602 East Monroe, Phoenix AZ
Mercado F: 642 East Monroe, Phoenix AZ

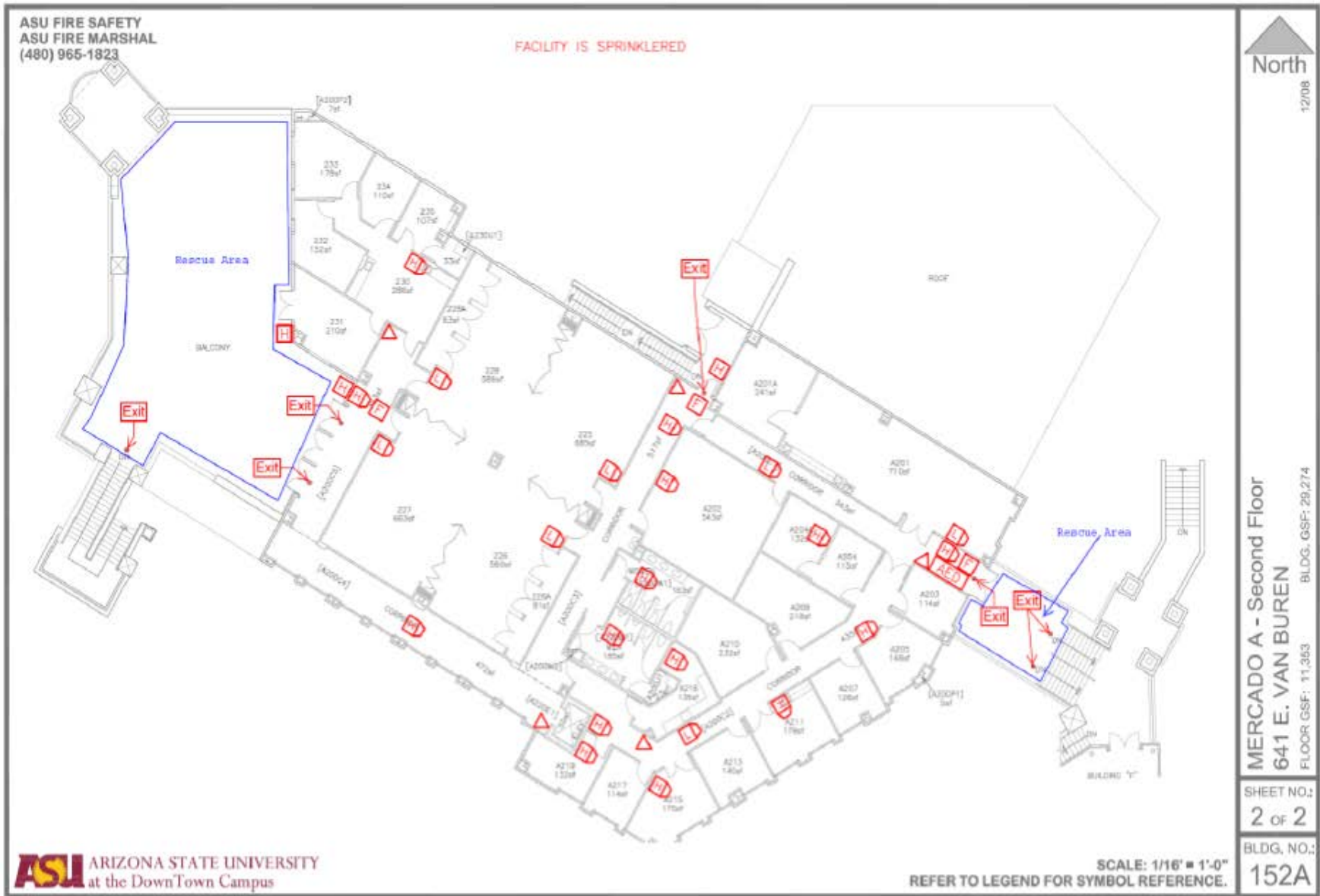
FLOOR PLAN LEGEND

ASU FIRE SAFETY SYMBOL LIST	
	ADDRESSABLE DATA CIRCUIT ISOLATION MODULE
	ADDRESSABLE INDICATING POINT / ZONE MODULE
	ADDRESSABLE INITIATING POINT / ZONE MODULE
	ADDRESSABLE RELAY POINT / ZONE MODULE
	CHIME ONLY
	HORN ONLY
	MANUAL PULL STATION Important Device
	SPEAKER ONLY
	SUPPRESSION ABORT STATION
	SMOKE DETECTOR (ADD TYPE)
	HEAT DETECTOR (SHOW TEMP RATING)
	MAGNETIC DOOR HOLDER
	DUCT SMOKE DETECTOR
	HORN STROBE (SHOW CANDELA)
	SPEAKER STROBE (SHOW CANDELA)
	CHIME STROBE (SHOW CANDELA)
	STROBE ONLY (SHOW CANDELA)
	FIRE FIGHTERS TELEPHONE JACK STATION
	FIRE FIGHTERS / FIRE WARDEN PERMANENT TELEPHONE STATION
	DIGITAL ALARM COMMUNICATING TRANSMITTER
	FIRE ALARM ANNUNCIATOR
	FIRE ALARM CONTROL PANEL
	FIRE COMMAND CONTROL PANEL
	LONG RANGE RADIO COMMUNICATING TRANSMITTER
	NOTIFICATION APPLIANCE CIRCUIT POWER SUPPLY
	DAMPER POSITION SWITCH
	ELEVATOR RECALL DESIGNATION
	INTERFACE TO KITCHEN HOOD
	ELEVATOR SHUNT TRIP

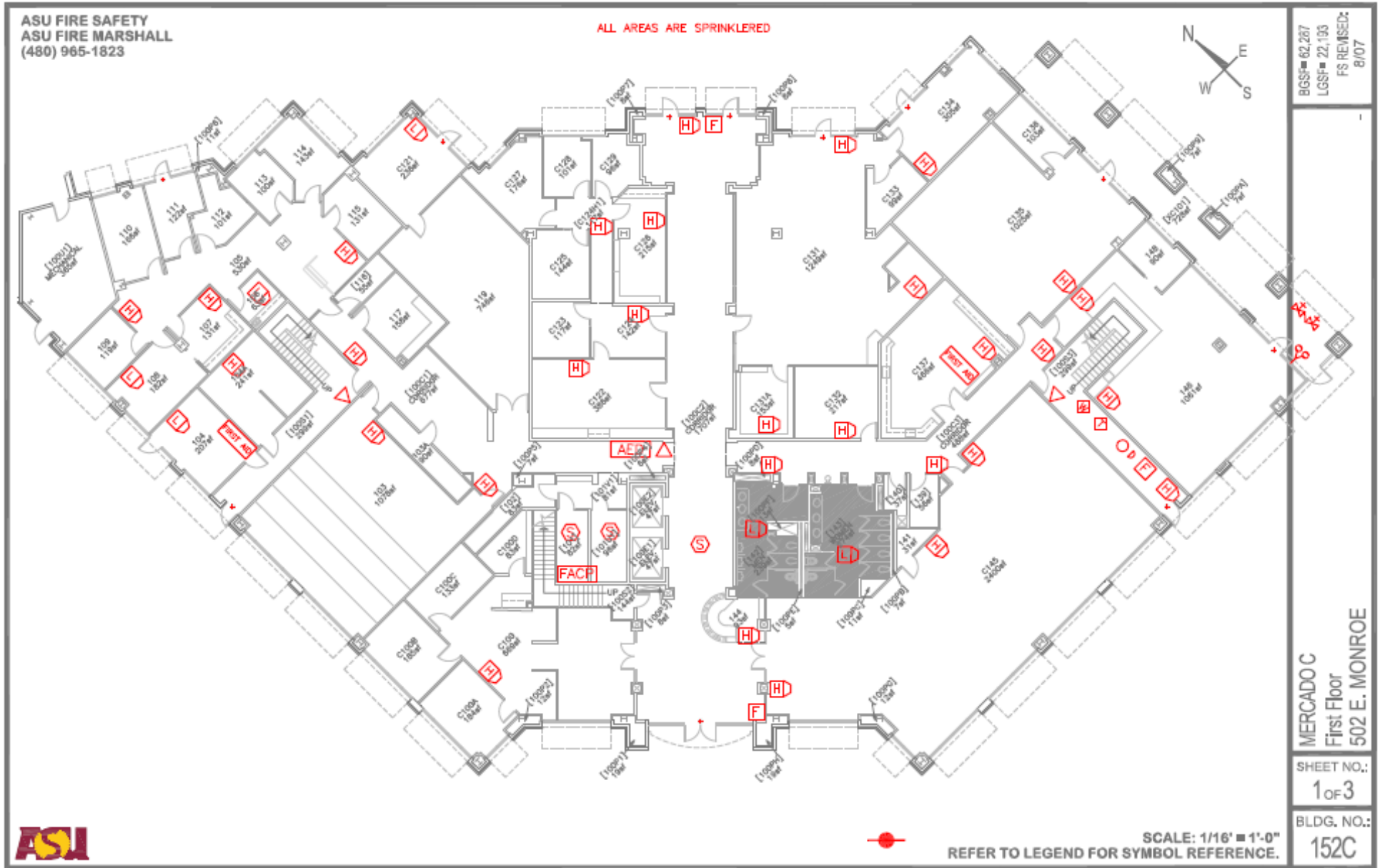
	FIRE SPRINKLER TAMPER / OSY / FIV VALVE SUPERVISORY SWITCH
	WATERFLOW DEVICE
	ELEVATOR SUPERVISORY RECALL PANEL
	REMOTE INDICATOR
	REMOTE TROUBLE INDICATOR
	TEST INDICATOR
	DRAIN VALVE
	TEST VALVE
	BACKFLOW VALVE
	FIRE DEPARTMENT CONNECTION
	HALON CONTROL PANEL
	HALON FULL STATION
	WET / DRY CHEMICAL SYSTEM
	WET / DRY CHEMICAL FULL STATION
	FIRE DOORS (WITH RATING)
	FIRE WALL (WITH RATING)
	SMOKE DOORS
	SMOKE CONTROL SYSTEM
	AUTOMATIC ROOF VENT
	FIRE CURTAIN
	FIRE PUMP
	JOCKEY PUMP
	FIRE HOSE STATION
	FIRE EXTINGUISHER LOCATION Important Device
	FIRE BLANKET LOCATION
	EMERGENCY SHOWER / EYE WASH (COMBINATION UNIT)
	EMERGENCY EYE WASH
	HYDRANT
	STANDPIPE
	FIRE DOOR HOLDER (MAGNETIC)



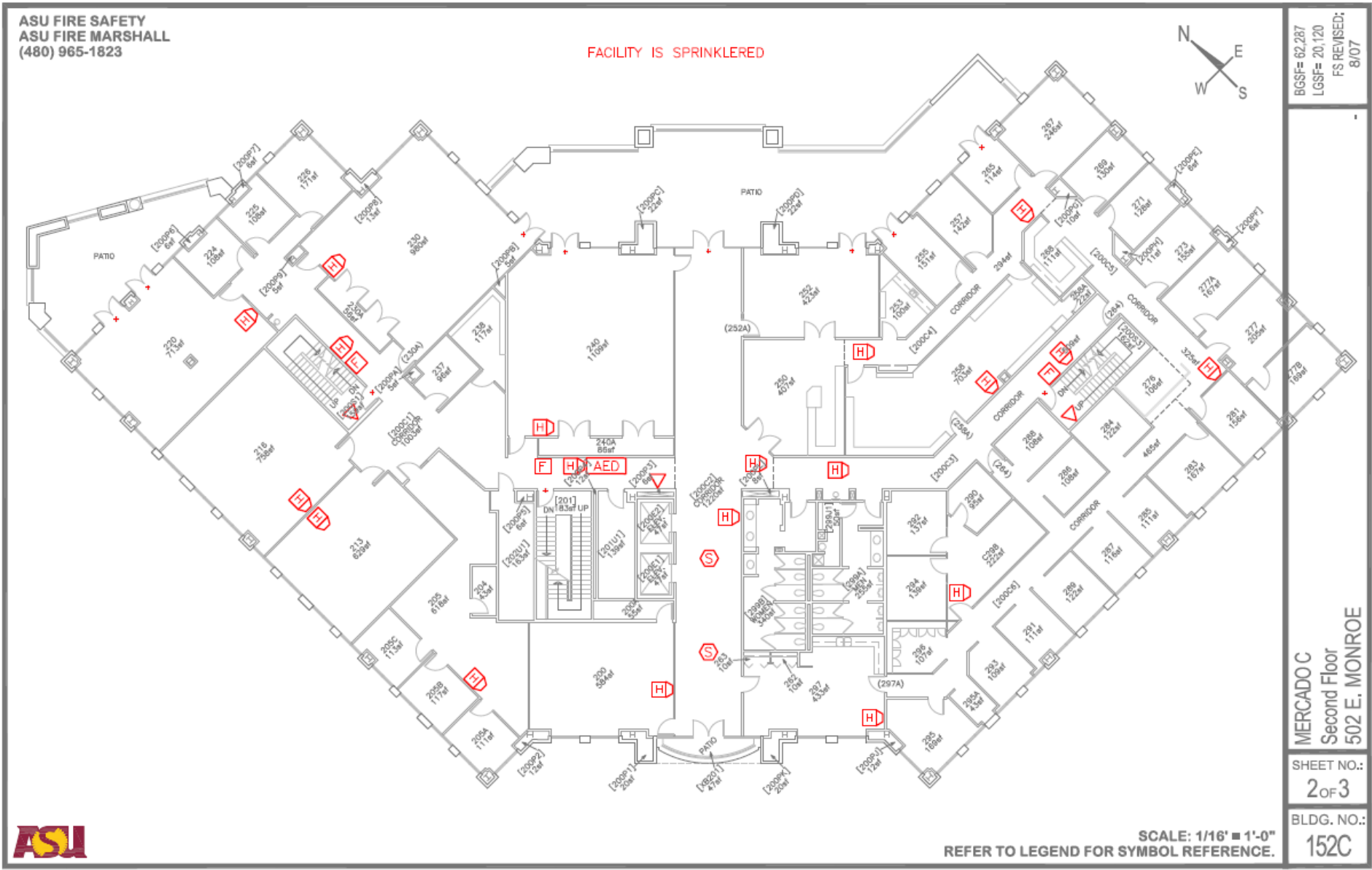
Emergency Exits & Pull Stations



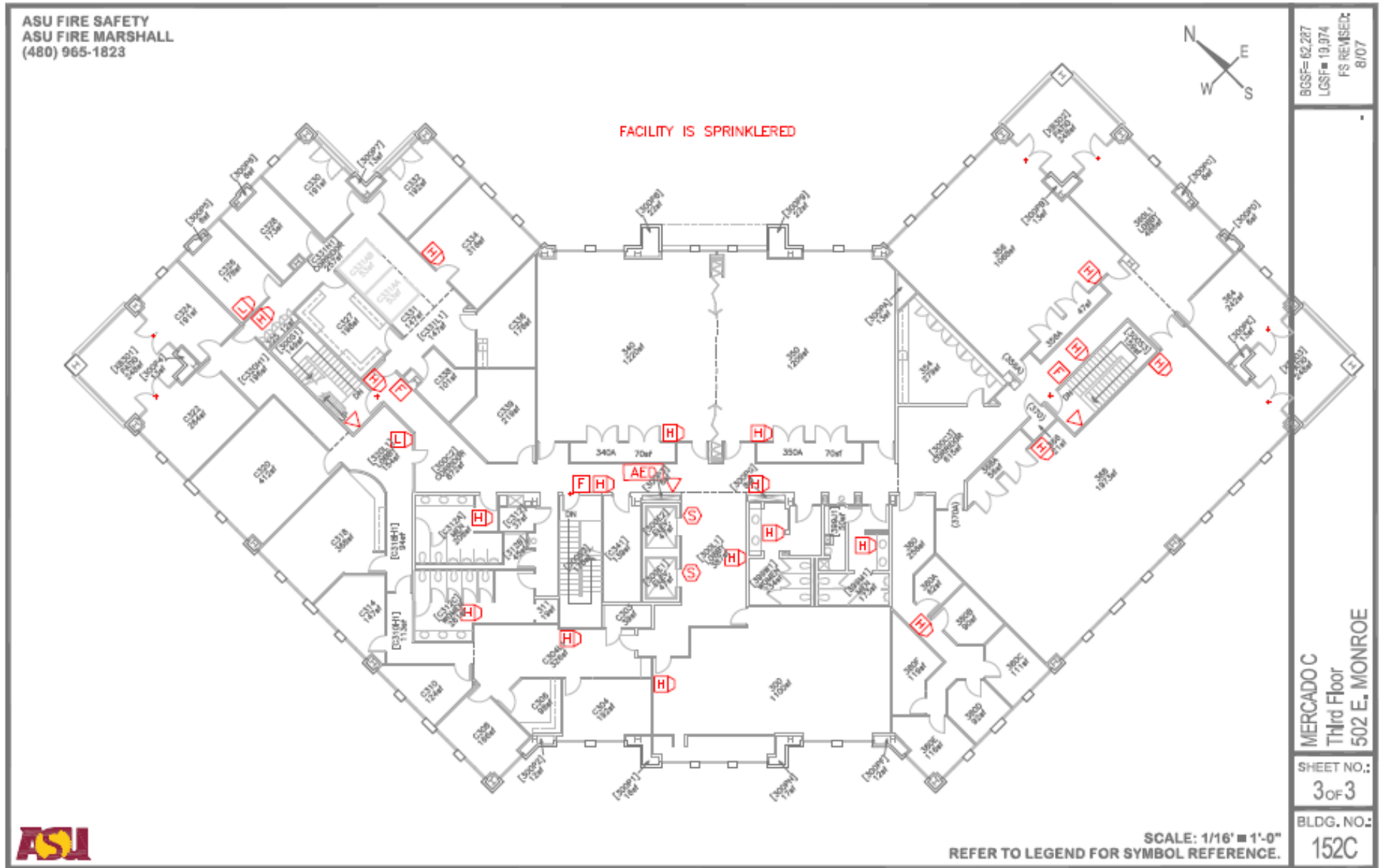
Edson CONHI – Mercado
Emergency Evacuation Plan

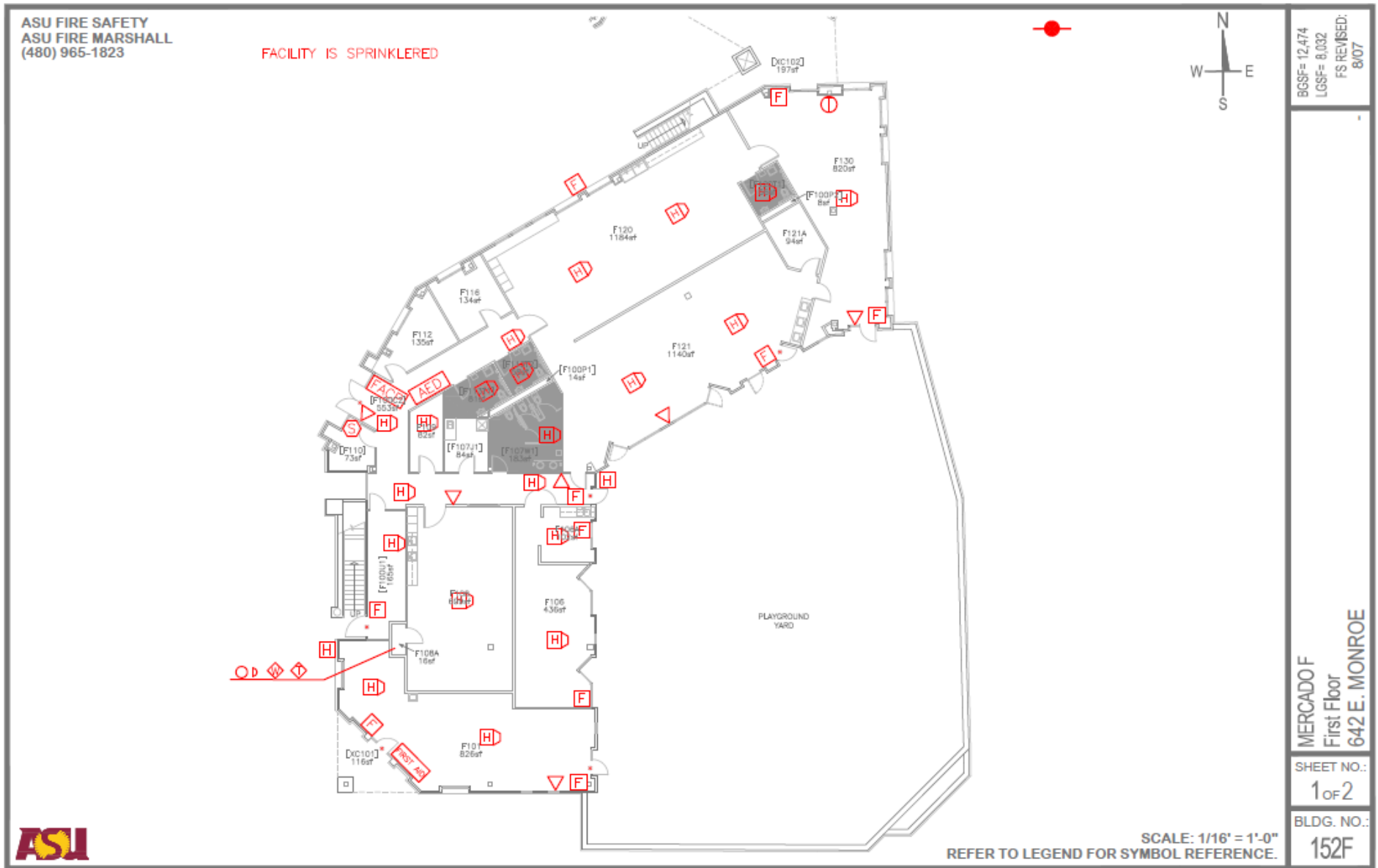


Edson CONHI – Mercado
Emergency Evacuation Plan



Edson CONHI – Mercado
Emergency Evacuation Plan





SIX-STEP EMERGENCY EVACUATION PROCEDURE

- **STEP 1: IF A FIRE OR ANY TYPE OF EMERGENCY EXISTS, EVACUATION MUST OCCUR.**
Individual who discovers fire must ensure Steps 2 and 3 occur before attempting to fight an incipient fire using the PASS, (Pull, Aim, Squeeze, and Sweep) method.

- **STEP 2: ACTIVATE THE FIRE ALARM BY PULLING THE RED PULL STATION.**

Designated Emergency Evacuation Rescue Areas

If an occupant is unable to evacuate from above and or below the grade level, they must proceed to the closest and safest rescue area. Inform ASU Police Dispatch Center by calling 9-1-1 of their location and that they are unable to leave the facility.

Designated Emergency Evacuation Rescue Areas are to be established on each floor above and or below the grade level in the Building [See floor plans above].

- **STEP 3: CALL 9-1-1 FROM A CAMPUS TELEPHONE AND OR CELL PHONE.**
When a confirmed fire exists, it is critical to inform ASU Police Dispatch Center of the following information:
- **STEP 4: EVACUATE THE BUILDING WHENEVER THE FIRE ALARM SOUNDS.**
Close any doors leave the building and relocate to a safe, designated area for accountability.
- **STEP 5: ASSEMBLE AT SAFE LOCATION AND VERIFY ACCOUNTABILITY.**
- **STEP 6: DO NOT RE-ENTER UNTIL AUTHORIZED BY EMERGENCY PERSONNEL**
Notify emergency response personnel (ASU Police / (IC) Incident Commander) with information if occupants are still located inside or in a rescue area.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

LEARNING RESOURCE CENTER

- Merc A, floor 1, Hallway across from A201
- Merc C, floor 2, Hallway across from 240C
- Merc E, floor 1, Lounge Area left of entry doors on North end; outside the west end of E-101
- Merc F, floor 1, Hallway across from F-112
- Merc F, floor 2, Entry Way between window and door frame of F214, east wall

CPR / AED / MEDICALLY TRAINED EMPLOYEES

ASU Health Services	602-543-8079	All Staff Trained and Certified	West Campus
ASU Health Services	602-496-0721	All Staff Trained and Certified	Downtown Phoenix Campus
ASU Health Services	480-965-6531	All Staff Trained and Certified	Tempe Campus
ASU Health Services	480-727-1599	All Staff Trained and Certified	Polytechnic Campus

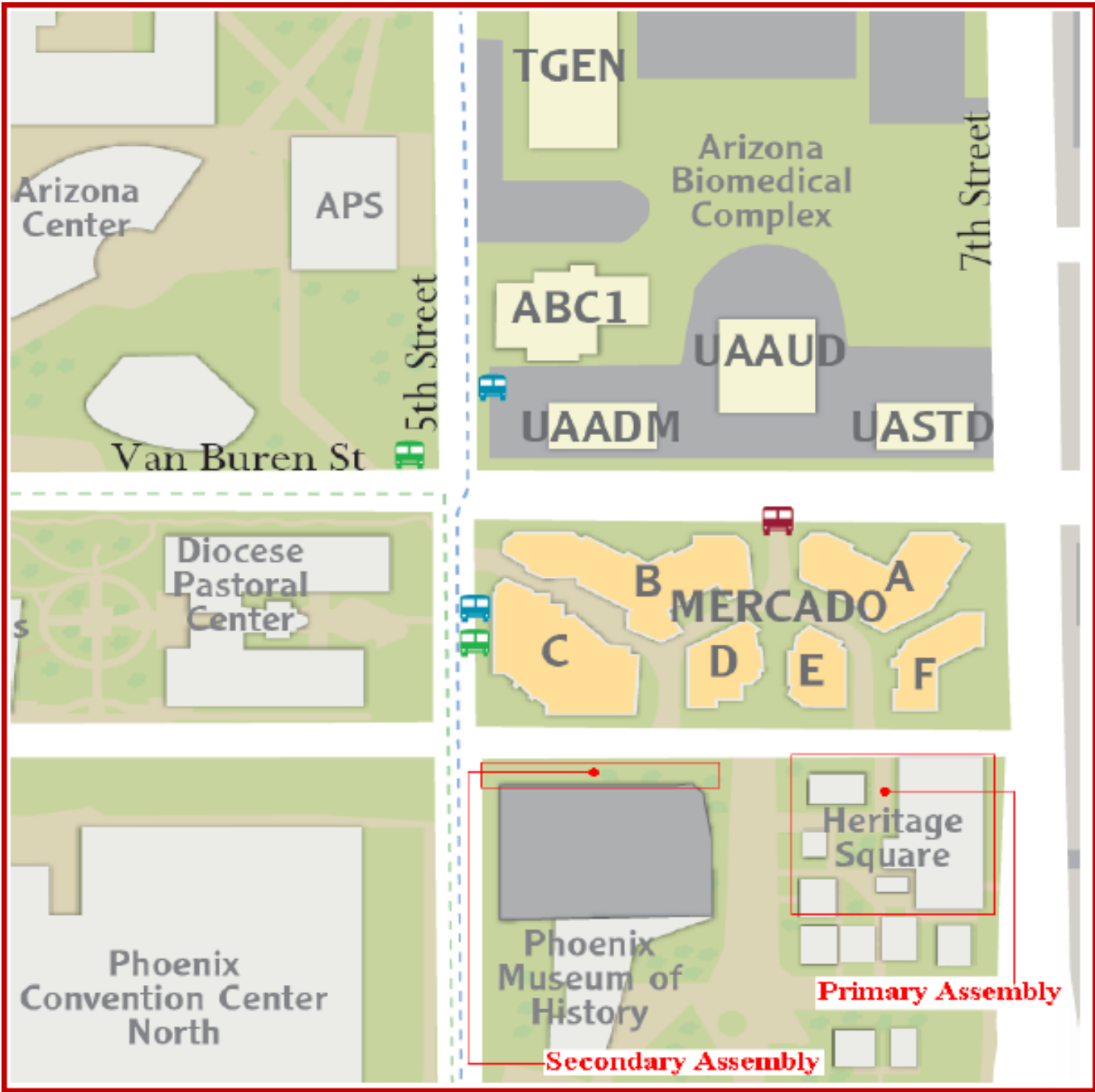
ASSEMBLY AREA – MERCADO A, C, E, F

PRIMARY ASSEMBLY AREA

Located across Monroe in Heritage Square

SECONDARY ASSEMBLY AREA

Located across Monroe in front of the Parking Garage



EMERGENCY EVACUATION RESCUE AREAS

Emergency Evacuation Rescue Areas are identified on all building floor plans if the building has floors above and or below the grade level exit. Emergency Evacuation Rescue Areas are meant to be used if people have a mobility impairment/disability, or people become injured and cannot exit from above and or below the grade level on their own. The general location for an Emergency Evacuation Rescue Area will be a stairwell and or corridor right outside the stairwell.

MERCADO A, C, E, F

A “designated rescue area” (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion, (see building floor plan pages in section 2 for visual locations established as an “rescue area”) and/or if unable to exit floors above and or below the grade level, individuals with physical limitations should be assisted to one of the “rescue areas” or remain on a stairwell landing in one of the facilities exit stairs of their floor would be the safest place. Staff members assisting individuals with limitations must inform emergency services personnel responding to the immediately of the need for rescue assistance for disabled individuals and their location.

If unable to exit the floor, individuals should move to and remain on the facility’s the nearest stair landing until emergency rescue personnel arrive.

FLOOR WARDENS

Floor or Fire Warden Responsibilities

Floor or Fire Wardens are common terms used for designated staff position(s) that are responsible for assisting others in the orderly management of an evacuation. These positions should be filled by trained personnel familiar with the emergency plans, design of the building, and evacuation assembly areas. Each primary floor or fire warden position should have an alternate that can function in their absence. Primaries and alternates can be volunteers or occupants of the building appointed by management within the department. Floor and fire wardens may receive special training and will work with the ASU Office of the Fire Marshal related to annual testing.

If you are an appointed a Floor Warden, please review and familiarize yourself with the emergency plan and your duties and responsibilities.

Duties of the Floor or Warden

1. If safe to do so, conduct a quick search of your responsible area. Close doors behind you.
2. Give instructions to students or visitors that may not be familiar with the building regarding the best evacuation routes.
3. Try to keep occupants calm while directing them to the nearest, yet safest exit. Remind them to go to the assembly areas so they can be accounted for.
4. Close all stairway and exits doors; never block them open or closed.
5. Special attention should be given to anyone with functional needs.
6. On hearing the fire alarm, wardens should immediately render the room/cubicles they are in as safe according to fire evacuation procedures.
7. After allowing time for the main body of people to evacuate, and only if safe to do so, wardens should then check the rooms/cubicles in the immediate area. Working through the rooms/cubicles systematically and closing doors each area is cleared.
8. One Warden should be assigned to each individual within a department with disabilities (buddy system) to assist that individual to a designated rescue area, stair landing, or with evacuation procedures.
9. Wardens should take the First Aid Kit and the AED closest to the department.
10. When all rooms listed on the fire evacuation plan have been checked clear, wardens must leave the building via the nearest available exit.

11. At either meeting place (Primary or Secondary assembly areas) wardens should assist with a head count of the people that should be at the meeting site.
12. Communicate whether all staff has exited the building to senior management person and to emergency personnel.

In the event of a campus emergency, this plan is designed to assist in the safe evacuation of students, faculty, staff, and visitors. This plan establishes the protocols for a safe and orderly evacuation of people due to a hazard such as but not limited to (severe weather event, fire, hazardous material spill, terrorist act, building maintenance issue, etc.) that threatens the University.

Being prepared to handle unexpected emergencies is both an organizational and individual responsibility. When an emergency happens, the safety of ASU's Campus Community is dependent upon the level of your preparedness.

Please review and become familiar with your Floor Wardens. These are listed in a separate document.

Building Occupant Responsibilities

An effective response and subsequent evacuation requires the cooperation of all occupants in a building. Building occupants, to include visitors must know how to act. This section outlines specific responsibilities for employees, faculty, and staff and visitors.

- Become familiar with the building and the safety devices (pull stations, fire extinguishers, fire alarm, fire suppression systems, ADA areas, egress components, AEDs, etc.)
- Know the building's evacuation routes and assembly area's
- Participate in drills and training
- Orient students with a brief overview of emergency evacuation procedures on the first day of class
- Assist visitors evacuate safely

Emergency Evacuation Plans are in addition to and support *the Emergency Response Guide (ERG)* <https://cfo.asu.edu/emergency-guide> and your department's *Continuity of Operation Plan (COOP)*. The intent of this plan is to provide a useful tool for your departmental emergency evacuation training, assurance of a safe evacuation for your area or building, certain responsibilities, and specific actions to help conduct an evacuation.

Arizona State University's *Emergency Evacuation Plans* should be written for each building using a collaborative approach by building occupants. **An *Emergency Evacuation Plan* is required for your building.**

Contacts for additional assistance if needed

Accident and Injury Claim Forms	https://cfo.asu.edu/ehs-incident-reporting
ASU Employee Assistance	480.965.2271
ASU Fire Marshal and Advanced Training	asufire@asu.edu
ASU Police (non-emergencies)	480.965.3456
Continuity of Operation Planning (COOP)	ASUReady@asu.edu
EH&S Safety Trainings	https://cfo.asu.edu/ehs-training
Emergency Response Guide (ERG)	https://cfo.asu.edu/emergency-guide
Evacuation Drills	asufire@asu.edu
Occupational Health and Safety	https://cfo.asu.edu/ehs-occupationsafety
ADA Disability Related questions or concerns	480.727-4501; 480.965.3288; 480.965.0705

EVACUATION PLAN

Building Name: Mercado
Building Number: A, C, E, F
Plan Lead Name and Phone: Lisa Grabarec Text only (hearing impaired) 480-225-6139
Date Prepared: 5/24/18

EMERGENCY CONTACTS

On Campus Emergencies	911
ASU PD Non-Emergency	
• Tempe Campus	480-965-3456
• Polytechnic Campus	480-727-3456
• West Campus	602-543-3456
• Downtown Campus	602-496-3456

EVACUATION PROCEDURE

- When an alarm sounds, begin immediate evacuation.
- Close doors behind you.
- If you discover a fire or smoke, and the alarm has not sounded, activate the nearest pull station and call 9-1-1.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate.

DO NOT USE THE ELEVATORS!

When the alarm sounds, the elevators may automatically recall to a pre-determined floor and shut down.

- If trained and safe to do so, you may attempt to extinguish small fires (no larger than a wastebasket).
- If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.
- In all cases, dial 9-1-1 and advise them of your actions.

Hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors upon leaving area.

- Evacuate to the nearest and safest exit. Keep doors closed to help slow the spread of smoke and fire.
- Person(s) with functional needs, refer to the Emergency Evacuation for Persons with Disabilities section for additional evacuation options.

- Evacuate to the pre-determined Evacuation Assembly Point (EAP) (as determined by the department or building committee). You may have two or more EAP's depending on the size of the building. Once assembled, immediately report to your designated floor or fire warden for accountability.
- Evacuation note: only take items of extreme importance from your work space and only take those items if they can be removed safely (i.e. car and house keys, medication, and wallets/ purses). Do not remove large or bulky items, photographs, etc.
- Refer to your *Emergency Response Guide (ERG)* for more details related to fire/evacuation and other emergency scenarios.

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons with disabilities. It is likely they may require additional assistance or guidance during an evacuation. It is important to note that the person assisting should never do more than what is being asked by the person in need. Faculty, staff, students and visitors with functional needs should be included in the development of this plan in order to customize their primary and secondary evacuation routes. Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Persons with disabilities have four basic evacuation options

1. **Horizontal evacuation:** Exit one building to another by using an exit passageway or go directly to the outside safely at ground level.
2. **Stairway evacuation:** Above ground level, remain in the stairway enclosure and let others evacuating know you will remain there and to tell the fire department of your location (Stairway enclosures are a separate fire rated building within a building).
3. **Stay in Place:** Unless you are in imminent danger, it may be safest to remain in a room that has an exterior window, telephone, and a door that closes. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. The Stay in Place approach may be more appropriate for sprinkler protected buildings.
4. **Take refuge in a safer place:** Usually, the safest areas for refuge are stairway enclosures. Additional areas may include: fire rated corridors or vestibules adjacent to exit stairs and elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants.

Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area for refuge when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 9-1-1 with their present location and the area they are headed too for refuge.

Mobility Impaired – Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual may wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using other options listed below, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Most buildings on campus are equipped with fire alarm strobe light to facilitate an alarm warning for the hearing impaired. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide them through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

RE-ENTRY PROCEDURE

Never re-enter a building after evacuating unless cleared by emergency personnel!

Once it is determined that re-entry can be made, emergency personnel will give an “All Clear”. Note: Emergency personnel are the police, fire department, and Environmental Health & Safety (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, this is usually performed by EH&S or their contracted services.

INFORMATION SECURITY INCIDENT PROTOCOL

1. In case of a security event or incident, contact the Information Security Office (ISO)

- a. To report an event or incident, contact the ASU Help Desk at 1-855-278-5080
 - i. Security group will assess and classify issue (Event or Incident)
 - ii. ISO will determine severity and contact appropriate groups
 1. Chief Security Officer, CIO, Dean, and College HIPAA Security Officer
 - iii. ISO will coordinate with College I.T. personnel for containment & Eradication
 - iv. System restoration or security modification implemented (Local I.T. unit)
 - v. Incident review performed by ISO and Local I.T. unit
- b. For events that do not require an immediate response, email infosec@asu.edu or visit our contact page