In the event of an alarm in the Henry Eyring or Thatcher Buildings, EVERYBODY must vacate at the earliest possible moment, keeping in mind the importance of not leaving additional potential hazards behind, such as dangerous reactions, etc., to whatever extent possible. Should there be any cause for such additional concerns, these must be communicated to the Safety Coordinators (Doug Collins, Janis Louie, and Renee Laws) as soon as possible. Likewise, those with any knowledge of what triggered the alarm must notify one of the Safety Coordinators.

Personnel in all wings should gather in the area just west of the main foyer. Except for Safety Coordinators and Safety Representatives, the loading dock and adjacent parking areas are to be avoided, as they serve as the staging area for hazard responders.

Each research group is to gather together in the appropriate designated area so that their group Safety Representative or backup can determine if anyone is not accounted for, and then provide this information to one of the Safety Coordinators at the staging area. Faculty bear the responsibility for keeping the names of the Safety Representatives and backups current with Alice Miller, who will also notify the Safety Coordinators of any upcoming departures of these or other Safety Representatives.

All others should assemble into the appropriate groups below, so their Safety Representatives can check for anyone missing:

- **Main Office**
  - Renee Laws
- **Auxiliary Teaching Faculty**
  - Jeffrey Statler
- **HEB Wing Secretaries**
  - Debbie Olson
- **Thatcher Wing Secretaries, Unassigned Grad Students**
  - Jo Hoovey
- **Stockroom, HEB Shops (X-ray Etc.)**
  - Jay Ingleby
- **Thatcher Mass Spec, Optical shops**
  - Jim Muller
- **Thatcher Shops (Glass, Computer, Electronics, Machine)**
  - Dennis Romney
Journal Staff (HEB) Katie Snow
Journal Staff (Thatcher) Wing Safety Representative Katie Turner
Custodial Supervisor

Additional Responsibilities

Any visitors (e.g., seminar speakers, summer students, etc.) should generally assemble with the group with which they are associated. TAs for lab classes is responsible for ensuring the timely evacuation of their students and closure of the laboratory doors.

These designated individuals below should check the following locations for stray people, provided that this can be done quickly and without risk. This information must also be provided to a Safety Coordinator:

Lecture Rooms Jeffrey Statler
Undergrad Labs/Stockroom/P&G Student Room Dave Thomas
Computer Room Debbie Olson
4th floor (HEB) Lab classrooms Matt Sigman

Building Reentry

No One is to reenter an evacuated area until the alarms are off and official notification has been given by one of the Safety Coordinators.

Reporting Hazards

For emergencies, contact Public Safety at 5-2677; for utility problems, etc., call 1-7221; for Environmental Health and Safety, call 1-6590.