

This Is An Announcement To All Building Occupants:

An Emergency Evacuation Exercise (EEE) will be conducted in this building within the next couple of weeks. Since this is a training exercise designed to allow everyone to react as they would in a real emergency (fire, terrorism, severe weather), the actual time and date will not be announced. The test will be a surprise.

At the bottom of this email, and attached, you will find an updated map of the Blanton Emergency Evacuation Assembly Points. In the event of inclement weather, the EEE Assembly Points are in the lower level ramp of the Moody Garage.

Also, note that the Blanton EEE and SIP (Shelter-In-Place) maps are posted in all break rooms in the building. If deemed appropriate, please contact me and I can print and laminate additional maps to post in other common areas.

These events are conducted once a fiscal year in every building.

This exercise serves several functions. First, it allows everyone to react to an evacuation. Second, building occupants experience the method by which they will be alerted. Third, it allows the participants to discover problems and discuss them with the Facility Manager or the SMU Fire Safety Inspector. Fourth, it allows the actual fire alarm (where applicable) to be tested to insure it properly activates and that the enunciating devices all work properly.

The Blanton Facility Manager and Floor Managers will be assisting in the evacuation. For recognition they will be wearing bright lime-green vests and are listed as follows:

- Damon Wilkins – Facility Manager
- Meredith Turner – 1st floor North
- Monica Gomez – 1st floor South
- Deb Tomlinson – 2nd floor North
- Stan Stubblefield – 2nd floor South
- Stephen Forrest – 3rd floor North
- Sue Brunz – 3rd floor South
- Dania Ortiz – 4th floor North
- Karie Conklin – 4th floor South

Important information regarding this event:

- Review SMU's Emergency Preparedness Plan: <http://www.smu.edu/emergency/>
- Ask your supervisor what the emergency plan for your work area is and where the Assembly Point for everyone is located. In severe weather, everyone should go to a pre-designated Assembly Point. Everyone should know the primary and alternate sites.
- Plan two escape routes. Everyone should know the closest exit and also have an alternate way of escape in case the first one is blocked.
- When the alert sounds, close the office doors (do not lock them) and evacuate by the nearest exit as quickly as possible.
- **Do not use the elevators.**
- Go to the appropriate Assembly Point for a briefing.
- Act as if this were a real event.
- Everyone is required to participate.
- Do not return to the building (by law) until told to do so by the SMU Police or the SMU Fire Inspector.

Thank you for your cooperation and please let me know if you have any questions.

Damon Wilkins
Blanton Facility Manager

Blanton EEE Map : Emergency Evacuation Exercise

Buildings:

47 - Blanton Building

- 1st Floor (FA/UBO/RO)
- 2nd Floor (ED/IC/AD/UBO)
- 3rd Floor (RO/AP/TAOS/FA/ER/UBO)
- 4th Floor (OIT, UAC)

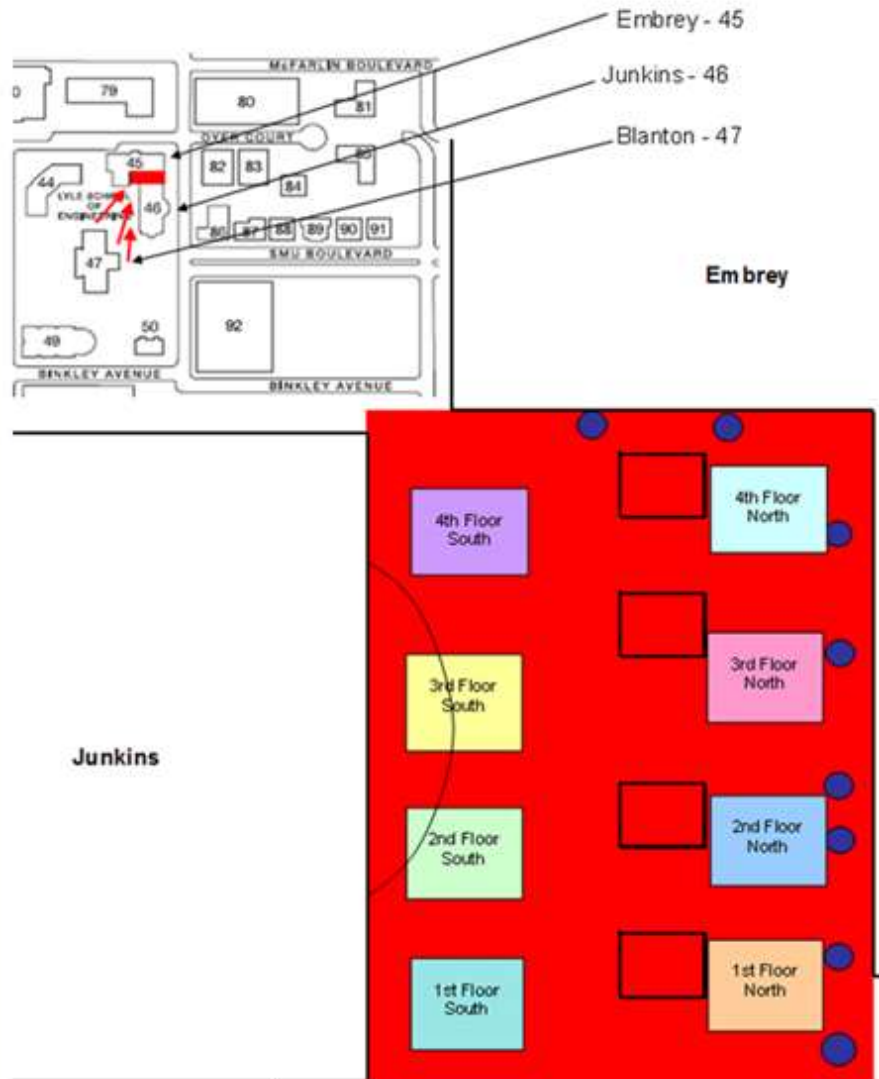
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- Ask your supervisor what the emergency plan for your work area is and where the Assembly Point for everyone is located. In severe weather, everyone should go to a pre-designated Assembly Point. Everyone should know the primary and alternate site.
- Plan two escape routes. Everyone should know the closest exit and also have an alternate way of escape in case the first one is blocked.
- When the alert sounds, close the office door (do not lock it) and exit by the nearest exit as quickly as possible.
- Do not use the elevators.
- Go to the assembly point for a briefing.
- Act as if this were a real event.
- Everyone is required to participate.
- Do not return to the building (by law) until told to do so by the SMU Police or the SMU Fire Inspector.

Assembly points for each floor are indicated at the side with colored rectangles.

In the event of inclement weather the assembly point for the Blanton Building will be the basement floor of the Airline Garage. Blanton Building occupants should assemble in the same order along the ramp.

For further information you are directed to the Blanton Facility Manager: Damon Wilkins or your Floor Manager(s).



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