

Team Travel Emergency Procedures - 2013 Boilermaker AT THE HOTEL

FIRE/EVACUATION

At the Wisconsin Regional in 2012, the fire alarm sounded in the middle of the night in the hotel where Team 1736 was staying. A lot of lessons were learned that night when we realized that (a) we didn't know if all of our team members were evacuated or were still in their rooms, and (b) if they evacuated, we didn't know where they all were or if they were with a mentor. Team members were unsure of where to go and what to do. Since that time, we make proactive plans for evacuation and hope we never have to use them.

Upon checking into the hotel, students will:

1. sleep in their assigned rooms. No room swapping.
2. be given an "Evacuated" doorknob hangar that is to be hung on the inside of the hotel room door. On the back are the names of the team members staying in that room.
3. locate the nearest TWO exits from your room location (one in each direction). Know where they exit the building, take the time to figure out which way you would need to go if you had to exit the building and gather at the evacuation meeting area.

In the event of a fire or evacuation of the hotel building:

1. The fire alarms are located in the hallways, stairwells, and lobby areas. They are very loud, obnoxious on/off/on/off warning sounds. If you hear the alarm, you are to evacuate immediately whether you see fire or not.
2. If you are in your room, put on your shoes, grab your coat, grab your cell phone if you have one, and feel the door to see if it is hot. If it is not hot, exit your room. Remove the "Evacuated" hangtag from the inside door handle and place it on the outside door handle. Make sure everyone in your room evacuates together. Do **NOT** bring your belongings...just get yourselves out.
3. Proceed to the outside of the building, using the nearest clear stairwell if on an upper floor. If smoke is present, drop to the floor, stay low, and get out.
4. Gather at the designated meeting spot which is the corner of the parking lot on the waterpark slide side of the building. (See map on next page.)
5. Designated mentors will check that student rooms have been evacuated and will then proceed to the meeting spot.
6. If your room door is hot, wet a towel and place it on the floor at the bottom of the door to help block smoke from the room. Open the door to the small balcony and wait there for assistance. If your phone rings, answer it. It is the front desk calling to see if you have evacuated. Inform them that you cannot exit your room.



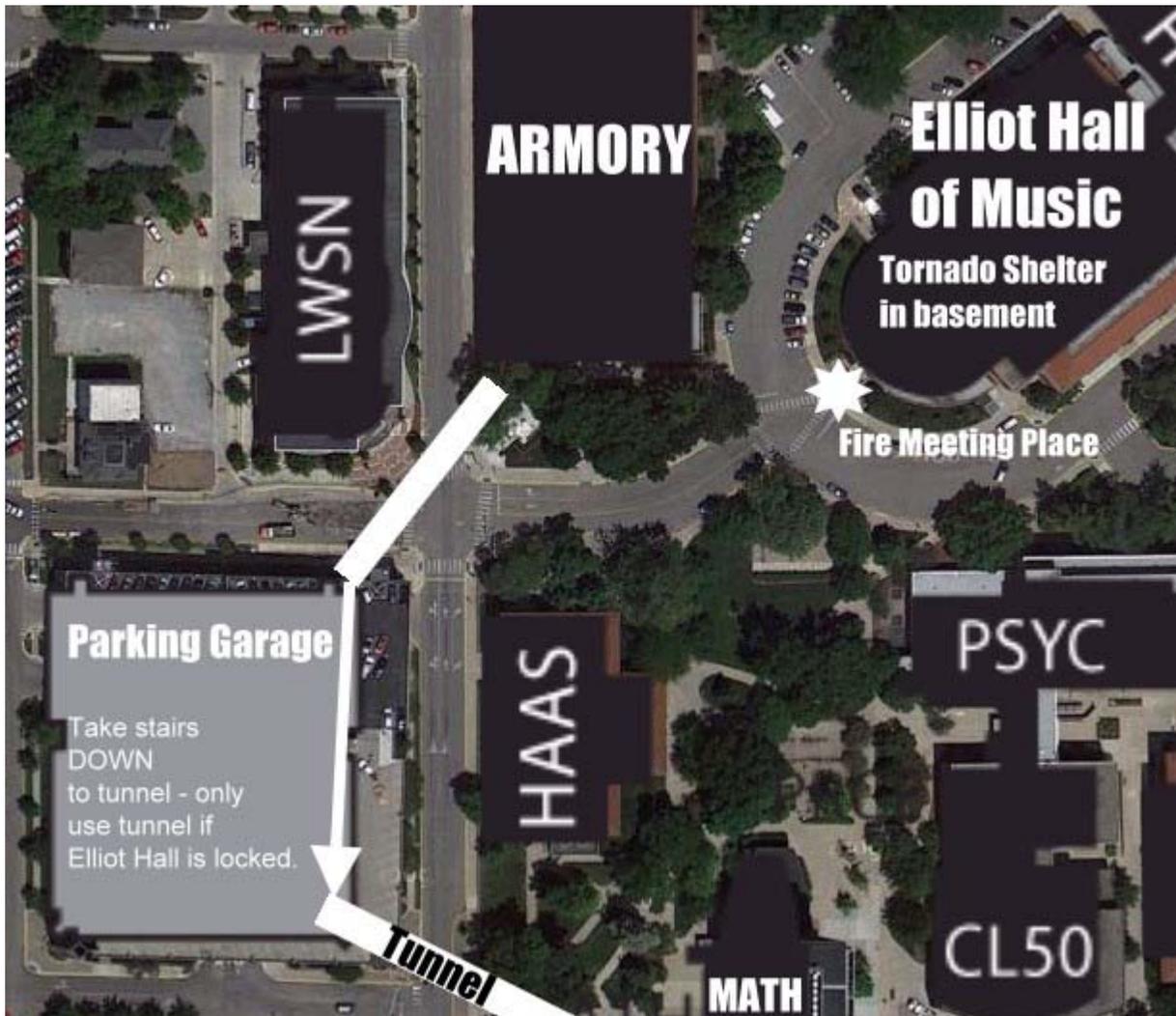
TORNADO

There is no specific tornado alarm. Guests will be informed by hotel personnel if impending weather requires moving to a sheltered area.

1. Grab your cell phone if you have one.
2. Place your evacuated tag on the outside of your hotel room door. Make sure everyone from your room is evacuated.
3. Go to the first floor hallway of the hotel and attempt to gather at the end with rooms 101 through 110 so we can account for everyone. The higher number rooms are at the waterpark end of the hotel; the lower number rooms are closer to the lobby area. You may be asked by hotel personnel to move to the ballroom areas; comply if asked, even if you haven't been accounted for by mentors yet.

Team Travel Emergency Procedures

AT THE PURDUE ARMORY



FIRE or Non-weather-related Evacuation

Exit the Armory and gather at the front of Elliot Hall of Music.

TORNADO

In place of the event of a tornado, the Boilermaker Organizers will lead groups to Elliott Hall and you will then go to the basement of Elliot Hall in an orderly fashion.

Note: If for some reason Elliot Hall is locked (possible on Saturday), proceed to the Parking Garage, take the stairs at the far end of the building down to the tunnel.