



Emergency Evacuation Plan and Implementation Guidelines

The Pennsylvania State University

KELLER BUILDING

(Bldg. #0015000)

March 2014

The Pennsylvania State University

Emergency Evacuation Plan

Section I: Building and Personnel Information

Building Name: Keller Building

Department Name(s): College of Education
 College of Health & Human Development
 College of Liberal Arts
 Smeal College of Business

| Position | Name | Area of Responsibility | Phone Office/Cell | Office Address |
|---|-----------------------------------|--|---------------------|---------------------------------|
| Building Emergency Coordinator (BEC) (Education) | Cynthia Feters | Education Safety Monitors & Assistant BECs | 863 9768 | 411E Keller |
| Alternate BEC (Education) | Dirk Copland | Education Safety Monitors & Assistant BECs | 865 0473 | 314 Keller |
| Assistant BEC – HHD | Tamara Smith | HHD Safety Monitors | 865-0631 | Room 118 |
| Alternate Assistant BEC - HHD | Eric Handley | HHD Safety Monitors | 867-3198 | Room 005G |
| Assistant BEC – Liberal Arts | Trisha Everhart | Liberal Arts Safety Monitors | Office: 865-0747 | 506 Keller |
| Alt. Assistant BEC – Liberal Arts | Lisa Pierson | Liberal Arts Safety Monitors | Office: 865-0751 | 503 Keller |
| Assistant BEC – (Smeal) | Tara Graham | Smeal Safety Monitors | 863-3356 | 382 Business / Keller Suite 201 |
| Alt. Assistant BEC – (Smeal) | Faculty teaching in Suite 210/211 | Smeal Safety Monitors | Varies | varies |
| Unit Safety Officer (Education) | Jerry Henry | College of Education | 865-2523 | 279 Chambers |
| Alt. Safety Officer (Education) | Karen Mogle | College of Education | 865-2523 | 274 Chambers |
| Unit Safety Officer (HHD) | Marianne Kuhns | College of HHD | 865-1426 | 341 HHD |
| Alt. Safety Officer (HHD) | Jamie Shade | College of HHD | 867-4853 | 338 HHD |
| Unit Safety Officer (Liberal Arts) | Chris Hort | College of Liberal Arts | 863-8328 | 115 Sparks |
| Alt. Safety Officer (Liberal Arts) | Sean Moeller | College of Liberal Arts | 865-7691 | 112 Sparks |
| Unit Safety Officer | Tina Hall | Smeal College of | 863-0125 | 211 Business |

| | | | | |
|--------------------------------|--------------------------------------|---|----------|---|
| (Smeal) | | Business | | |
| Alt. Safety Officer (Smeal) | Stacey Spicher | Smeal College of Buisness | 863-0125 | 211 Business |
| Safety Monitors | Eric Handley | Basement – Suite 101/102 (HHD) | 867-3198 | Room 005G |
| | John Lipski | Basement (Liberal Arts) | 865-7760 | 002A Keller |
| | Bryan Grove | Basement (Liberal Arts) | 865-1879 | 001B Keller |
| | Tamara Smith | 1 st Floor – Suite 118 (HHD) | 865-0631 | Room 118 |
| | Tara Graham | 2 nd Floor – Suites 201 & 210/211 (Smeal) | 863-3356 | 382 Business Bldg. / Keller Suite 201 |
| | Faculty teaching in Suite 210/211 | Alt. 2 nd Floor – Suites 201 & 210/211 (Smeal) | Varies | Varies |
| | Dirk Copland | 3 rd Fl (4 th Fl Alt) (Education) | 865 0473 | 314 Keller |
| | Cynthia Fетters | 4 th Fl (3 rd Fl Alt) (Education) | 863 9768 | 411E Keller |
| | Sierra James | 5 th Floor (Liberal Arts) | 865-7006 | 507 Keller |
| | Paul Clark | Alt 5 th Floor (Liberal Arts) | 865-5425 | 506B Keller |

Special Notes:

**The College of Education has primary responsibility for maintaining this plan based on having the largest assigned square footage within the building.*

Designated Meeting Site(s) for Building are: **Area between Nittany Lion Inn & Parking Deck**

Designated Assisted Evacuation Staging Areas for the Building are: **Stairwell Landings on each floor of the south-side staircase (Fischer Rd side of building)**

Copies of this Evacuation Plan are kept in the following locations: **Keller Building Rooms: ; 279 Chambers, 201 Henderson, 115 Sparks, 211 Business**

Jamie L Shade
Signature of Plan Preparer

January 26, 2016
Date Prepared

Section II: Emergency Phone Numbers

EMERGENCY (Police-Fire-Ambulance) 911

University Police 814-863-1111

University Health Services 814-865-6556

Environmental Health and Safety (814) 865-6391

Physical Plant Work Reception Center 814-865-4731

Section III: Purpose and Objectives

Potential emergencies such as fire, explosion, spill, chemical releases and all other emergencies may require employees to evacuate the building. An Emergency Evacuation Plan and adequate occupant familiarity with a building minimize threats to life and property. This Emergency Evacuation Plan is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Building/Department Emergency Coordinator or the Unit Safety Officer for the building.

Section IV: General Guidelines

The following guidelines apply to this Emergency Evacuation Plan:

- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
- No employee is permitted to re-enter the building until advised by the Fire Department, PSU Police or EHS Representative.
- This Emergency Evacuation Plan will be coordinated with efforts in multiple-use buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather.

Section V: Responsibilities of Safety Officer, Building/Department Emergency Coordinator and Safety Monitors

The Unit Safety Officer is responsible for:

1. Appointing Building /Department Emergency Coordinators in conjunction with Budget Executive/Budget Administrators.

2. Designating Safety Monitors in conjunction with Building/Department Emergency Coordinators.
3. Ensuring that Building/Department Emergency Coordinators develop emergency evacuation plans for assigned buildings and these plans are readily available
4. Ensuring plans for buildings under their jurisdiction are reviewed and updated on at least an annual basis and also provide written confirmation to EH&S that plans have been updated and are in compliance with all requirements.
5. Ensuring that employees are familiar with emergency evacuation plans and know how to safely evacuate buildings during an emergency.

The Building/Department Emergency Coordinator is responsible for:

1. In conjunction with the unit Safety Officer, designating Safety Monitors and alternate Safety Monitors for specific work areas in the facility.
2. Overseeing the development, communication, implementation and maintenance of the Emergency Evacuation Plan. This includes ensuring that the plan is appropriate for the specific facility.
3. Oversee the exercising of emergency evacuation plans.
4. Ensuring that building evacuation maps are prepared and posted in accordance with established procedures.
5. Ensuring that building occupants, Safety Monitors, and Critical Operations Personnel are familiar with evacuation plans and their associated roles and notifying all personnel of changes to the plan.
6. Maintaining up to date lists of building occupants for each Safety Monitor's area of coverage, Critical Operations Personnel, Listing of Individuals requiring Evacuation Assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
7. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors and serve as a liaison with emergency responders.

The Safety Monitors are responsible for:

1. Being knowledgeable of emergency evacuation plans for their assigned areas.
2. Participate in the exercising of emergency evacuation plans.
3. During an emergency, take the following actions:
 - Coordinate evacuation of assigned building areas
 - Assist disabled personnel and visitors in evacuating the building or moving to a predetermined staging area (Assisted Evacuation Staging Area)
 - Help account for all building occupants at the Designated Meeting Site as identified in Section X.
4. Evaluating and report problems to the Building/Department Emergency Coordinator after an emergency event.

Section VI: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

1. In case of a fire, employees should actuate the nearest fire alarm pull station and/or make a telephone call to 911. The locations of the fire alarm pull stations are noted on the Building Evacuation Floor Plans in Appendix II. The **strobe and audible alarm** alerts building occupants of the need for evacuation.
2. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
3. Persons discovering a **fire, smoky condition, or explosion** should pull the nearest fire alarm pull station. Any pertinent fire or rescue information should be conveyed to 911. All emergency telephone numbers are listed at the beginning of this Emergency Evacuation Plan.
4. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.

Section VII: Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., cooking equipment, operating machinery), close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
2. Occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.
3. If you have been identified as having responsibility for Critical Operations Shutdown, refer to Section IX.
4. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
5. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.
6. Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

- Portable fire extinguishers can be used for small fires. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.

- Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room / hallway conditions.

Section VIII: Disabled Occupants

Employees requiring assistance upon exiting are listed in Appendix I however there may be disabled visitors in the building that also require assistance. The Safety Monitor must identify individuals needing assistance, attempt to locate individuals to assist in the evacuation or in relocating to the Assisted Evacuation Staging Areas, and notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, either within an evacuation stairway or an unlocked room in close proximity to the stairway. Within the room there should be provided a flashlight, towel for hanging out window or bright colored marker to mark windows that cannot be opened.

Penn State University Safety Policy SY02 “Handicapped Identification Decals for Individuals Requesting Assistance” is a voluntary procedure to provide visual identification of an employees work area for emergency responders and to provide PSU Police with information for prompt evacuation assistance.

Section IX: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown.

Section X: Accountability Procedures for Emergency Evacuation

Once each evacuated group of employees has reached their Designated Meeting Site, each Safety Monitor shall:

1. Take head count of his or her group using the building occupant list for those employees in their area of coverage
2. Assume the role of department contact to answer questions
3. Instruct personnel to remain in area until further notice
4. Report status to Building/Department Emergency Coordinator or Incident Commander including persons who are located in the Assisted Evacuation Staging Area or have remained behind for Critical Operations Shutdown.

Section XI: Rescue and Medical Duties

The Fire Department and University Police will conduct all rescue and medical duties and/or will coordinate with Emergency Medical Services.

Section XII: Training and Communications

The Building/Department Emergency Coordinator is responsible to ensure that all personnel are trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

The training shall include:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- The type of building alarm system,
- Emergency evacuation procedures and route assignments, including procedures for those unable to evacuate themselves,
- Procedures to be followed by employees who remain to control Critical Operations Shutdown before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed, and
- Who performs rescue and medical duties
- The training shall include use of the floor plans and evacuation routes given in Appendix II of the Emergency Evacuation Plan.

Training on the Emergency Evacuation Plan can be performed during events such as work unit new employee orientation, employee briefings, discussions at faculty/staff meetings, internal work unit newsletters and emails, etc.

It is suggested that drills be conducted annually. EHS is available to assist with tools for training building occupants in the Emergency Evacuation Plan as well as evacuation drills.

Work units may also choose to provide Evacuation Quick Reference Cards for employees. These cards provide essential information on emergency contacts and designated meeting sites. A sample card is provided in Appendix III and can be customized as needed.

Appendix I

1. Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

- The Assistant Building Emergency Coordinator – Liberal Arts (or alternate) shall call the Liberal Arts Unit Safety Officer from the Designated Meeting Location to provide a situational update.

2. Work Unit Employee Lists

- See Attached Personnel Rosters at end of document
- Personnel Accountability & Reporting Procedures:
 - All Evacuees shall report to their respective assigned Safety Monitor
 - Education Safety Monitors shall report directly to the Building Emergency Coordinator (or alternate)
 - HHD, Liberal Arts, & Smeal Safety Monitors shall report to their respective Assistant Building Emergency Coordinator or alternate)
 - The Assistant Building Emergency Coordinators for each college shall report to the BEC.
- The same “Reporting Chain,” as outlined above, shall be used to manage all incident-related communication(s).

3. Listing of Individuals Requiring Evacuation Assistance

- None

Appendix II

Building Evacuation Floor Plan

EVACUATION ROUTE



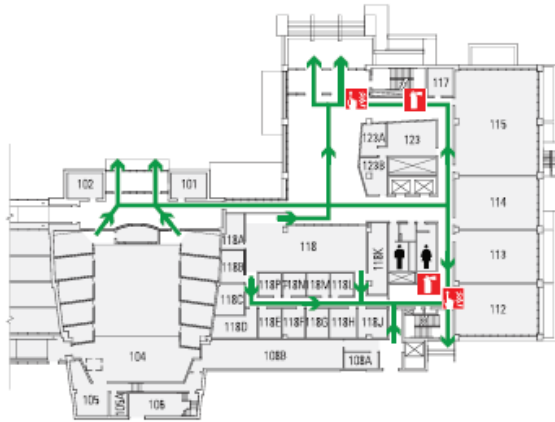
- Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
Area between Nittany Lion Inn
and Parking Deck



Keller Building - Basement

EVACUATION ROUTE



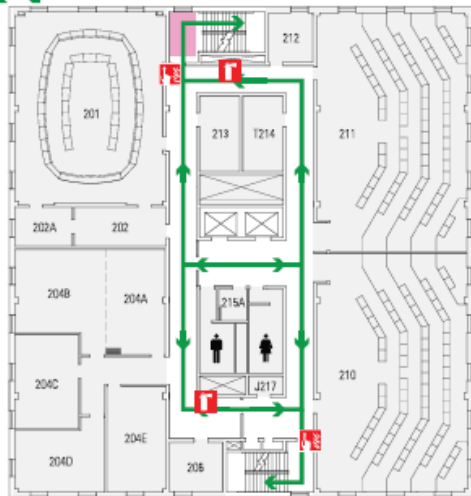
- Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
Area between Nittany Lion Inn
and Parking Deck



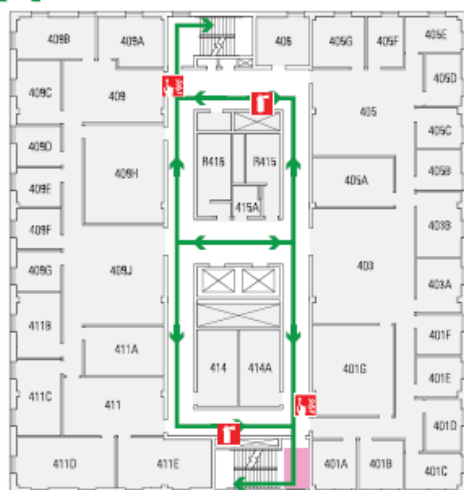
Keller Building - 1st Floor

EVACUATION ROUTE





EVACUATION ROUTE



← Exit Route

Fire Alarm

Fire Extinguisher

Assisted Evacuation Staging Area

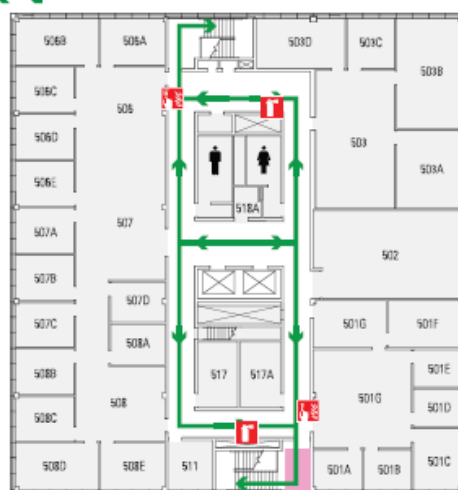
DESIGNATED MEETING SITE
Area between Nittany Lion Inn
and Parking Deck



Keller Building - 4th Floor



EVACUATION ROUTE



← Exit Route

Fire Alarm

Fire Extinguisher

Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
Area between Nittany Lion Inn
and Parking Deck



Keller Building - 5th Floor

Appendix III

Evacuation Quick Reference Card

(Sample)

Emergency Contacts:

911 (Police- Fire –Ambulance)

University Police: 863-1111

Environmental Health and Safety: 865-6391

OPP Work Reception Center: 865-4731

Evacuation Contacts:

Bldg / Dept Emergency Coordinator:

Safety Monitor:_____

Work Unit Name

Evacuation Quick Reference

- Quickly exit in a calm manner.
- Close doors – **Do Not** lock
- Assist visitors to evacuate
- **Do Not** use elevators
- Report to designated meeting site
- **Do Not** reenter the building until advised by emergency personnel or safety monitor

Building Name designated meeting site:

Original Document – Sept 2007

Edit – October 2008 (Assisted Evacuation Staging Area)

Edit – May 2010 (Additional Evac. Map Example)

(You are Here Sticker)

Edit – Dec 2010 Revised Evacuation Map

Edit – Jan 2013 SO Roles, Appendix II, Plan Preparation

Edit – Nov 2013 Section V Responsibilities,

Section VI – remove “sends signal to PSU”

Section VIII – added “evacuation stairway
and unlocked room”

Building Occupant List – HHD – Basement & 1st Floor Suites (as listed):

Basement - Recreation Park & Tourism Management:

003 Peter Newman
003C Lauren Abbott
003D Jen Newton
004 Derrick Taft
005G Eric Handley

First Floor - Health Policy Administration (Suite 118):

118 Tamara Smith
118A Jennifer Deutsch
118B Francine Hamilton
118C Susan Sanders
118E Celeste Newcomb
118F Christopher Calkins
118G Catherine Baumgardner
118H Joseph Dionisio

First Floor – Grad Student Offices (Suite 101/102):

101 Tracy Xu
101 Kayla Saal

102 Stephanie Liu
102 Lisa Gao
102 Eunjin Kwon

Building Occupant List –Smeal College of Business – 2nd Floor:

| Employee | Email | Phone | Address/Location | Space |
|------------------------|--|--------------|-------------------------|--------------|
| Tara Graham | thg108@psu.edu | 3-3356 | 382 Business Bldg. | 201 Suite |
| Kathleen (Kitty) Riley | kriley@psu.edu | 3-7125 | 446 Business Bldg. | 210/211 Labs |
| Suzanne Wright | Sma118@psu.edu | 3-4003 | 327 Business Bldg. | 210/211 Labs |
| Arthur Jones | Acj100@psu.edu | 5-3923 | 464 Business Bldg. | 210/211 Labs |
| Scott Collins | Scott.collins@psu.edu | 5-1529 | 322 Business Bldg. | 210/211 Labs |
| Charles Enis | C3e@psu.edu | 5-1149 | 374 Business Bldg. | 210/211 Labs |
| Nancy McClure | Nlm1@psu.edu | 3-4004 | 307 Business Bldg. | 210/211 Labs |
| Ken Pasch | Kwp2@psu.edu | 3-3838 | 326 Business Bldg. | 210/211 Labs |

**Tara Graham will occupy Suite 201 whenever there is a program utilizing that space.*

***The remaining faculty listed all rotate, teaching classes in Suite 210/211. The faculty teaching in this space at the time of a building emergency shall serve as the Safety Monitor and, if necessary, the Assistant Building Coordinator – Smeal.*

Building Occupants – College of Education 3rd & 4th Floors (FIS list 3/314):**Learning & Performance Systems – 3rd Floor:**

| | | | |
|------|--|--|--|
| 305A | 310 - Faculty Office Qayyum, Adnan A | 0201228 UP auq1 | - Learning & Performance Systems Asst Prof Adted |
| 305B | 310 - Faculty Office Prins, Esther Susana | 0201228 UP esp150 | - Learning & Performance Systems Assistant Professor Educ (Adt Educ) |
| 305C | 310 - Faculty Office Zimmerman, Heather A | 0201228 UP haz2 | - Learning & Performance Systems Assistant Professor of Ed (INSYS) |
| 305D | 310 - Faculty Office Passmore, David Lynn | 0201228 UP dlp | - Learning & Performance Systems Professor Educ |
| 305E | 310 - Faculty Office Schied, Fred Michael | 0201228 UP fms3 | - Learning & Performance Systems Assoc Professor |
| 307 | 310 - Faculty Office Semali, Ladislaus M | 0201228 UP lms11 | - Learning & Performance Systems Assoc Professor Educ |
| 310A | 310 - Faculty Office Kolb, Judith Ann | 0201228 UP jak18 | - Learning & Performance Systems Assoc Professor Educ |
| 310B | 310 - Faculty Office Rothwell, William J | 0201228 UP wjr9 | - Learning & Performance Systems Professor Educ |
| 310C | 310 - Faculty Office Hooper, Simon Richard | 0201228 UP sxh12 | - Learning & Performance Systems Assoc Professor Ed (INSYS) |
| 310D | 310 - Faculty Office Land, Susan Mary | 0201228 UP sml11 | - Learning & Performance Systems Assoc Professor Educ (In Sys) |
| 310E | 310 - Faculty Office Peck, Kyle Leonard | 0201228 UP p16 | - Learning & Performance Systems Professor of Education |
| 314 | 311 - Staff Office Wilson, Douglas Anthony ENGERMAN, JASON ALPHONSO Traher, Charles J Copland, Dirk A Rogers, Rachel Dawn Kim, Kyung Dudek, Jaclyn Lauren | 0201228 UP daw314 jae208 cjt177 duc20 rdr15 kxk997 jld517 | - Learning & Performance Systems Grad Student GRAD STUDENT Grad Student Admnstrative Supp Asst 2 Admnstrative Supp Asst 2 Grad Student Grad Student |
| 314C | 310 - Faculty Office Sharma, Priya | 0201228 UP pus3 | - Learning & Performance Systems Assistant Professor Educ (In Sys) |
| 314D | 310 - Faculty Office Popp, John David | 0201228 UP jdp115 | - Learning & Performance Systems |

| | | | |
|------|---|--------------------|--|
| 314E | 310 - Faculty Office Kuhne, Gary William | 0201228 UP gwk1 | - Learning & Performance Systems Assoc Professor Educ (ADTED) |
| 314F | 310 - Faculty Office Clariana, Roy | 0201228 UP rbc4 | - Learning & Performance Systems Professor of Ed (INSYS) |

Professional Personal Development Center – 3rd Floor:

| | | | |
|------|--|--|---|
| 301 | 311 - Staff Office Stamm, Cheryl Rae Thompson, Debra Ann Hunt, Thomas Adam | 0201215 UP crc10 dat14 tah258 | - Professional Persnl Dev Center Stf Asst VI Admn Sppt Asst Adminstrative Supp Asst 2 |
| 301A | 310 - Faculty Office Pellock, Cynthia | 0201215 UP cxp162 | - Professional Persnl Dev Center Assistant Professor Educ |
| 301C | 310 - Faculty Office Threeton, Mark | 0201215 UP mdt177 | - Professional Persnl Dev Center Instructor Educ |
| 301D | 310 - Faculty Office Fleck, Joey Arthur | 0201215 UP jaf275 | - Professional Persnl Dev Center Instructor of Ed (WF ED) |
| 303 | 310 - Faculty Office Verbeck, Norman Leroy Stewart, Roy James Thomas, Cathy M Cooke, Terry G | 0201215 UP nlv113 rjs345 cmt133 tgc1 | - Professional Persnl Dev Center Wage Staff Lecturer of Ed (WF ED) Lecturer Educ Instructor of Ed (WF ED) |

Learning & Performance Systems – 4th Floor:

| | | | |
|------|---------------------------------|------------|-------------------------------------|
| 409 | 314 - Grad/Teaching Asst Office | 0201228 UP | - Learning & Performance Systems |
| | PARK, JONG GYU | pvj5055 | GRAD STUDENT |
| | KWON, BORA | bxx268 | UNIV. GRADUATE FELLOW |
| | Park, Yu Kyoung | yxp132 | Grad Student |
| 409C | 310 - Faculty Office | 0201228 UP | - Learning & Performance Systems |
| | Baker, Rose Marie | rmb194 | Instructor |
| 409E | 310 - Faculty Office | 0201228 UP | - Learning & Performance Systems |
| | Thompson, Melody M | mmt2 | Assistant Professor Educ (Adt Educ) |
| 409G | 325 - Visiting Fac Ofc | 0201228 UP | - Learning & Performance Systems |
| | Hu, Xiaoyong | xxh18 | |
| | Kim, Jinho | jxk83 | |
| | Zydney, Janet M | juz28 | |
| 409J | 314 - Grad/Teaching Asst Office | 0201228 UP | - Learning & Performance Systems |
| | Krupar, Allyson Marie | amk440 | Univ. Graduate Fellow |
| | Wang, Jinjie | jxw475 | Univ. Graduate Fellow |
| | Wang, Jiefei | jxw453 | Grad Student |
| | Park, Hyewon | hup132 | Grad Student |
| | Dolet, Nakita C | ncd138 | Grad Student |
| | FREY, SHANNON SUE | ssf124 | GRAD STUDENT |
| | KIM, WOOCHEOL | wwk5039 | GRAD STUDENT |
| | Shaughnessy, Colleen | cxs998 | Grad Student |
| | Ye, Xilin | xuy105 | Grad Student |
| 411 | 311 - Staff Office | 0201228 UP | - Learning & Performance Systems |
| | Fantaskey, Carol A | caf17 | Stf Asst V |
| 411B | 325 - Visiting Fac Ofc | 0201228 UP | - Learning & Performance Systems |
| | Carr-Chellman, Davin Jules | djc194 | Assistant Professor of Education |
| 411C | 310 - Faculty Office | 0201228 UP | - Learning & Performance Systems |
| | Donahue, Wesley Edward | wed105 | Assoc Professor of Education |
| 411D | 310 - Faculty Office | 0201228 UP | - Learning & Performance Systems |
| | Carr-Chellman, Alison Alene | aac3 | Assoc Professor |
| 411E | 311 - Staff Office | 0201228 UP | - Learning & Performance Systems |
| | Fetters, Cynthia Dianne | cdf2 | Stf Asst VI |

Professional Personal Development Center – 4th Floor:

| | | | |
|------|-------------------------|------------|-----------------------------------|
| 409A | 311 - Staff Office | 0201215 UP | - Professional Persnl Dev Center |
| | NICHOLAS, JENNIFER MARY | jnn149 | INSTRUCTOR OF ED (WF ED) |
| 409B | 310 - Faculty Office | 0201215 UP | - Professional Persnl Dev Center |
| | Burnworth, James M | jmb20 | Instructor of Ed (Wf Ed) |
| | Herman, Debra Ann | dxh271 | Lecturer of Ed (WF ED) |
| 409F | 310 - Faculty Office | 0201215 UP | - Professional Persnl Dev Center |
| | Morrison, Marybeth | msm11 | Assistant Professor of Ed (Wf Ed) |

Institute to Study Adult Literacy – 4th Floor:

| | | | |
|------|---|--|--|
| 401A | 311 - Staff Office Hardy, Angelic Nicole | 0401207 UP anp1 | - Institute Study Adult Literacy Proj Assistant |
| 401B | 311 - Staff Office Webster, Suzanne Shaner | 0401207 UP ssw133 | - Institute Study Adult Literacy Proj Assistant |
| 401C | 311 - Staff Office McDowell, Wendy | 0401207 UP wlm12 | - Institute Study Adult Literacy Proj Assistant |
| 401D | 310 - Faculty Office Toso, Blaire Willson | 0401207 UP bwt121 | - Institute Study Adult Literacy Proj Assistant |
| 401E | 311 - Staff Office Marvin, Maria Leonor L | 0401207 UP mlm504 | - Institute Study Adult Literacy Proj Assistant |
| 401F | 311 - Staff Office Yeager, James Michael | 0401207 UP jmy3 | - Institute Study Adult Literacy Proj Assistant |
| 403 | 314 - Grad/Teaching Asst Office Spencer, Thomas Nelson Campbell, Kimeka G MOONEY, ANGELA J | 0401207 UP tns135 kgc115 ajm503 | - Institute Study Adult Literacy Grad Student Graduate Student GRAD STUDENT |
| 403A | 311 - Staff Office Grumm, Margaret Reed | 0401207 UP mrg8 | - Institute Study Adult Literacy Res Spt Assistant |
| 403B | 310 - Faculty Office Van Horn, Barbara Lee | 0401207 UP blv1 | - Institute Study Adult Literacy Sr Res Assistant |
| 405 | 312 - Waiting/Reception Area LEE, JENNIFER | 0401207 UP jzl5256 | - Institute Study Adult Literacy GRADUATE STUDENT |
| 405B | 310 - Faculty Office Windish, Sarah Marie | 0401207 UP sme168 | - Institute Study Adult Literacy Research Technlgist 3 |
| 405C | 311 - Staff Office Weirauch, Drucilla Marie | 0401207 UP dcw113 | - Institute Study Adult Literacy Res Spt Assoc |
| 405D | 310 - Faculty Office Hamilton, Kaylynn | 0401207 UP klh267 | - Institute Study Adult Literacy Res Spt Assoc |
| 405E | 311 - Staff Office Long, Kathryn Pierce | 0401207 UP kpl1 | - Institute Study Adult Literacy Administrative Support Assistant 3 |
| 405F | 311 - Staff Office Forlizzi, Lori Ann | 0401207 UP laf6 | - Institute Study Adult Literacy Research Technlgist 3 |
| 405G | 311 - Staff Office Frank, Mary R | 0401207 UP mrf2 | - Institute Study Adult Literacy Administrative Support Coordinator 5 |

Building Occupant List – College of Liberal Arts – 5th Floor (FIS List as of 3/3/14):

Comm Arts & Sciences:

| | | | |
|------|--|--|---|
| 501A | 310 - Faculty Office SUGG, MORGAN ELIZABETH | 0402167 UP mes50 | - Comm Arts and Sciences ADMNSTRATIVE SUPP ASST 1 |
| 501B | 310 - Faculty Office Lu, Yu | 0402167 UP yxl235 | - Comm Arts and Sciences Grad Student |
| 501C | 310 - Faculty Office Hecht, Michael L | 0402167 UP mlh10 | - Comm Arts and Sciences LA Res Professor of CAS & CLJ |
| 501D | 310 - Faculty Office Hopfer, Suellen Graham, John Walter Naughton, Dana Marie | 0402167 UP sxh343 jwg4 dmn161 | - Comm Arts and Sciences Graduate Student Professor Head FS Graduate Student |

Child Study Center:

| | | | |
|------|--|-------------------|---|
| 503A | 250 - Research Laboratory Heinrichs, Brenda S | 0402153 UP ibc | - Child Study Center in Lib Arts Wage Other |
| 503B | 310 - Faculty Office Bierman, Karen Linn | 0402153 UP kb2 | - Child Study Center in Lib Arts Dist Professor Psychology |

Labor Studies & Employment Relations

| | | | |
|------|---|------------------------------|--|
| 001A | 310 - Faculty Office Aboud, Antone J | 0202143 UP aja19 | - Labor Studies & Employment Rel Professor of Practice in LER |
| 001B | 310 - Faculty Office Liu, Renwei | 0202143 UP rxl41 | - Labor Studies & Employment Rel Visiting Scholar |
| 001C | 310 - Faculty Office Liu, Ning Zhang, Zhengtang | 0202143 UP nxl17 zuz23 | - Labor Studies & Employment Rel Visiting Scholar Visiting Scholar |
| 001D | 310 - Faculty Office Raghuram, Sumita | 0202143 UP sur19 | - Labor Studies & Employment Rel Assoc Professor LER |
| 001E | 310 - Faculty Office Liu, Xiangmin | 0202143 UP xul16 | - Labor Studies & Employment Rel Asst Prof LSER |
| 002 | 310 - Faculty Office Clark, Paul Frederick | 0202143 UP pfc2 | - Labor Studies & Employment Rel Head & Professor LER & HPA |
| 002A | 311 - Staff Office Everhart, Patricia Ann | 0202143 UP pxm205 | - Labor Studies & Employment Rel Administrative Support Coordinator |
| 009B | 311 - Staff Office Steele, Jessica Gayle | 0202143 UP jgs18 | - Labor Studies & Employment Rel Stf Asst V |

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| 123A | 310 - Faculty Office Jensen, Jill M | 0202143 UP jmj18 | - Labor Studies & Employment Rel Lecturer in Lser |
| 123B | 324 - Post-Doc Office HAWKINS, DANIEL J | 0202143 UP djh46 | - Labor Studies & Employment Rel LECT LSER |
| 501F | 310 - Faculty Office Anner, Mark Sebastian | 0202143 UP msa10 | - Labor Studies & Employment Rel Assistant Professor LSIR & PI Sc |
| 501G | 311 - Staff Office Holby, Lisa Kay | 0202143 UP lkh13 | - Labor Studies & Employment Rel Admv Spt Coord |
| 506 | 312 - Waiting/Reception Area Steele, Jessica Gayle Hetzel, Erin | 0202143 UP jgs18 eab27 | - Labor Studies & Employment Rel Stf Asst V Admv Spt Asst |
| 506A | 310 - Faculty Office Whitehead, Paul Vincent | 0202143 UP pww11 | - Labor Studies & Employment Rel Prof of Practice LER |
| 506B | 310 - Faculty Office Clark, Paul Frederick | 0202143 UP pfc2 | - Labor Studies & Employment Rel Head & Professor LER & HPA |
| 506C | 310 - Faculty Office Allen, Douglas F | 0202143 UP dfa10 | - Labor Studies & Employment Rel Professor of Practice |
| 506D | 310 - Faculty Office Zhu, Weichun | 0202143 UP wuz13 | - Labor Studies & Employment Rel Assistant Professor of LER |
| 506E | 310 - Faculty Office Farndale, Elaine | 0202143 UP euf3 | - Labor Studies & Employment Rel Assistant Professor in LER |
| 507 | 312 - Waiting/Reception Area James, Sierra D | 0202143 UP sdj130 | - Labor Studies & Employment Rel Admnstrative Supp Asst 2 |
| 507A | 310 - Faculty Office LAMARE, JAMES RYAN | 0202143 UP jrl1095 | - Labor Studies & Employment Rel ASST PROF LABOR Employment Relat |
| 507B | 310 - Faculty Office Damaske, Sarah A | 0202143 UP sad32 | - Labor Studies & Employment Rel Asst Prof Labor & Employment Relation: |
| 507C | 310 - Faculty Office Pollack, Leonard Edward | 0202143 UP lep2 | - Labor Studies & Employment Rel Professor of Practice |
| 507D | 311 - Staff Office Perry, Katelyn | 0202143 UP krp5 | - Labor Studies & Employment Rel Advsg Prgm Coord |
| 508A | 250 - Research Laboratory Everhart, Patricia Ann | 0202143 UP pxm205 | - Labor Studies & Employment Rel Administrative Support Coordinator |
| 508B | 310 - Faculty Office Hogan, Tommy C | 0202143 UP tch12 | - Labor Studies & Employment Rel Prof Practice LSER |

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| 508C | 310 - Faculty Office Raghuram, Sumita | 0202143 UP sur19 | - Labor Studies & Employment Rel Assoc Professor LER |
| 508D | 310 - Faculty Office Derickson, Alan V | 0202143 UP avd3 | - Labor Studies & Employment Rel Professor LER |
| 508E | 310 - Faculty Office Liu, Xiangmin | 0202143 UP xul16 | - Labor Studies & Employment Rel Asst Prof LSER |
| 511 | 310 - Faculty Office Dickerson Vonlockette, Niki Tanya | 0202143 UP ntd10 | - Labor Studies & Employment Rel Assoc Prof In Ler |
| 517 | 310 - Faculty Office Lumpkins, Charles Lloyd | 0202143 UP cli116 | - Labor Studies & Employment Rel Lecturer LSER |