

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

Fires

If you discover a fire:

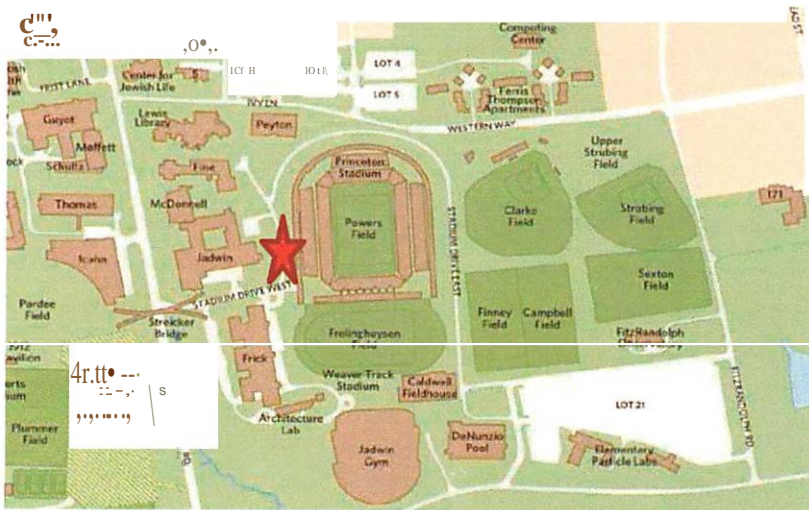
- **Alert** people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Call** Public Safety at 258-3333 once outside

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, towel or coat under the door to help prevent the entry of smoke. Dial 911 or 609-258-3333 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 exterior stairwell on the lab side of the building, 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 below. 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, **using the exterior fire stairwells, on the lab side of the building**, unless you have specific emergency responsibilities designated in the **Additional Duties** section of this plan. **Do not use the Atrium or the Atrium stairs to exit the building.** 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.

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. **Instructions will be provided to you on this matter.** Some may include the following:

- 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 are advised for this situation.
- Do not use elevators.
- Shut and lock all windows and doors. Locking can provide a tighter seal.
- Contact Special Facilities 8-8000 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, and 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 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 connected 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 stair well 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).

Firefighting 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 to 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.

IMPORTANT!

In an emergency, the University may use the Princeton Tiger Alert Notification System to communicate information and instructions.

Princeton TigerAlert Notification System (formerly PTENS) ...

[update contact information](#)

Special Assignments and Duties

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

Kevin Wilkes, kwilkes@princeton.edu, 609-258-3920

Lab Safety Leaders

A01 to A08 - Teaching Labs - Virginia Sari/ Patrick Andrae

L' Esperance / Gingrich

Lab#	Lab Monitor	PI
A09	Kelly Powderly	Cava
101	Marvin Parasram	Doyle
102	Nicholas Garcia	Sorensen
103	Jake Ganley	Knowles
104	Nathan Dow	MacMillan
105	Nathan Dow	MacMillan
106	Sarah Kurtoic	Hyster
201	Jonathan Goldberg	Groves
202	Olivia Garry	MacMillan
203	Hao Li	Yang
204	Desmond Toa	Scholes
204	Long Wang	Carrow
205	Wenyun Lu	Rabinowitz
206	Boran Lee	Chirik
301	Barbara Dul	Muir
302	Barbara Dul	Muir
303	Barbara Dul	Muir
304	Christina Karas	Hecht
305	Alessio Caruso	Seyedsayamdost
306	Alessio Caruso	Seyedsayamdost
307	Vacant	
308	Emilia Arguello	Kleiner
309		Schwartz
310	Michael Smith	Bocarsly
310	Robert Kirby	Schoop

B Level

B03/B07	Daniel Oblinsky	Scholes Laser
BOG	Istvan Pelczer/ Ken Conover	NMR Lab
BOGA	Hahn Kim	Sm all Molecule Center
B08	John Eng	Spectroscopy Lab
B13		Yang Laser Lab
B14	John Eng	Mass Spec Lab
B15		Yang Laser Lab
B16A		Carey Lab
B 16	Venu Vandavasi	Biophysics Lab
B17	Sebastian Klemenz	Schoop
B24	Francois Laforge	Rabitz Laser Lab
B25	Francois Laforge	Rabitz Laser Lab
B26	Phil Jeffrey	X-Ray Lab

Procedures for Lab Safety Monitors

Direct all lab personnel to leave the lab at once through the nearest exterior fire stairwell 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.

Administrative Floor Monitors:

Level B: Ken Conover/ Mike Kervan / Jim Magee/ Marco Rodriguez

Level A: Vicky Lloyd/ Mike Checkovage / Panina Zaurov / Regina Perry

Level 1: Maura Matvey / Heather Krupinski/ Kelsey Lovering/ Alice Monachello

Level 2: Jon Darmon / Pattie Faranetta / Hannah Mathieson/ Sarah Meyrick

Level 3: Kuri Chacko / Kim Dugo/ Patti Wallack / Kevin Wilkes

Procedures for Floor Monitors

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

Floor B - Auditorium, Kitchenette, Stock Room, Offices, NMR, Small Molecule Center, Mass Spec Lab, Biophysics Lab, Lotus Separations, Maintenance, Laser Labs, X-ray Lab, Restrooms and any other enclosed or secluded areas.

Floor A - Offices, Mail Room, Restrooms, Faculty Lounge, Center Office/Cubical Areas, Vending Area, Cove Areas, Cafe, Served, A81, MPR A57, Cava Office locations, Group Room, and any other enclosed or secluded areas.

Floors 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: Meredith LaSalle-Tarantin/Kirsten Arentzen

Interior South Entrance: Doug Rosso/Jennifer Levine

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, Clarice Gethers-Mubarak, Phil Fairall

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.