

**PLEASE READ: Emergency Management Information - Blanton Seek Shelter and More
This Is An Announcement To All Blanton Building Occupants:**

A Seek Shelter exercise, formerly known as the Shelter-in-Place drill (SIP), will be conducted in this building within the next few weeks. The impact will be minimal on building visitors and it should take less than 15-20 minutes. 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 exercise will be a surprise. **Anytime the alarm system activates, please be sure to quickly gather your essential items immediately then close all office and suite doors.** If you aren't in or near your office, do not go back, proceed to the designated areas immediately.

During any emergency event or exercise, you *may not* use the elevators. The power is turned off for safety reasons and you could be inadvertently stranded. Once prompted by the public address system, all building occupants should immediately go to the first floor, using only the stairwells. The Assistant Building Managers (Floor Managers), wearing bright lime-green or orange vests, will help facilitate this process; the floor managers for each floor are listed below. They will have a check list with all floor occupants to be sure we have everyone accounted for.

When you leave your office for a Shelter exercise, lock your doors (and/or computers for security reasons). Shutting/locking your door(s) provides a barrier should any outside windows break due to winds or changes in air pressure. (On the flip-side, while all doors also should be closed during an Evacuation, *do not lock them* since the fire department won't hesitate to break them down to gain entry in an actual emergency.)

Please see below to identify your Gathering Area, which is designated by the departments residing on each floor, during a Shelter exercise. A map of the Gathering Areas is included at the bottom of this email. **Also, note that Blanton Shelter and Evacuation maps are posted for reference in all break rooms in the building.**

First Floor Occupant Gathering Areas

North Side

Financial Aid
Bursar's Office

Floor Manager – Meredith Turner

The common areas of the first floor lobby; including in front of Blanton 112 and by the elevators.

South Side

Registrar's Office/
Academic Records

***Floor Manager – Monica Gomez
(backup: Veronica Decena)***

The common areas of the first floor lobby; including in front of Blanton 108 and by the elevators.

Second Floor Occupant Gathering Areas

North Side

Executive Directors Suite
International Center

Floor Manager – Deb Tomlinson

The hallway in front of Blanton 110/112.

South Side

Admission
Summer Studies

Floor Manager – Stan Stubblefield

The hallway in front of Blanton 108/110.

Third Floor Occupant Gathering Areas

Move up to the lobby along the sides of the ceiling opening for drills only!

North Side

Registrar's Office
IP/AD Tech
SMU-in-Taos/J-term

Floor Manager – Stephen Forrest

First floor, north hallway on the inside of the storm doors (via the north stairwell) by the FA Service Counter and edge of the lobby.

South Side

Financial Aid
Enrollment Resources
Bursar's Office
RO-Imaging

Floor Manager – Sue Brunz* *(3rd floor backup: Fernando DelRio)

First floor, south hallway on the inside of the storm doors (via the south stairwell) by the Service Counter and edge of the lobby.

Fourth Floor Occupant Gathering Areas

Move out of the stairwells and through the storm doors for drills only!

North Side

University Advising Center

Floor Manager – Dania Ortiz

First floor, north hallway on the inside of the storm doors (via the north stairwell).

South Side

OIT (formerly ITS)

Floor Manager – Karie Conklin

First floor, south hallway on the inside of the storm doors (via the south stairwell).

Please note that in an actual event requiring building occupants to seek shelter, such as a tornado, the interior of the building away from all glass is the safest place to be where doors can be closed to isolate occupants from flying debris. Safe areas include the lower level of the stairwells and interior rooms, such as Blanton 104, the FA Service Counter (retractable door closed), Blanton 303, and the 1st floor break room, among others. For the sake of the drill and hearing pertinent information regarding the exercise, these areas are not to be used or closed off during the coordinated Shelter drill.

For exercises, everyone in the building needs to be as far inside the storm doors at the north and south ends as possible; so, floors 1, 2, and 3 need to move in under the ceiling opening or by the large conference rooms or elevators so that all 4th floor occupants can be inside the storm doors to hear announcements.

Our shelter and evacuation exercises are conducted once a year in all administrative buildings. (Once a semester in academic and resident halls.) We are exempt from doing an Evacuation exercise this year due to the gas leak a few months back. Please take a moment to review Blanton's Policies and Regulations page, which includes the Shelter and Evacuation locations, in addition to other important Blanton Building guidelines: https://smu.edu/enrollment_services/Blanton_Policies.asp

These exercises serve several functions. First, they allow everyone to react to an evacuation or seek shelter due to inclement weather. 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 public address system (where applicable) to be tested to insure it properly activates and that the enunciating devices all work properly.

For more information about what to do in an emergency on campus, please review SMU's Emergency Management page: <http://www.smu.edu/emergency>

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

Damon Wilkins
Blanton Facility Manager, Suite 212

