

**University of Louisville**  
**College of Education and Human Development**  
**Building Emergency Action Plan**

**1.0 Introduction**

- 1.1 Each department at the University must have a Building Emergency Action Plan (**BEAP**) to provide for students, faculty, staff, and visitors during an emergency. The BEAP for the College of Education and Human Development was developed using a model plan prepared by the Department of Environmental Health and Safety (DEHS). DEHS has reviewed this plan and it will be implemented on November 1, 1999.
- 1.2 The Emergency Action Plan is developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. The College of Education and Human Development's **BEAP** is kept in Education 127 and is on file at DEHS's office.
- 1.3 Each employee covered by this Building Emergency Action Plan must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record including the names of everyone that has been trained is kept in 127.
- 1.4 The Building Emergency Action Plan will be tested annually during the month of November.

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Donald R. Carson  
Building Emergency Coordinator

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Blake Haselton  
Interim Dean of Education

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Reviewed by DEHS Emergency  
Management Coordinator

## 2.0 Emergency Action Responsibilities\*

- 2.1 Dr. Blake Haselton is responsible to ensure that the College of Education and Human Development uses the model DEHS Emergency Action Plan and has developed a department specific plan.
- 2.2 Donald R. Carson is the Building Emergency Coordinator (**BEC**); he has been assigned by Dr. Haselton to be responsible for this plan and employee education regarding this plan. Don Carson will also coordinate the testing of the plan annually. Testing will entail conducting an emergency exercise for one chosen section of the plan. During an emergency he would implement the Building Emergency Action Plan and coordinate emergency actions to ensure, to the extent possible as personal safety, time and capabilities permit, the safety of the people in this building. His emergency duties include:
  - ◆ Ensure that the notification to emergency agencies takes place. (DPS or 9-911).
  - ◆ Assist in building evacuation.
  - ◆ Report to the assembly area.
  - ◆ Account for evacuated personnel.
  - ◆ Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions).
  - ◆ Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
  - ◆ Ensure that DPS/Zone Maintenance has been notified to assist physically disabled employees, students, or visitors (see Appendix C).
  - ◆ Implement the post emergency procedures
- 2.3 Linda Mulligan is the Assistant Building Emergency Coordinator (**ABEC**) and will assist Don Carson (**BEC**). She is responsible for the (BEC)'s duties if unavailable.
- 2.4 Each floor will have a floor leader (**FL**) and an assistant floor leader (**AFL**) who will be responsible for coordinating the Emergency Action Plan.

The emergency duties of the **FL** include:

- ◆ Ensure all persons are evacuated.
- ◆ Designate volunteers to assist individuals with disabilities.
- ◆ Conduct a sweep of the floor and ensure that all doors are closed, elevators are empty, and critical operations are stabilized.
- ◆ Assist physically disabled employees, students, or visitors to the extent possible as personal safety, time and capabilities permit (see Appendix C).

\* the extent possible as personal safety, time and capabilities permit

2.4.1 Il Barrow is the 1st Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for the 1st floor.

2.4.1.1 ????? is the Assistant Floor Leader (**AFL**) and will assist Il Barrow. He/She will be responsible for Il's duties if Il is unavailable.

2.4.2 Lynne Ernst is the 2<sup>nd</sup> Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for the 2<sup>nd</sup> floor.

2.4.2.1 Paula Gordon & Patty Grimes are the Assistant Floor Leaders (**AFL**) and will assist Lynne Ernst. They will be responsible for Lynne's duties if Lynne is unavailable.

2.4.3 Marji Settles is the 3rd Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for the 3<sup>rd</sup> floor.

2.4.3.1 Karen Barnes is the Assistant 3<sup>rd</sup> Floor Leader (**AFL**) and will assist Marji Settles. She will be responsible for Marji's duties if Marji is unavailable.

### 3.0 Contact List and Numbers

#### 3.1 Departmental Contact Telephone Numbers:

Title	Name	Office Phone	Home Phone	Pager	Cell Phone
Interim Dean of Education	Blake Haselton	3237			
BEC	Don Carson	3216	458-8087		
ABEC	Linda Mulligan	6438	964-4916		
1st Floor Leader	Il Barrow	3214	964-6785		
Asst. 1 <sup>st</sup> Floor Leaders	????				
2 <sup>nd</sup> Floor Leader	Lynn Ernst	2208	955-9788		
Asst. 2 <sup>nd</sup> Floor Leaders	Paula Gordon Patty Grimes	6431 3096	456-9137 231-3853		
3 <sup>rd</sup> Floor Leader	Marji Settles	6667	968-3862		
Asst. 3 <sup>rd</sup> Floor Leader	Karen Barnes	6884	241-5307		

## 4.0 Emergency Action Plan

- 4.1 This section of the Building Emergency Action Plan will be implemented in the event of : 1) A fire alarm activation **OR** 2) A fire discovered by building occupant.
- 4.2 Any employee, student, or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and a visual flashing red light. All employees, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the alarm system being tested.
- 4.3 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will contact Public Safety at 852-6111 and notify the dispatcher that a fire alarm in the building has been activated. If DPS does not answer, call the Fire Department at 9-911.
- 4.4 All occupants will immediately leave the building utilizing the escape routes posted in hallways on each level. Occupants may collect their valuables (purse, coat, etc.) and should close, but not lock, their door upon leaving. Any occupant who comes into contact with a student or visitor should direct them to evacuate the building. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals from the building (see Appendix C). **DO NOT USE ELEVATORS.**
  - 4.4.1 Building occupants should make no attempts to extinguish the fire.
  - 4.4.2 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be the responsibility of the FL or AFL to ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).
- 4.5 Once out of the building, all occupants should assemble in the University Club parking lot to determine if someone is missing, to the extent possible as personal safety, time and capabilities permit. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee.
- 4.6 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will provide information to the DPS officer, the University Emergency Coordinator, or the Fire Department Officer in Charge. This information may include, but is not limited to:

- ◆ Location of the fire,
- ◆ Status of the evacuation, personnel missing that may still be in the building to the extent that this information is identifiable, and
- ◆ Special hazards associated with the building.

## 5.0 Emergency Action Plan - Severe Weather

- 5.1 This section of the **BEAP** will be implemented in the event of a severe weather warning to the extent that notice has been given by NOAA Weather Radio or Central Administration.
- 5.2 The College of Education and Human Development has NOAA Weather radios in rooms 124, 240, and 343. These radios are dual powered working on both batteries and/or the buildings electrical service. The radios will be activated by the National Weather Service to announce any watches or warnings. The Floor Leaders for each floor will monitor their radios for any emergency announcements and notify the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee of any warnings. Additionally, any employee that becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will immediately notify employees via floor leaders by either word of mouth or telephone. This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.
- 5.3 Once occupants have been notified of a thunderstorm warning, they should take no other steps than to ensure that they are prepared if conditions deteriorate.
- 5.4 Once building occupants have been notified of a tornado warning, they should immediately gather their valuables and take cover in the **Safe Haven, located in the inner hallways on the first floor**. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals (see Appendix C). Office doors should be closed and locked upon exiting. Do not take cover in the lobby or classrooms, or any room with windows.
- 5.4.1 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be the responsibility of the FL or AFL to ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).

- 5.5 The Floor Leaders, Building Emergency Coordinator, Assistant Building Emergency Coordinator, and/or other designee will ensure that all employees are in the Safe Haven shelter areas to the extent that this information is identifiable. If an employee is identified as missing, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will make a determination, to the extent possible as personal safety, time and capabilities permit, whether it is safe to search for the missing employee(s) and assign someone to find them and have them move to the shelter areas.
- 5.6 If injuries or building damage occurs, notify DPS by calling 852-6111. If DPS does not answer, call 9-911 for local emergency services.
- 5.7 Once the all clear is given by the National Weather Service, and/or the Central Administration, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will give the word for employees to return to their work stations or go home.

## **6.0 Emergency Action Plan - Earthquake**

- 6.1 This section of the **BEAP** will be implemented when a sustained earthquake occurs.
- 6.2 Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.
- 6.3 An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings.).
- 6.4 When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include:
  - ◆ Standing in a doorway and bracing your hands and feet against each side.
  - ◆ Getting under a desk or heavy table.
  - ◆ Standing flat against an interior wall.

**NOTE: Do not seek cover under laboratory tables or benches as chemicals could spill and harm personnel.**

- 6.4.1 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be the responsibility of the FL or AFL to ensure, to the extent possible as personal safety, time and

capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).

- 6.5 Once the shaking has stopped, gather valuables and quickly leave the building. **(DO NOT USE ELEVATORS.)** All employees should gather at the **University Club parking lot**. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals (see Appendix C). The Floor Leaders and/or Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will ensure, to the extent possible as personal safety, time and capabilities permit, all employees are out of the building to the extent that this information is identifiable.
- 6.6 Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.
- 6.7 If building occupants cannot be accounted for to the extent possible as personal safety, time and capabilities permit, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee may direct personnel to search for the missing people. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should contact DPS at 852-6111. If DPS does not answer, the BEC, ABEC or other designee should call the local emergency services at 9-911.
- 6.8 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will determine whether employees should return to their workstations or go home after consultation with the University's Emergency Coordinator and the Dean of Education to the extent that they can be contacted.

## **7.0 Emergency Action Plan - Hazardous Materials**

- 7.1 This section of the **BEAP** should be implemented in the event of a hazardous material incident that occurs outside of the building, but the chemical could impact the Department (i.e., train derailment, tractor trailer accident).
- 7.2 Hazardous material accidents can occur on campus or in the adjacent areas and could impact this building. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people within hearing range to listen to the media. Information Technology may broadcast information over the University's intranet. Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Emergency Coordinator,

Assistant Building Emergency Coordinator, or other designee. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will immediately notify employees via floor leaders by word of mouth and/or telephone, to the extent possible as personal safety, time and capabilities permit. This notification will advise building occupants to implement the emergency actions.

7.3 The local community uses two strategies for protecting citizens during hazardous material emergencies, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will notify the building occupants of which strategy has been implemented to the extent possible as personal safety, time and capabilities permit.

7.3.1 The first strategy that local government could use is “Shelter-in-Place”. Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:

- ◆ Close all windows and doors
- ◆ Turn heating/cooling systems (HVAC) off
- ◆ Everyone will move to the **Safe Haven** shelter located in the inner hallways of the first floor
- ◆ Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
- ◆ Any occupant that comes into contact with a visitor or student that is physically disabled should ensure that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).

7.3.2 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will monitor the news media or the NOAA Weather Radio and/or communication from Central Administration for further updates and will advise personnel on any changes in the situation to the extent possible as personal safety, time and capabilities permit. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will also announce the all clear when declared by community officials.

7.3.4 If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact DPS at 852-6111. If DPS does not answer, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should call the local emergency services at 9-911.

7.3.5 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will direct personnel to open doors and windows and allow the building to air out after the all clear is given, to the

extent possible as personal safety, time and capabilities permit. Physical Plant should reactivate the heating/cooling system (HVAC).

- 7.3.6 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be the responsibility of the FL or AFL to ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).
- 7.3.7 The second strategy that local government could use is “Evacuation”. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will direct personnel to take appropriate action to the extent possible as personal safety, time and capabilities permit. This action may include:
- ◆ Walk to an assembly area to be evacuated
  - ◆ Walk or drive away from the area using travel directions determined by community officials
  - ◆ Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
  - ◆ Any occupant that comes into contact with a visitor or student that is physically disabled should ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).
- 7.3.8 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will ensure, to the extent possible as personal safety, time and capabilities permit, that the actions outlined in section 7.5.1 are completed as directed by community officials. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and/or Floor Leaders will ensure, to the extent possible as personal safety, time and capabilities permit, that all personnel have evacuated the building to the extent that this information is identifiable.
- 7.3.9 If personnel become ill from the chemical release, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should contact DPS at 852-6111. If DPS does not answer, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should call the local emergency services at 9-911, to the extent possible as personal safety, time and capabilities permit.
- 7.3.9.1 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be

the responsibility of the FL to ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).

- 7.4 If building occupants cannot be accounted for, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should contact DPS at 852-6111. If DPS does not answer, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should call the local emergency services at 9-911, to the extent possible as personal safety, time and capabilities permit.
- 7.5 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will determine whether employees should return to their workstations or go home after consultation with the University's Emergency Coordinator, and the Dean of Education, to the extent that they can be contacted.

## **8.0 Emergency Action Plan - Chemical Emergency**

- 8.1 This section of the **BEAP** should be implemented in the event of a hazardous material incident occurs inside of the building (laboratory, maintenance or physical plant operation).
- 8.2 Any person that becomes aware of a serious chemical accident in the building will immediately notify the co-workers around them and their supervisor. Either the person who discovered the chemical accident or the supervisor will immediately notify the **BEC**, **ABEC**, or other designee. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will immediately notify employees via floor leaders by word of mouth and/or telephone, to the extent possible as personal safety, time and capabilities permit. This notification will advise building occupants to implement the **BEAP** for Chemical emergencies.
  - 8.2.1 Personnel that are involved with a laboratory experiment or process should take steps to stop the process or experiment to prevent additional accidents if it is left unattended. These steps are specific to each laboratory and are included in Appendix D.
  - 8.2.2 Personnel in the immediate area of the chemical accident will vacate the area and report to the University Club parking lot. They should leave the area immediately, closing, but not locking, any doors as they leave. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should ensure, to the extent possible as

personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).

- 8.3 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will immediately notify DPS (852-6111) and/or DEHS (852-6670) and report the chemical emergency. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will also ensure, to the extent possible as personal safety, time and capabilities permit, that Physical Plant (852-6241) has been notified to shut down the HVAC for the building to prevent the spread of chemical gasses through the cooling/heating system.
- 8.4 If personnel become ill from the chemical release, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should contact DPS at 852-6111. If DPS does not answer, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should call the local emergency services at 9-911, to the extent possible as personal safety, time and capabilities permit.
- 8.5 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will determine if further evacuations are necessary, to the extent possible as personal safety, time and capabilities permit.
  - 8.5.1 Special procedures for physically disabled staff or faculty. Floor leaders will be notified if a disabled staff or faculty member has an office in their area of the building. In case of evacuation, it will be the responsibility of the FL or AFL to ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).
- 8.6 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and/or Floor Leaders will ensure, to the extent possible as personal safety, time and capabilities permit, that all personnel have evacuated the building to the extent that this information is identifiable.
- 8.7 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee will provide information, to the extent possible as personal safety, time and capabilities permit, to the DPS officer, the University Emergency Coordinator or the Fire Department Officer in Charge. This information may include, but is not limited to:
  - ◆ Location of the spill,
  - ◆ Status of the evacuation, personnel missing that may still be in the building, and
  - ◆ Special hazards associated with the building.

## 9.0 Emergency Action Plan - Utility Interruption

- 9.1 This section of the **BEAP** should be implemented in the event of a utility interruption.
- 9.2 Employees will become aware of utility interruptions by the obvious absence of that particular utility:
- ◆ No Lights, Computers not working - Electric
  - ◆ Toilets won't flush, drinking fountains not working - Water
  - ◆ Inability to place outgoing telephone calls - Telephone
  - ◆ Building won't warm up during winter - Steam or Gas
  - ◆ Building won't cool in summer - Electric or chilled water
- 9.3 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, Dean of Education, or other administrative staff should contact Physical Plant (852-6241), to the extent possible as personal safety, time and capabilities permit, to report the problem and obtain any available information.
- 9.4 While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, in conjunction with the Dean of Education will determine the appropriate course of action, to the extent possible as personal safety, time and capabilities permit. The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and Dean of Education should consider the following issues:
- ◆ Dangers from tripping and injuries due to lights being out.
  - ◆ Person(s) being trapped on elevators.
  - ◆ Dangers of extreme heat and cold on employees.
  - ◆ Inability to contact responders if an emergency occurs while telephones are out.
  - ◆ Sanitation problems due to no water
- 9.5 Unless a decision has been made by the Provost, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and the Dean of Education will make a decision regarding the continuance of work in the building during a utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should ensure, to the extent possible as personal safety, time and capabilities permit, that DPS/Zone Maintenance has been notified to escort the disabled person from the building (see Appendix C).
- 9.6 If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical process and operating electric equipment should be stopped in a manner that would not cause additional problems.

9.7 If anyone is trapped on an elevator, call the Department of Public Safety at 852-6111 immediately; if there is no answer, call the local emergency services at 9-911.

## **10.0 Emergency Action Plan - Workplace Violence, Terrorism**

- 10.1 This section of the **BEAP** should be implemented in the event any type of workplace violence or act of terrorism.
- 10.2 Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately call DPS at 852-6111, if there is no answer call the local police by calling 9-911.
- 10.3 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee should attempt to communicate to everyone in the building, to the extent possible as personal safety, time and capabilities permit, that a perpetrator of workplace violence is in the building. This may be done via floor leaders by word of mouth and/or telephone.
- 10.4 Different types of workplace violence require different actions:
  - 10.4.1 Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
  - 10.4.2 Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. **Do not leave room for any reason until police have searched the building and given you permission to leave your room.**
  - 10.4.3 Physical Threat - If someone's actions pose a physical threat to you, evacuate the area.
  - 10.4.5 Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures at the Fire EAP.
  - 10.4.6 Hostage Situation - Immediately vacate the area, take no chances to endanger the life of the hostage. Contact DPS at 852-6111 immediately, if no answer, contact local police at 9-911.

- 10.5 In the event someone is hurt and/or a fire is caused by these events, contact DPS at 852-6111 and advise them of the particular information. If there is no answer at DPS call 9-911.
- 10.6 The Building Emergency Coordinator, Dean of Education, Assistant Building Emergency Coordinator, or other designee, and DPS will coordinate the building's security, to the extent possible as personal safety, time and capabilities permit, once DPS releases the building. This group will also contact building occupants and advise them on when to return to work.
- 10.7 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and/or the Dean of Education will participate in any post-incident critique regarding the emergency.
- 10.8 Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals (see Appendix C).

## **11.0 Emergency Action Plan - Bomb Threat**

- 11.1 This section of the **BEAP** should be implemented in the event of a Bomb Threat
  - 11.2 A person would become aware of a bomb threat by either a telephone call, E-Mail or a letter. The person shall notify the University Police by calling 852-6111.
    - 11.2.1 If the threat is made by telephone, ascertain as much information as possible about the bomb and its location, such as:
      - ◆ Exact location of the bomb?
      - ◆ When is the bomb going to explode?
      - ◆ What kind of bomb is it?
      - ◆ Why was it placed?
      - ◆ Who is speaking?

*(DPS has information cards on bomb threats and can be obtained by calling 852-6111)*
- 11.3 The person should then notify his or her supervisor, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and the Dean of Education as quickly as possible.
- 11.4 A decision will be made by the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, the Dean of Education, and DPS, to the extent possible as personal safety, time and capabilities permit, to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section.

- 11.5 Occupants should not touch any suspicious or unfamiliar objects. Occupants should wait for police personnel to arrive on the scene before conducting any type of search.
- 11.6 The Building Emergency Coordinator, the Dean of Education, Assistant Building Emergency Coordinator, or other designee, and DPS will coordinate the building's security, to the extent possible as personal safety, time and capabilities permit, once DPS releases the building. This group will also contact building occupants and advise them on when to return to work.
- 11.7 The Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and the Dean of Education will participate in any post-incident critique regarding the emergency.
- 11.8 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

## **12.0 Emergency Action Plan - Medical Emergency**

- 12.1 Implement the **BEAP** for Medical Emergencies for any injury or illness that requires more than simple first aid.
- 12.2 Immediately contact DPS at 852-6111 and report the emergency, if there is no answer call the local emergency medical services at 9-911.
- 12.3 When reporting the emergency provide the following information:
  - ◆ Type of emergency
  - ◆ Location of the victim
  - ◆ Condition of the victim
  - ◆ Any dangerous conditions
- 12.4 Comfort the victim and try not to move him or her until DPS arrives. DPS are first responders and will provide first aid care until EMS arrives.
- 12.5 Have someone standby outside the building to "flag down" EMS when they reach the vicinity of the building.
- 12.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

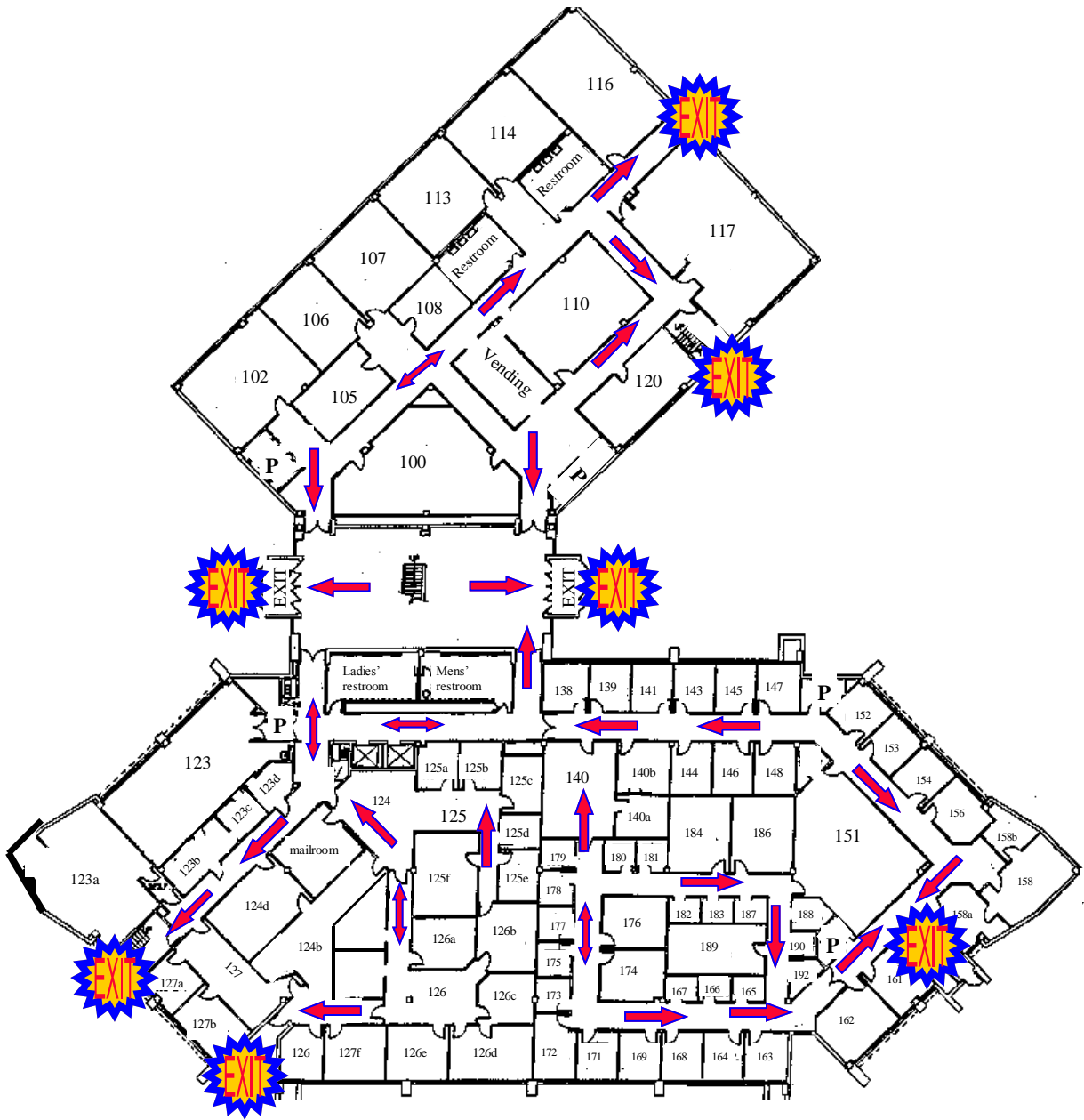
## **13.0 Actions to take after the Emergency**

- 13.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator, Assistant Building Emergency Coordinator, or other designee, and the Dean of Education will determine, to the extent possible as personal safety, time and capabilities permit, if the building's occupants should return to work

or be released after consultation with University officials including DPS. If they are released, employees will be advised when to return to work.

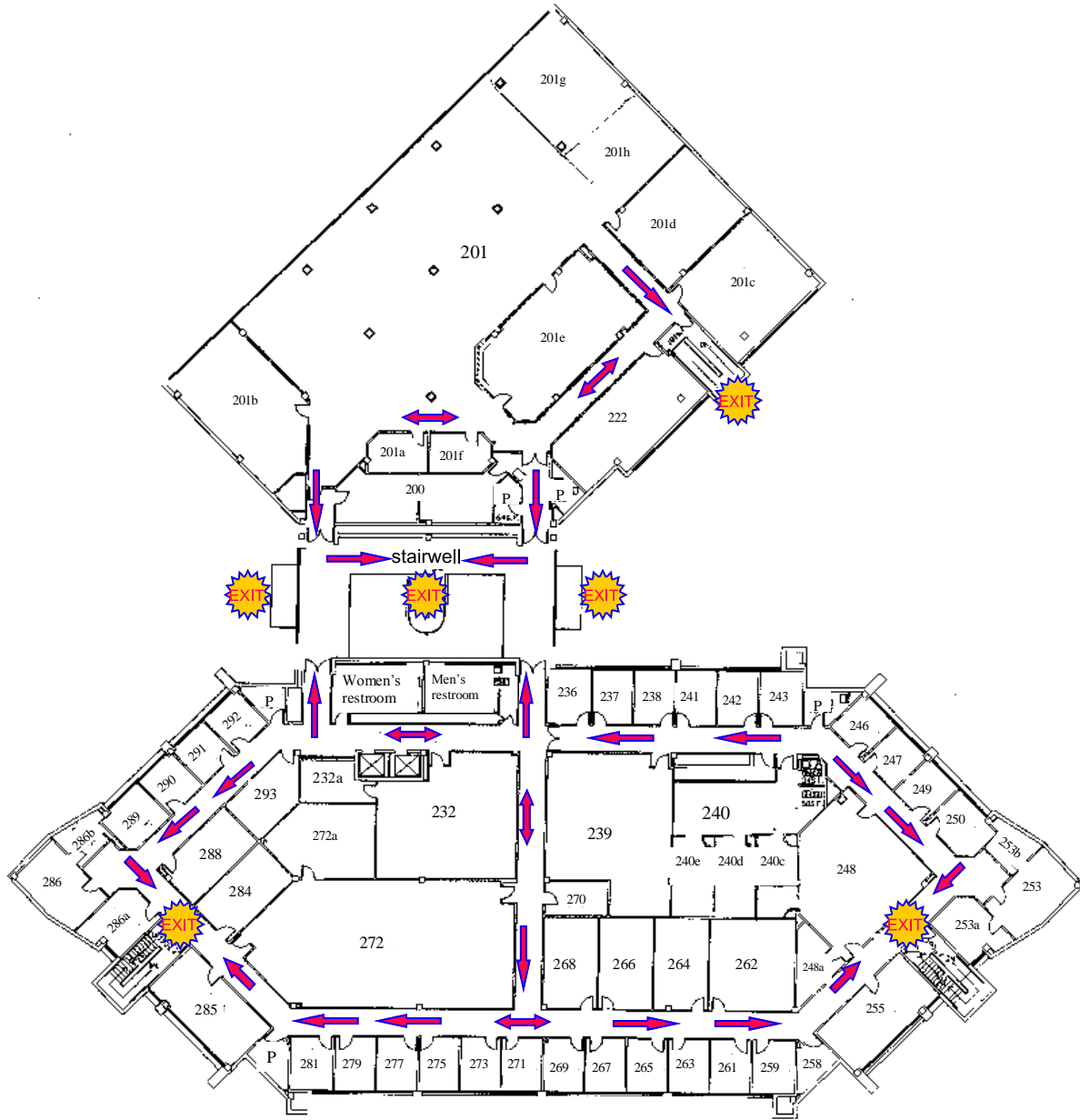
- 13.2 The Building Emergency Coordinator, Dean of Education, Assistant Building Emergency Coordinator, or other designee, and DPS will coordinate the building's security, to the extent possible as personal safety, time and capabilities permit, once the Fire Department releases the building. This group will also contact building occupants and advise them on when to return to work. DEHS will coordinate the mitigation of the spill and notification to governmental agencies.
- 13.3 The Building Emergency Coordinator, the Assistant Building Emergency Coordinator, and the Dean of Education will participate in any post-incident critique regarding the emergency.
- 13.4 The Building Emergency Coordinator and/or the Assistant Building Emergency Coordinator will contact the University's Risk Coordinator (852-4654) regarding any property damage caused by the chemical spill. The Building Emergency Coordinator and/or the Assistant Building Emergency Coordinator will also contact Physical Plant (852-6241) regarding any repairs needed from damage caused by the chemical release. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 13.5 The Dean of Education will direct that a report be prepared after any significant chemical spill/release. This report shall review emergency actions, their effectiveness, and needed revisions. This report will be shared with employees and forwarded to DEHS and DPS.

**APPENDIX A**



**SCHOOL OF EDUCATION  
EVACUATION ROUTE  
FIRST FLOOR**

**APPENDIX A (Continued)**



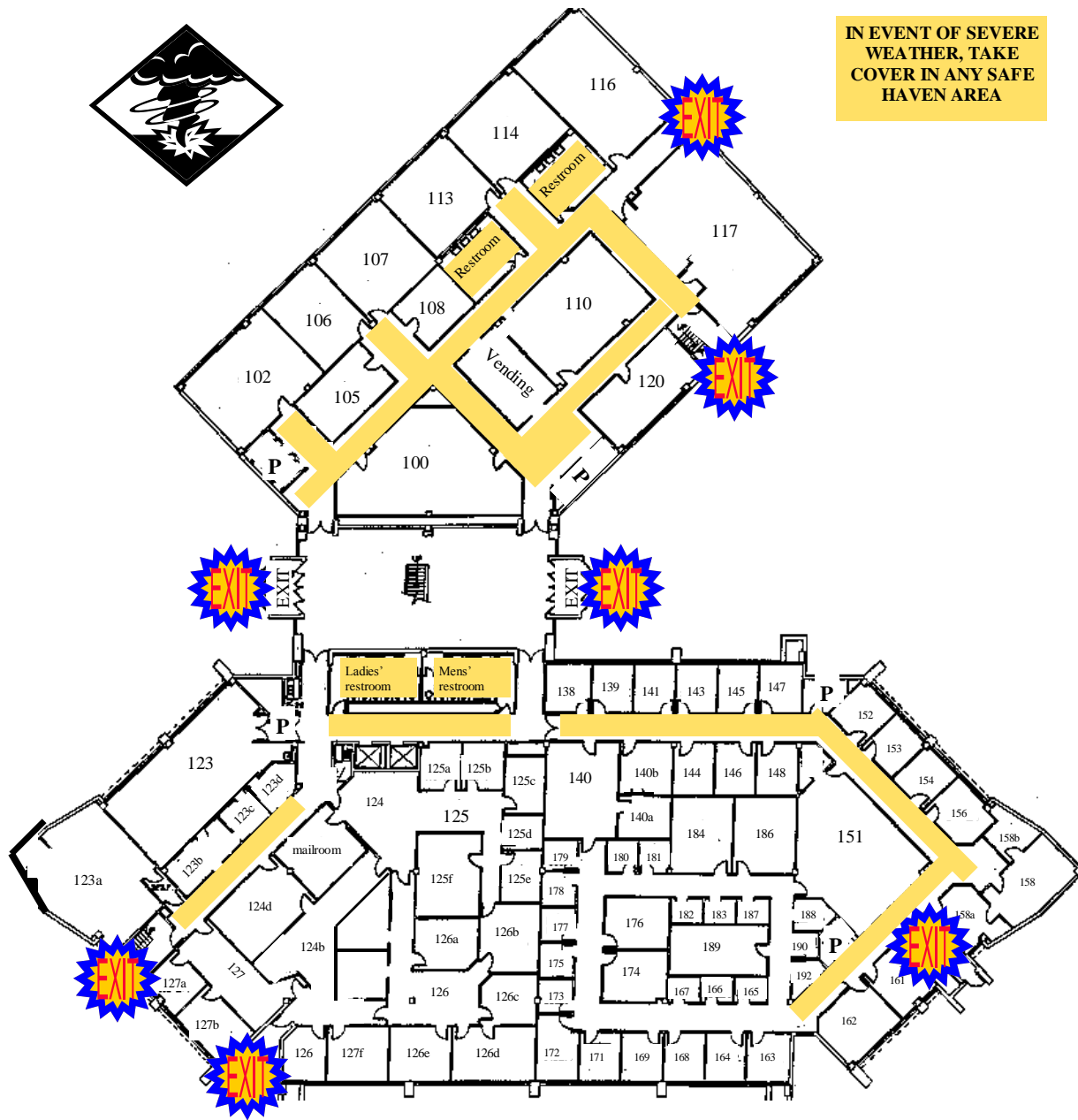
**SCHOOL OF EDUCATION  
EVACUATION ROUTE  
SECOND FLOOR**

**APPENDIX A (Continued)**



SCHOOL OF EDUCATION  
THIRD FLOOR PLAN

**APPENDIX B**



**SCHOOL OF EDUCATION  
SAFE HAVEN SHELTERS  
FIRST FLOOR**

## **APPENDIX C**

### **Procedures for Providing Assistance to Mobility Impaired Individuals During an Emergency**

*This procedure has been developed to provide assistance to mobility impaired individuals when an emergency occurs and a building's elevator is unavailable. This procedure should also be used in cases where mobility impaired individuals may be on the upper floors of a building, or basement, and the elevator(s) have become inoperative. This procedure is not intended to be used to move a mobility impaired individual into a building.*

1. In the event that an emergency occurs within a multi stored building, building occupants should be aware of any mobility impaired individuals working within the building. Faculty members should be particularly aware of students that are mobility impaired.
2. If an emergency occurs (i.e., fire, power outages, severe storms), any employees within the vicinity of the mobility impaired individual should immediately call Public Safety at 852-6111 and advise the dispatcher regarding the need for services. The caller should provide the following information:
  - Location of the individual
  - Type of emergency
  - Any other information requested by the dispatcher
3. The dispatcher will immediately send a University police officer, a Physical Plant zone maintenance staff employee and a DEHS emergency response person to assist the impaired individual. They will use special equipment to move the individual up or down the stairs to exit the building.
4. Until the responders arrive, the initial caller should remain with the mobility impaired individual. If the emergency conditions worsen (i.e., the fire spreads to the floor that the impaired individual is located) two options remain:
  - The impaired individual should be moved to an area protected by a fire doors and/or sprinkler until University responders or the fire department arrive
  - If everyone else has vacated the building, bystanders should assist the impaired person into the stairwell.

Any questions or concerns regarding these procedures should be directed to Dennis Sullivan at the Department of Environmental Health and Safety at 852-2948 or Kevin Jump at the Department of Public Safety at 852-7294.

## **APPENDIX D**

### **EMERGENCY PLAN FOR COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT ROOM 272, THE SCIENCE/MATH LABORATORY**

1. If an emergency requiring room evacuation originates in the laboratory, the instructor sends someone to call for help and sound the alarm. (Notify before proceeding to handle the incident.)  
*Call Public Safety at 6111.*
2. Whenever room or building evacuation is necessary, students extinguish all flames and heat sources. Instructor shuts off the gas and electrical power using the master control switches. Hazardous chemicals (flammables, corrosives) are properly stored if time permits.
3. Students should gather their valuables and evacuate the room in an orderly manner, following the posted escape routes (when feasible).
4. Instructor shuts doors (if possible) and follows students.
5. If the emergency requires building evacuation, class reassembles outside building for roll call (assembly area should be pre-designated by instructor during the first class meeting). Building is not re-entered until "all clear" sounded by an authorized person.
6. If the emergency is storm-related, reassembly should occur in designated storm protection area.

**College of Education and Human Development  
Building Emergency Action Plan**

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