

Emergencies:	911 (from any campus phone)	Designated Assembly Area:	Northeast corner near Princeton Stadium
	609-258-3333 (from a cell phone)		
Fire Protection Systems:	audible alarm system activated by manual pull stations.	Emergency Coordinators: Alice Monachello Office: 609-258-7048 Cell: 267-566-1225	Kevin Wilkes Office: 609-258-3920 Cell: 267-249-6100
Special Assignments:	<p>Research Lab Monitors: See list below Teaching Lab Monitors: Patrick Andrae / Virginia Sari</p> <p>B Level and Administrative Side Floor Monitors:</p> <p>Basement Level: Ken Conover/Dan Nordlund/Dom Sferra Atrium Level: Jean Bausmith/Meghan Krause/Panina Zaurov 1 Level: TeShima Brennen/Todd Reichart/Alice Monachello 2 Level: Denise D’Auria/Tien Nguyen/Sarah Mullins 3 Level: Sarah Porter/Vicky Lloyd/Kuri Chacko</p> <p>Wranglers: Interior Main Entrance: Kim Dugo/Kevin Wilkes Interior South Entrance: Linda Peoples Designated Assembly Area/NE corner by Princeton Stadium: Janet Gruschow / Clarice Gethers / Phil Fairall</p>		

Fires

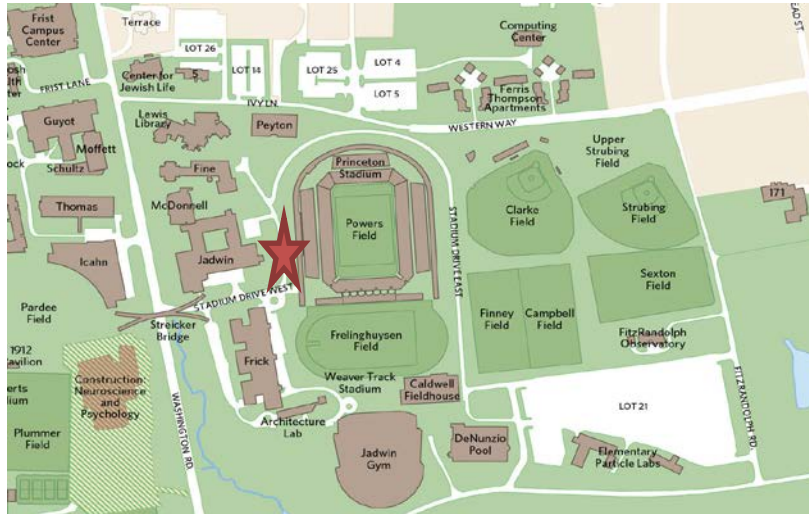
If you discover a fire:

- **Alert** people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Call** Public Safety at 258-3333 once outside

If a building fire alarm is sounding or you receive notification of a fire emergency:

- **Feel the door** or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and telephone number and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
- **If the door is not hot**, open it slowly. If the hallway is clear of smoke, walk to the nearest exit and evacuate via the nearest stairwell to the street/grade level exit.
- **Close doors behind you.**
- **Do not attempt to use elevators.** Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.
- **Assemble** at the area designated in your departmental Emergency Action Plan (see below) and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

Northeast corner near Princeton Stadium



Evacuation Procedures

Evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. After you have left the building, go to the designated assembly area and remain there. At the assembly point, supervisors will account for personnel and notify the Emergency Coordinator or Public Safety if any personnel are missing. During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

PTENS: Princeton Telephone & Email Notification System

In an emergency, the University may use PTENS to communicate information and instructions.

IMPORTANT!

Register your emergency contact information in order to receive emergency messages:

Faculty & Staff: HR Self-Service Web Site https://ps8web.princeton.edu/pu_pages/HRSERVE-index.htm.

Graduate & Undergraduate Students: Student Course Online Registration Engine (SCORE) database:

Shelter in Place

During certain emergency situations, particularly **chemical releases, radioactive material releases and some weather emergencies**, you may be advised to “Shelter in Place” (e.g., remain inside) rather than evacuate the building.

- Stay inside the building.
- If possible, go to a room or corridor where there are no windows, i.e., Taylor Auditorium/ basement level room
- In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements, even if windows are closed. Atrium level or above level rooms
- Do not use elevators.
- Shut and lock all windows and doors. Locking can provide a tighter seal.
- Contact Special Facilities (Dom Sferra/Handy Seldon, 8-3887) to turn off the heat, air conditioning or ventilation system.
- Quickly locate supplies you may need, e.g., food, water, radio, etc.
- If possible, monitor for additional information via the main [University web page](#), radio (88.1, 97.5, 101.5, 103.3, 1350, 1450, 1490) or television for further instructions.
- **Do not call 911 unless you are reporting a life-threatening situation.**

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting, wet paper towels, etc.
- Cover cracks under doors with damp towels.

When the “all clear” is announced

- Open windows and doors.
- Facilities to turn on heating, air conditioning or ventilation system.
- Await further instructions.

Persons with Disabilities

Planning for Assistance in an Evacuation

If you need specialized assistance during an evacuation (e.g. a visual alarm device, identification of fire-exit stairwells, specialized evacuation equipment or alternative egress route planning) due to a medical condition or disability, please contact Alice Monachello, amonache@princeton.edu, 8-7048 or the Office of Disability Services, <http://www.princeton.edu/ods/>, to arrange for a needs assessment. Self-identification is voluntary and confidential. All such requests and any special arrangements made will only be disclosed to Public Safety and individuals who have a responsibility to assist under the plan. Remember that elevators are tied to the fire detection system and are not available to occupants once a fire alarm sounds.

Evacuation Procedures

If you are alone at the time of a fire or emergency evacuation, notify Public Safety of your location by calling **911 from any campus phone** or **609-258-3333 from a cellular phone**. Proceed to the nearest fire-exit stairwell and wait on the landing for assistance. To ensure that your location is known, tell an individual who is evacuating to notify Public Safety at the designated assembly point of your location. Members of Public Safety, the Princeton Fire Department or the Princeton First Aid and Rescue Squad will assist you from the building.

University Fire Emergency Policy and Procedure

In case of a fire emergency*, notify Public Safety immediately at **911 from any campus phone** or **609-258-3333**. Public Safety has primary responsibility for managing fire emergencies and summoning outside assistance when necessary. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Fire fighting efforts must be terminated when it becomes obvious that there is risk of personal harm.

Frick Chemistry Laboratory has a designated Emergency Coordinator responsible for developing and maintaining a departmental Emergency Action Plan (EAP) and training employees on all elements of the plan as well as any special duties assigned specific individuals. During a fire emergency, only individuals designated in the EAP may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

* A fire emergency is defined as (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or the odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding.

Additional Duties and Information

Emergency Coordinator for Frick Chemistry: Alice Monachello, amonache@princeton.edu, 609-258-7048

Lab Monitors

Level A - Teaching Labs - Patrick Andrae / Virginia Sari

Research Labs

Lab #	Monitor	PI
A09	Quinn Gibson	Cava
101	Kim Choquette	Doyle
102	Graham Hone	Sorensen
103	Andrew Musacchio	Knowles
104	Jeff Lipshultz	MacMillan
105	Jeff Lipshultz	MacMillan
106	Jeff Lipshultz	MacMillan
106	Christian Ventocilla	Semmelhack
201	Nicholas Boaz	Groves
202	Barbara Dul	Fiedler
203	Ilona Rafalska-Metcalf	Yang
204	Christian Padilla	Carrow
205	Wenyun Lu	Rabinowitz
206	Jordan Hoyt	Chirik
301	Lenka Bittova	Muir
302	Lenka Bittova	Muir
303	Lenka Bittova	Muir
304	Ann Mularz	Hecht
305	Bethany Okada	Seyedsayamdost
306	B. Harish	Carey
307	Conor Thomas	Schwartz
308	Travis Shaw	Bocarsly
309	Conor Thomas	Schwartz
310	Travis Shaw	Bocarsly
310	Matthew Vallon	Bernasek

Procedures for Lab Monitors

Direct all lab personnel to leave the lab at once through the nearest exit. Check lab support rooms, instrument labs, cold rooms, etc. Check restrooms on your way out. Do not stay behind if personnel do not adhere to your directions! Take their name and report it to the Command Center outside the building. If anyone is working on a potentially dangerous experiment or questionable chemicals are left out during an evacuation, report this information to the Command Center. Once outside the building, help direct your lab associates to the designated assembly area, i.e., the northeast corner near Princeton Stadium.

Floor Monitors:

Basement Level – Ken Conover / Dan Nordlund / Dom Sferra

Level A – Jean Bausmith / Meghan Krause / Panina Zaurov

Level 1 – TeShima Brennen / Alice Monachello / Todd Reichart

Level 2 – Denise D’Auria / Tien Nguyen / Sarah Mullins

Level 3 – Kuri Chacko / Sarah Porter / Vicky Lloyd

Procedures for Floor Monitors

Walk your designated floor quickly, direct all personnel to leave the building immediately through the nearest exit and check for people in the:

B - Auditorium, Kitchenette, Stock Room, Offices, NMR, Group Room, Mass Spec Lab, Core Lab, Research Labs, Lotus Separations, Maintenance, Laser Labs, X-ray Labs, Restrooms and any other enclosed or secluded areas.

A - Offices, Mail Room, Restrooms, Chair’s Office, Vending Area, Lounge Areas, Café, Served, Faculty Room A81, MPR A57, Cava Office locations, Group Room, Conference Room and any other enclosed or secluded areas.

1, 2, 3 Offices, Group Rooms, Theory Labs, Kitchenettes, Restrooms, Conference Rooms, Lounge Areas and any other enclosed or secluded areas.

If doors are locked, knock loud enough to be heard. Instruct all people to leave the building at once. If anyone does not adhere to your direction, ask them their name and report them to the Command Center, outside the building. Do not stay behind for anyone not following directions!

Wranglers:

Interior Main Entrance: Kim Dugo / Kevin Wilkes

Interior South Entrance: Linda Peoples

Procedures for Interior Wranglers

Direct people to the nearest exit and keep the foot pace as quick as possible.

Exterior Designated Assembly Area/NE corner by Princeton Stadium:

Janet Gruschow / Phil Fairall / Clarice Gethers

Procedures for Exterior Wranglers

Direct people to the designated assembly area, i.e., the Northeast corner near Princeton Stadium.

Keep everyone away from the Command Center at the front of the building.