

UTAH
DEPARTMENT
OF
NATURAL RESOURCES

WATER RIGHTS
EMERGENCY
EVACUATION PLAN

SALT LAKE CITY
NORTH TEMPLE MAIN OFFICES

UPDATED MAY 2010

May 2010

ALARM AND FIRE EXTINGUISHER LOCATIONS

Fire Alarm Pull Box Locations on 2nd Floor

- Main Staircase, elevator area south side.
- East Exit before entering the staircase.
- West Exit before entering the staircase.

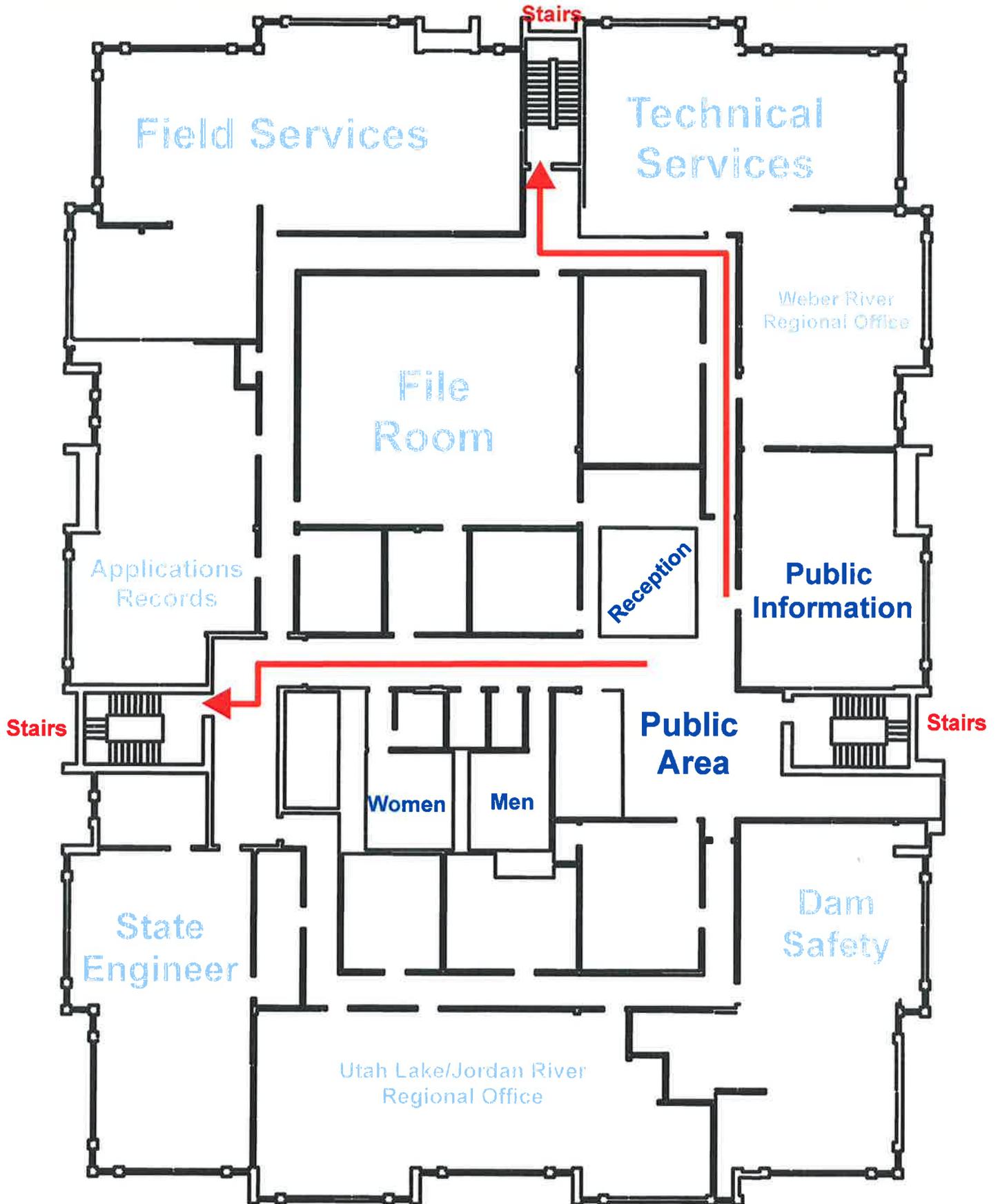
Fire Extinguisher Locations on 2nd Floor

- Outside of suite 2310
- Outside of suite 2120
- East of suite 2220
- Outside suite 2240, south wall hall and near the west staircase exit.

In case of an emergency call (9) 911, then notify building security located in the main lobby.

**When an alarm sounds
Follow the Plan!
Assist co-workers!
DO NOT USE THE ELEVATORS!**

UTAH DIVISION OF WATER RIGHTS EMERGENCY EVACUATION ROUTES



DIVISION OF WATER RIGHTS EVACUATION PLAN

Several circumstances could result in a building evacuation. Examples include fire and earthquake. Should an evacuation be necessary, as indicated by the alarm, flashing lights, e-mail or the intercom, the Division will implement the following plan.

The individual offices shall leave the building by the following assigned doors: Dam Safety, Utah Lake Office, Applications/Records, Front Desk, Public Inquiry and Administration by the **west door and stairs**. Field Services, Technical Services and Weber Office by the **north door and stairs**.

Use common sense. Should any of the doors be unusable, go to the next door. Under some circumstances the closest exit may not be the safest, so consider your best route when exiting.

The Division of Water Rights has been assigned meeting area number 2. (By the tan shed, northeast corner of parking lot by KFC). This meeting place has been selected in coordination with the other DNR divisions. Be sure to go directly to the assigned meeting place. Should this location be inaccessible go to area number 10 (northeast of the Warehouse).

The following individuals have been designated as office coordinators to make sure everyone is out of the building or if someone is injured, it is reported so professional evacuation personnel can get to them.

Dam Safety/Utah Lake Office:

Primary	Judy Mattson
Secondary	Daren Rasmussen
Tertiary	Dave Marble

Applications/Records/Rest Rooms:

Primary	Sonia Nava
Secondary	Jared Manning
Tertiary	Sue Glenn

Field Services:

Primary	Kelly Horne
Secondary	Ben Anderson
Tertiary	Vance Twitchell

Technical Services/Weber Office:

Primary	Bill Schlotthauer
Secondary	Gertrudys Adkins
Tertiary	Lee Eschler

Administration:

Primary
Secondary
Tertiary

Marianne Burbidge
Patsy Baggs
Boyd Clayton

Front Desk, Public Inquiry:

Primary
Secondary
Tertiary

John Solum
Tiffany Gonzales
Judy Ausick

These people have been trained and have your best interest at heart, so please follow their direction without question. They will close all doors and clear all offices, cubicles, meeting rooms and restrooms. The office coordinators will then go to the designated meeting place to take roll call.

The office coordinators will then report to the primary coordinator who will then report to the Division Director or his designee:

Coordinator:

Primary
Secondary
Tertiary

Marianne Burbidge
Kelly Horne
Judy Ausick

Division Director/Designee:

Primary
Secondary
Tertiary

Kent Jones
Boyd Clayton
Lee Sim

Injured persons will be treated by our first aid unit until medical help arrives. Each first aid volunteer will have a portable first aid kit with them. We also have a first aid kit located in the center area of the Water Rights Administration supply closet. Volunteers for first aid are:

Primary
Secondary

Jim Goddard
Daren Rasmussen

There are no disabled individuals in Water Rights at this time. However, the Front Desk and Public Inquiry sections should check for public individuals requiring assistance.

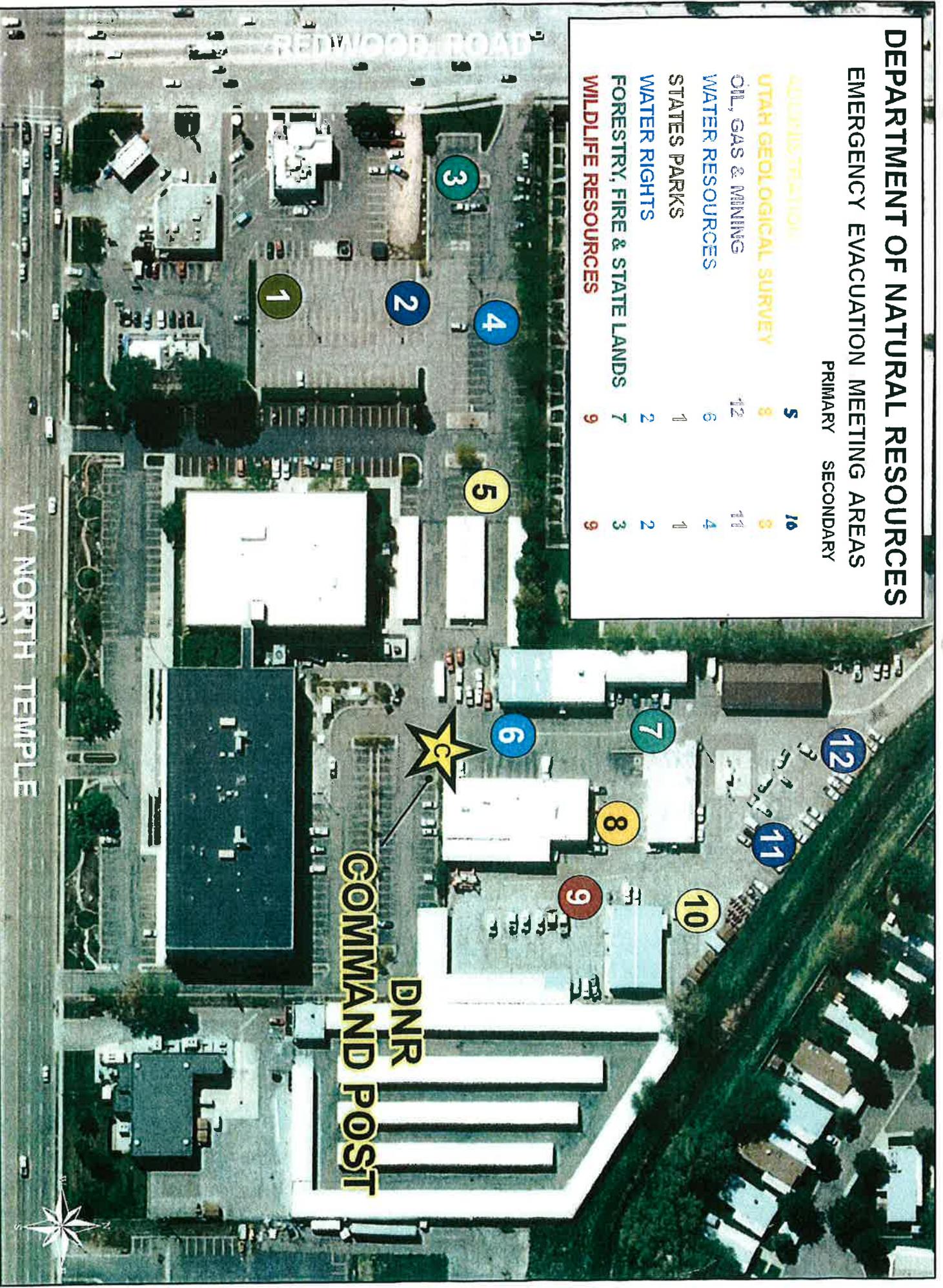
Fire and police rescue personnel will get injured people out of the building. This means that all Water Rights staff and guests and/or visitors must assemble outside and remain at the designated meeting place until everyone is accounted for.

When everyone has been accounted for, the coordinator should radio a report of the final building sweep and staff accountability to the Command Center located at meeting area C (southwest corner of the Parks and Recreation Shop).

DEPARTMENT OF NATURAL RESOURCES

EMERGENCY EVACUATION MEETING AREAS

	PRIMARY	SECONDARY
ADMINISTRATION	5	10
UTAH GEOLOGICAL SURVEY	8	9
OIL, GAS & MINING	12	11
WATER RESOURCES	6	4
STATES PARKS	1	1
WATER RIGHTS	2	2
FORESTRY, FIRE & STATE LANDS	7	3
WILDLIFE RESOURCES	9	9



**DNR
COMMAND POST**

W. NORTH TEMPLE

REDWOOD ROAD

UTAH

**DEPARTMENT
OF
NATURAL RESOURCES**

EMERGENCY

EVACUATION PLAN

**SALT LAKE CITY
NORTH TEMPLE MAIN OFFICES**

Updated May 2010

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**DEPARTMENT OF NATURAL RESOURCES
FIRST AID EMERGENCY RESPONSE TEAM
SALT LAKE CITY MAIN OFFICE**

Emergency Response, CPR, FIRST AID, AED Trained:

<u>Name</u>	<u>Division</u>	<u>Phone</u>
Ann Evans	DWR	538-7429
Dave Harris	Parks	538-7341
Chris Haller	Parks	538-7464
Dick Buehler	FFSL	538-5389

Community CPR and First Aid Trained:

<u>Name</u>	<u>Division</u>	<u>Phone</u>
Wayne Hedberg	OGM	538-5286
Dan Smith	OGM	538-5292
Joe Helfrich	OGM	538-5290
Shane Freeman	FFSL	538-5501
Tyre Holfeltz	FFSL	538-7487
Randy Kaufman	FFSL	538-5453

<u>Name</u>	<u>Division</u>	<u>Phone</u>
Dale Bartholomew	PARKS	538-7220
Randy Thomas	PARKS	538-7363
Darren Simons	PARKS	538-7363
Bob Westeman	PARKS	538-7363
Mike Woodall	PARKS	538-7363
Dave Roberts	PARKS	435-896-1343

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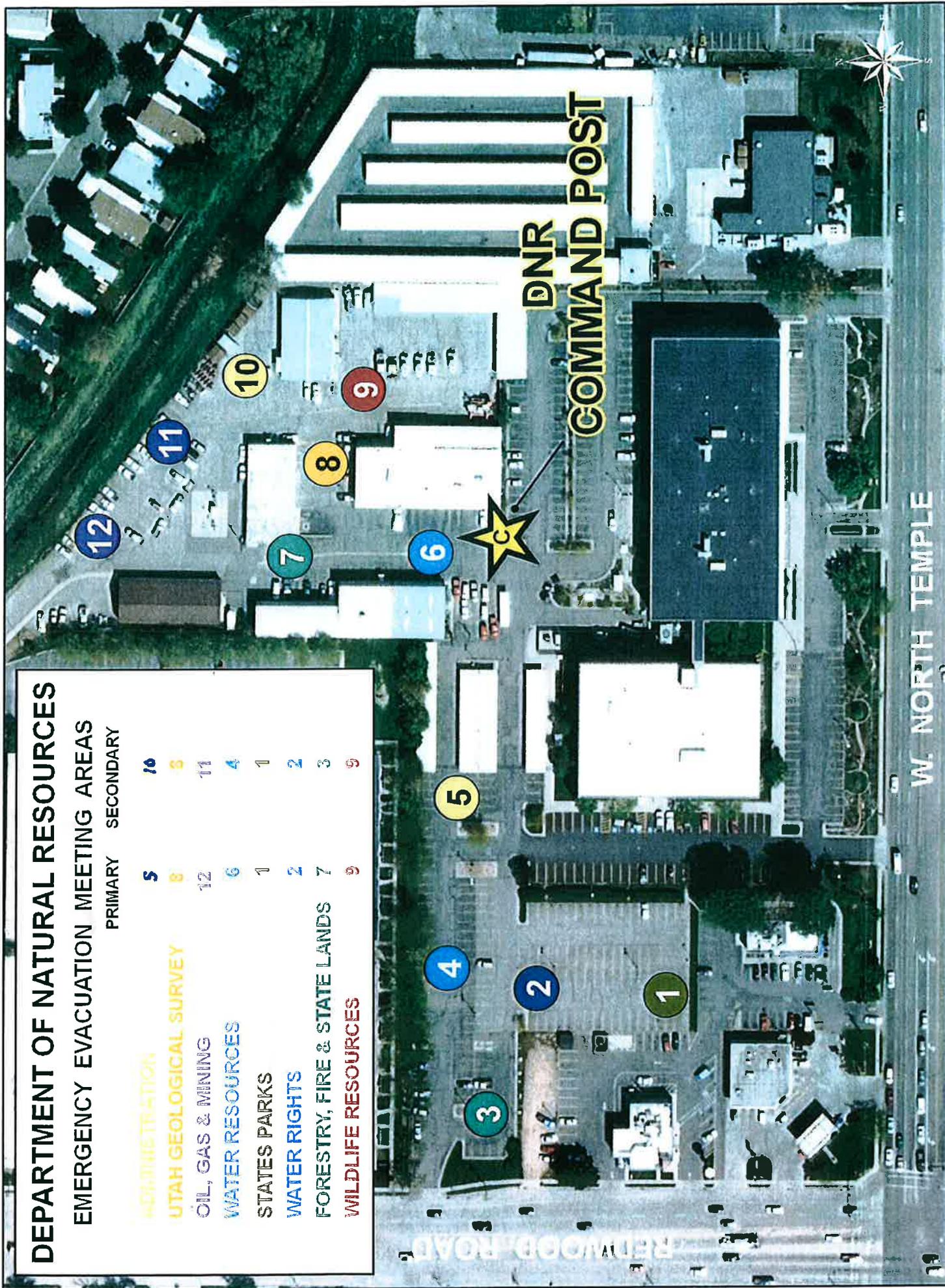
Heather Bernales	DWR	538-4767
Kevin Bunnell	DWR	538-4758
Anise Aoude	DWR	538-4777
Gary Ogborn	DWR	538-4855
Jasone Jones	DWR	538-4830
Kent Hersey	DWR	538-4796
Justin Dolling	DWR	538-4781
Sandy Eldredge	UGS	537-3325
Mark Milligan	UGS	537-3326
Vicky Clarke	UGS	538-3330
Brandon Malman	UGS	538-5413
Craig Miller	WATER RESOURCES	533-5760
Barbara Allen,	WATER RESOURCES	538-7232
Barbara Perry	WATER RESOURCES	538-7256
Jim Goddard	WATER RIGHTS	538-7314
Daren Rasmussen	WATER RIGHTS	538-7377
Gavin McGregor	ADMIN	538-7209

DEPARTMENT OF NATURAL RESOURCES

EMERGENCY EVACUATION MEETING AREAS

PRIMARY SECONDARY

ADMINISTRATION	5	10
UTAH GEOLOGICAL SURVEY	8	3
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