

University of Louisville
JB Speed Building
Building Emergency Action Plan
Reviewed 2009

Table of Contents:

Section 1.0: Introduction	Page 3
Section 2.0: Emergency Action Responsibilities	Page 4
Section 3.0: Emergency Contact Numbers	Page 7
Section 4.0: Emergency Action Plan: Fire	Page 8
Section 5.0: Emergency Action Plan: Severe Weather	Page 9
Section 6.0: Emergency Action Plan: Earthquake	Page 10
Section 7.0: Emergency Action Plan: Hazardous Materials	Page 11
Section 8.0: Emergency Action Plan: Chemical Emergency	Page 13
Section 9.0: Emergency Action Plan: Natural Gas Leaks	Page 14
Section 10.0: Emergency Action Plan: Utility Interruption	Page 16
Section 11.0: Emergency Action Plan: Workplace Violence/Terrorism	Page 17
Section 12.0: Emergency Action Plan: Bomb Threat	Page 18
Section 13.0: Emergency Action Plan: Medical Emergency	Page 19
Section 14.0: Emergency Action Plan: Active Shooter	Page 20
Section 15.0: Emergency Action Plan: After the Emergency	Page 22
Appendix A: Evacuation Routes	Page 21-22
Appendix B: Severe Weather Shelters	Page 23
Appendix C: Procedures for Providing Assistance to Mobility Impaired Individuals	Page 24-26
Appendix D: Laboratory Procedures	N/A
Appendix E: Bomb Threat Checklist	Page 27-28
Appendix F: Signature Page	Page 30

Emergency Campus Contact Numbers

Emergency 911

Public Safety 502-852-6111
Environmental Health and Safety 502-852-6670
Physical Plant 502-852-6241

University of Louisville

J B Speed Building

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. J B Speed Building plan was developed using a model plan prepared by the Department of Environmental Health and Safety (DEHS). DEHS has reviewed this plan and it was implemented on 26 February 2001.
- 1.2 Each 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 master copy of the J B Speed Building **BEAP** is kept at \\IE01\data\staff\technical_issues\emergency_action_plan\; the distribution copy is on the WEB, and is linked from Speed School home page; the signed copy is on file at the DEHS office.
- 1.3 Each employee directly involved with this Building Emergency Action Plan will be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record will be maintained including the names of everyone that has been trained and is kept at \\IE01\data\staff\technical_issues\emergency_action_plan\.
- 1.4 The Building Emergency Action Plan will be tested periodically in conjunction with routine fire evacuation drills.

Building Emergency Coordinator
Elaine Allen

Chair, Department of Industrial Engineering
John Usher

Chair, Department of Computer Engineering
and Computer Science
Adel Elmaghraby

Assistant Dean, Speed School of Engineering
Connie Braden

DEHS Emergency Management Coordinator
Dennis K. Sullivan

2.0 Emergency Action Responsibilities

- 2.1 Connie Braden, Assistant Dean for Administration, Speed School of Engineering, is responsible to ensure that each department in J B Speed Building uses the model DEHS Emergency Action Plan and develops a department specific plan.
- 2.2 Elaine Allen is the Building Emergency Coordinator (**BEC**). She has been assigned by the Assistant Dean for Administration and is responsible for this plan, and employee notification of the availability of this plan. She will also coordinate the testing of the plan periodically. Testing will entail conducting an emergency exercise during a routine fire drill. During an actual emergency, she will implement the Building Emergency Action Plan and coordinate emergency actions to ensure the safety of the people in this building. The emergency duties include:
- X Ensure that the notification to emergency agencies takes place. (DPS at 911).
 - X Assist in building evacuation.
 - X Report to the assembly area.
 - X Account for evacuated personnel.
 - X Collect essential information for emergency personnel (e.g., location of the incident, persons still in building, special hazards in the building, unique conditions).
 - X Develop general procedures to assist persons with physical disabilities that are assigned to the department.
 - X Assist physically disabled employees, students or visitors.
 - X Implement the post emergency procedures
- 2.2.1 Laura Newton is the Assistant Building Emergency Coordinator (**ABEC**) will assist the **BEC** and will be responsible for the **BEC's** duties if he is unavailable.
- 2.2.2 Carla Cox acts in place of Building Emergency Coordinator during third shift, and will be responsible for the **BEC's** duties during that time frame.

- 2.3.1 Ron Lile is the Basement Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for the basement. The emergency duties of the **FL** include:
- X Notify the BEC and ABEC of the emergency.
 - X Ensure all persons are evacuated. Specifically double-check all computer laboratories and the Linux Lab.
 - X Designate volunteers to assist individuals with disabilities.
 - X Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
 - X Assist physically disabled employees, students or visitors.
 - X Maintain order during building evacuations of the basement area.
- * as personal safety and time permits
- 2.3.2 There is no assistant floor leader for the basement area.
- 2.4.1 Mary Mills is the First Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for the first floor. The emergency duties of the **FL** include:
- X Notify the BEC of the emergency.
 - X Ensure that all persons are evacuated. Specifically double-check the first floor computer laboratory JS 107 and the Student Affairs Office JS 103.
 - X Designate volunteers to assist individuals with disabilities.
 - X Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
 - X Assist physically disabled employees, students or visitors.
 - X Maintain order during building evacuations of the first floor.
- as personal safety and time permits
- 2.4.2 Gina Payne-Yunker is the Assistant First Floor Leader. She will assist the floor leader, and is responsible for the Floor Leader's duties if she is unavailable

2.5.1 Leigh Ann Elles is the Second East Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for all areas covered by Academic Affairs. The emergency duties of the **FL** include:

- X Notify the BEC and ABEC of the emergency.
 - X Ensure all persons are evacuated. Specifically double-check the Minority Affairs tutorial JS 200.
 - X Designate volunteers to assist individuals with disabilities.
 - X Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
 - X Assist physically disabled employees, students or visitors.
 - X Maintain order during building evacuations of the second floor.
- * as personal safety and time permits

2.5.2 Courtney Gagel is the Assistant Second East Floor Leader. She will assist the floor leader, and is responsible for the Floor Leader's duties if she is unavailable

2.6.1 Elaine Allen is the Second West Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for all areas covered by office of the dean, Speed School of Engineering. The emergency duties of the **FL** include:

- X Notify the BEC and ABEC of the emergency.
 - X Ensure all persons are evacuated.
 - X In case of weather emergency, collect the NOAA weather radio from the receptionist's station.
 - X Designate volunteers to assist individuals with disabilities.
 - X Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
 - X Assist physically disabled employees, students or visitors.
 - X Maintain order during building evacuations of the second floor.
- * as personal safety and time permits

2.6.2 Laura Newton is the Assistant Second West Floor Leader. She will assist the floor leader, and is responsible for the Floor Leader's duties if she is unavailable.

2.7.1 Linda Tarrence is the Third Floor Leader (**FL**) and is responsible for coordinating the Emergency Action Plan for all areas covered by the Department of Industrial Engineering. The emergency duties of the **FL** include:

- X Notify the BEC and ABEC of the emergency.
- X Ensure all persons are evacuated. Specifically double-check the department computer laboratories JS 305 and JS 203 and the graduate students office JS 203a.
- X Designate volunteers to assist individuals with disabilities.
- X Conduct a sweep of the floor and ensure that all doors are closed, elevators empty and critical operations stabilized.
- X Assist physically disabled employees, students or visitors.
- X Maintain order during building evacuations of the third floor.

* as personal safety and time permits

2.7.2 Nancy White is the Assistant Third Floor Leader. She will assist the floor leader, and is responsible for the Floor Leader's duties if she is unavailable

2.8 Non-emergency responsibilities of each floor leader and assistant floor leader include:

- Maintaining a flashlight in their desk, with fully charged batteries
- Post emergency telephone numbers at their desk, notifying new personnel in their area of the BEAP
- Notifying the BEC of persons with disabilities assigned to their areas.
- Be aware of who is and is not present in their areas of responsibility, so as to facilitate headcounts in case of an evacuation.
- The Assistant First West Floor Leader will maintain the weather radio and distribute alerts as indicated.

3.0 Contact List and Numbers

3.1 Departmental Contact Telephone Numbers:

Title	Name	Office Phone	Home Phone	Cell Phone
Asst Dean	Connie Braden	502-852-0407	502-749-6683	
BEC	Elaine Allen	502-852-0406	502-439-7322	
ABEC	Laura Newton	502-852-0403	502-363-3852	
Basement Floor Leader	Ron Lile	502-852-0480	502-479-7221	
1st Floor Leaders	Mary Mills Gina Payne-Yunker	502-852-6304 502-852-0461	502-448-6281	
2nd Floor West Leaders	Elaine Allen Laura Newton	502-852-0406 502-852-0403	502-439-7322 502-363-3852	
2nd Floor East Leaders	Leigh Ann Elles Courtney Gagel	502-852-6100 502-852-7178	502-721-8211	
3rd Floor Leaders	Linda Tarrence Nancy White	502-852-6608 502-852-6342	502-964-7988	
Third Shift	Carla Cox	502-852-0410	502-222-5139	

4.0 Emergency Action Plan - Fire

4.1 This section of the Building Emergency Action Plan will be implemented in the event of:

- X A fire alarm activation.
- or
- X 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 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 **BEC** will contact Public Safety at 911 and notify the dispatcher that a fire alarm in *UofL*

the building has been activated.

- 4.4 All occupants will immediately leave the building, utilizing the escape routes outlined in **Appendix A**. 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. **DO NOT USE ELEVATORS.**
- 4.5 Building occupants without formal training should make no attempts to extinguish an uncontained fire.
- 4.6 Special procedures for physically disabled staff or faculty. Persons requiring assistance should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.

- 4.7 Once out of the building, all occupants should gather at a common point to be counted.
- Primary location is the parking lot south of the building
 - In case of inclement weather, gather in the lobby of Kersey library
 - If the library is closed, gather in the nearest of W S Speed or Vogt Buildings

Floor Leaders or Building Emergency Coordinator will conduct a roll call of employees to determine if everyone has vacated the building. 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.

- 4.8 The Building Emergency Coordinator 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:

- X Location of the fire,
- X Status of the evacuation, personnel missing that may still be in the building, and
- X 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.
- 5.2 The Office of the Dean has an NOAA Weather radio and Administrative Services. These radios are dual powered working on both batteries and/or the buildings electrical service. This radio will be activated by the National Weather Service to announce any watches or warnings. The dean's office receptionist and the administrative services clerk will monitor these radios for any emergency announcements and notify the Building Emergency Coordinator of any warnings. Additionally, any employee that becomes aware of a severe weather warning will immediately notify the Building Emergency Coordinator. Should a tornado warning or imminent danger be present examples of notifications to faculty, staff and students are the InformaCast-Voice over IP Phone alert, Rave Alert – Text Messaging/Email System, Bulk E-mail – E-Mail to all UofL addresses, Website, or Outdoor Warning Siren/Public Address. The Building Emergency Coordinator will immediately notify employees by any means expedient. 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 occupants have been notified of a tornado warning, they should gather their valuables and take cover. Floor leaders should gather flashlights and the NOAA weather radio. 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. Office doors should be closed and locked upon exiting. Building occupants should take cover in the area outlined in **Appendix B**.
- 5.5 Special procedures for physically disabled staff or faculty. Persons requiring assistance should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.
- 5.6 The Floor Leaders and/or Building Emergency Coordinator will conduct roll calls to ensure that all employees are in the shelter areas. If an employee is missing, the Building Emergency Coordinator will make a determination 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.

- 5.7 If injury or building damage occurs, notify DPS by calling 502-852-6111. If DPS does not answer, call 911 for local emergency services.
- 5.8 Once the all clear is given by the National Weather Service, the Building Emergency Coordinator will give the word for employees to return to their workstations 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:
- X Standing in a doorway and bracing your hands and feet against each side.
 - X Getting under a desk or heavy table.
 - X Standing flat against an interior wall.

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

- 6.5 Special procedures for physically disabled staff or faculty. All personnel should take cover per 6.4 (above). After ground motion has ceased, persons requiring assistance with evacuation procedures should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.
- 6.6 Once the shaking has stopped, gather valuables and quickly leave the building. **(Do not use the elevators.)** All employees should gather outdoors in the parking lot south of the building **and stand clear of all buildings.** 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. The Floor Leaders and/or Building Emergency Coordinator will conduct roll calls to ensure all employees are out of the building.
- 6.7 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.
- 6.8 If building occupants can not be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people. The Building Emergency Coordinator should contact DPS at 911.
- 6.9 The Building Emergency Coordinator will determine whether employees should return to their workstations or go home after consultation with the University's Emergency Coordinator and

Department Chairpersons.

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 (e.g., 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. The Building Emergency Coordinator will immediately notify employees by whatever means expedient. 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 will notify the building occupants of which strategy has been implemented.
- 7.4.1 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:
- X Close all windows and doors
 - X Notify Physical Plant to turn off heating/cooling systems (HVAC)
 - X Everyone will move to a "shelter in place" location
 - X Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
 - X Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals
- 7.4.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.4.1 are completed. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel are protected.
- 7.4.3 The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the all clear when declared by community officials.
- 7.4.4 If personnel become ill from the chemical release, the Building Emergency Coordinator or

designate should contact DPS at 911.

- 7.4.5 The Building Emergency Coordinator will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The Building Emergency Coordinator will also direct Physical Plant to reactivate the heating/cooling system (HVAC).
- 7.4.6 Special procedures for physically disabled staff or faculty. All personnel should shelter in place. When an order is given to evacuate, persons requiring assistance should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.
- 7.5.1 The second strategy that local government could use is "Evacuation". The Building Emergency Coordinator will direct personnel to take appropriate action. This action may include:
- X Walk to an assembly area to be evacuated
 - X Walk or drive away from the area using travel directions determined by community officials
 - X Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions
 - X Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals
- 7.5.2 The Building Emergency Coordinator will ensure that the actions outlined in section 7.5.1 are completed as directed by community officials. The Building Emergency Coordinator and/or Floor Leaders will also conduct a roll call to ensure that all personnel have evacuated the building.
- 7.5.3 If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact DPS at 911.
- 7.5.4 Special procedures for physically disabled staff or faculty. Persons requiring assistance should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.
- 7.6 If building occupants can not be accounted for, the Building Emergency Coordinator should contact DPS at 911.
- 7.7 The Building Emergency Coordinator will determine whether employees should return to their workstations or go home after consultation with the University's Emergency Coordinator and Department Chairpersons.

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. The Building Emergency Coordinator will immediately notify employees by whatever means expedient. This notification will advise building occupants to implement the **BEAP** for Chemical emergencies.
- 8.3 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.
- 8.4 Personnel in the immediate area of the chemical accident will vacate the area and report to the parking lot south of the building. 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 assist those individuals.
- 8.5 The Building Emergency Coordinator will immediately notify DPS (502-852-6111) and/or DEHS (502-852-6670) and report the chemical emergency. The Building Emergency Coordinator will also ensure that Physical Plant has been notified to shut down the HVAC, to prevent the spread of chemical gasses through the cooling/heating system.
- 8.6 If personnel become ill from the chemical release, the Building Emergency Coordinator or designee should contact DPS at 911.
- 8.7 The Building Emergency Coordinator will determine if further evacuations are necessary.
- 8.8 Special procedures for physically disabled staff or faculty. Persons requiring assistance should make their presence known by whatever means expedient, and proceed to the head or foot of the nearest stairs to await assistance. Floor leaders will assist, or solicit others to assist, with building evacuation.
- 8.9 The Building Emergency Coordinator and/or Floor Leaders will conduct a roll call to ensure that all personnel have evacuated the building.

8.10 The Building Emergency Coordinator 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:

- X Location of the spill,
- X Status of the evacuation, personnel missing that may still be in the building, and
- X Special hazards associated with the building.

9.0 Emergency Action Plan – Natural Gas Leaks

- 9.1 This section of the BEAP shall be implemented in the event that a natural gas leak occurs inside of the building (laboratory, maintenance or physical plant operation).
- 9.2. Gas leaks will be divided into two types, large and small. Specific plans will be utilized for each type of leak/release.

Large gas leak- a large gas leak will be obvious with the release of gas in large quantities usually producing noise from the leak location and extremely strong odors. In most cases of a large leak, the origin of the release will be obvious, i.e., a malfunctioning valve, or a witnessed breach of a gas line. This type of release would be uncontrolled at the leak location.

Small gas leak- can be identified as a gas odor, may be transient, and is smelled by building occupants. Typically, this type of release is from an unknown origin, and is detected only by the smell of gas.

9.3. Large Leaks

- 9.3.1. Any person that becomes aware of a natural gas leak by either witnessing the leak or if they have a known gas release in the building, they shall immediately notify the co-workers around them, their supervisor and the BEC.
- 9.3.2. The Building Emergency Coordinator will immediately notify Public Safety (911). The Building Emergency Coordinator will also ensure that the HVAC for the building is shut down (this may require a call to Physical Plant at 502-852-6241), to prevent the spread of natural gas through the cooling/heating system.
- 9.3.3. The BEC shall order an evacuation of the building by either activating the fire alarm or by word of mouth. Building occupants 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 assist those individuals (see sect. 9.5).
- 9.3.4. Occupants shall meet in the area identified as the gathering place found in appendix A.
- 9.3.5. Personnel that are involved with a laboratory experiment or process shall 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.

9.3.6. Building occupants **shall NOT** attempt to stop the leak. Physical Plant, Public Safety and Environmental Health and Safety personnel shall then attempt to locate and stop the gas leak. The fire department will respond to the leak as an emergency.

9.4. Small Leaks

9.4.1. Any person who becomes aware of a smell that they identify as natural gas (rotten egg smell) shall immediately call Public Safety at (911).

9.4.2. Any person who notices a leak shall notify the co-workers in the area and the BEC.

9.4.3. **If it is deemed necessary to evacuate the building by the BEC, DPS, Physical Plant or Fire Department**, personnel in the building shall vacate the building using the preplanned evacuation route (used for fire emergency) and report to the evacuation assembly area designated in Appendix A of the BEAP. They shall leave the area immediately, closing, but not locking, any doors as they leave. Any occupant who comes into contact with a student or visitor shall 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 section 9.5).

9.4.4. Personnel that are involved with a laboratory experiment or process shall 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.

9.5. **Procedures for Providing Assistance to Mobility Impaired Individuals:** If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Mobility Impaired Individuals should be implemented. These are found in Appendix C. Special needs by physically disabled faculty or staff shall be made known to the BEC whenever possible for preplanning.

9.6. If the building was evacuated, the Building Emergency Coordinator and/or Floor Leaders shall conduct a roll call to ensure that all personnel have evacuated the building.

9.7. The Building Emergency Coordinator shall provide the following information to the Physical Plant, DPS officer, the University Emergency Coordinator and/or the Fire Department Officer in Charge as needed. This information may include, but is not limited to:

- Building name and/or number
- Floor number
- Room number
- Description of leak

10.0 Emergency Action Plan - Utility Interruption

- 10.1 This section of the **BEAP** should be implemented in the event of a utility interruption.
- 10.2 Employees will become aware of utility interruptions by the obvious absence of that particular utility:
- X No Lights, Computers not working - Electric
 - X Toilets won't flush, drinking fountains not working - Water
 - X Inability to place outgoing telephone calls - Telephone
 - X Building won't warm up during winter - Steam or Gas
 - X Building won't cool in summer - Electric or chilled water
- 10.3 The Building Emergency Coordinator, Department Chairperson or other administrative staff should contact Physical Plant (502-852-6241) to report the problem and obtain any available information.
- 10.4 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 in conjunction with the Department Chairperson will determine the appropriate course of action. The Building Emergency Coordinator and Department Chairperson should consider the following issues:
- X Dangers from tripping and injuries due to lights being out.
 - X Person(s) being trapped on elevators.
 - X Dangers of extreme heat and cold on employees.
 - X Inability to contact responders if an emergency occurs while telephones are out.
 - X Sanitation problems due to no water
- 10.5 Unless a decision has been made by the Provost, the Building Emergency Coordinator and Department Chairperson 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 assist those individuals.
- 10.6 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.

10.7 If anyone is trapped on an elevator, immediately call the Department of Public Safety at 911.

11.0 Emergency Action Plan - Workplace Violence, Terrorism

- 11.1 This section of the **BEAP** should be implemented in the event any type of workplace violence or act of terrorism.
- 11.2 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 1
- 11.3 The BEC should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This will be done by public address announcement and word of mouth.
- 11.4 Different types of workplace violence require different actions:
 - 11.4.1 Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
 - 11.4.2 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.
 - 11.4.3 Physical Threat - If someone's actions pose a physical threat to you, evacuate the area.
 - 11.4.5 Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures at the Fire EAP.
 - 11.4.6.1 Hostage Situation - If you become aware of a hostage situation, immediately vacate the area, take no chances to endanger the life of the hostage. Contact DPS immediately at 911.
 - 11.4.6.2 If you are taken hostage by a perpetrator take no offensive actions and cooperate. Use your best judgment if the situation deteriorates.
- 11.5 In the event someone is hurt and/or a fire is caused by these events, contact DPS at 911 and advise them of the particular information.
- 11.6 The BEC, Department Director, UBM and DPS will coordinate the building's security once DPS releases the building. This group will also contact building occupants and advise them when it is acceptable to return to work.

- 11.7 The BEC and/or the Department Director will participate in any post-incident critique regarding the emergency.
- 11.8 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.
- 11.9 The BEC will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the incident. The BEC will also contact Physical Plant (502-852-6241) regarding any repairs needed from damage. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 11.10 The Department Director will direct that a report be prepared after any workplace violence. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to DEHS and DPS.

12.0 Emergency Action Plan - Bomb Threat

- 12.1 This section of the **BEAP** should be implemented in the event of a Bomb Threat
- 12.2 A person would become aware of a bomb threat by either a telephone call, E-Mail or a letter. The person shall notify the DPS by calling 502-852-6111.
- 12.2.1 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?
- See **Appendix E** for Bomb Threat Caller Checklist
- 12.3 The person should then notify his or her supervisor, the BEC and the Department Director as quickly as possible.
- 12.4 A decision will be made by the BEC, Department Director and DPS to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section.
- 12.5 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.
- 12.6 The BEC, Department Director, UBM and DPS will coordinate the building's security once DPS releases the building. This group will also contact building occupants and advise them on when to return to work.
- 12.7 The BEC and/or the Department Director will participate in any post-incident critique regarding the emergency.
- 12.8 If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

13.0 Emergency Action Plan - Medical Emergency

- 13.1 Implement the **BEAP** for Medical Emergencies for any injury or illness that requires more than simple first aid.
- 13.2 Immediately contact DPS at 911 and report the emergency.
- 13.3 When reporting the medical emergency provide the following information:
 - X Type of emergency
 - X Location of the victim
 - X Condition of the victim
 - X Any dangerous conditions
- 13.4 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. Individuals trained in first aid or medical professionals, who wish to render aid to the injured or ill person, may provide care as a Good Samaritan.
- 13.5 Have someone standby outside the building to flag down EMS when they reach the vicinity of the building.
- 13.6 Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

14.0 Emergency Action Plan – Active Shooter

14.1 This section of the Building Emergency Action Plan will be implemented in the event of:

- X An individual enters a University building to injure its occupants.
or
- X An armed perpetrator is being pursued by the police on or in the area of a University Campus.
or
- X You must take immediate action to protect yourself.

14.2 The only warning you might have is the sound of gunfire, scuffling or other employees yelling a warning.

14.2 You must take immediate action.

14.3 In Your Building

14.3.1 If you hear gunfire, scuffling or warnings regarding an active shooter immediately seek refuge in an area that can be locked from the inside. A room without windows would be the best choice. Hide inside that area behind a desk, under a table or in a closet or bathroom. The more heavy furniture and doors between you and the gunman will increase your margin of safety.

14.3.2 Remain still and quiet until the police come to your assistance.

14.3.3 If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call Public Safety at 911. If it is safe to do so, stay on the phone with the police dispatcher until they hang up.

14.3.4 Take no action to intervene with the perpetrator.

14.4 If you receive an alarm from the UofL Alert emergency notification system

14.4.2 The warning will specify which building the perpetrator has entered. Immediately go into any other building that is closest to you. Move away from outside doors and windows.

14.4.3 Stay inside that building until the police issue an “all clear” message via UofL Alert.

14.5 If you come face to face with the Shooter

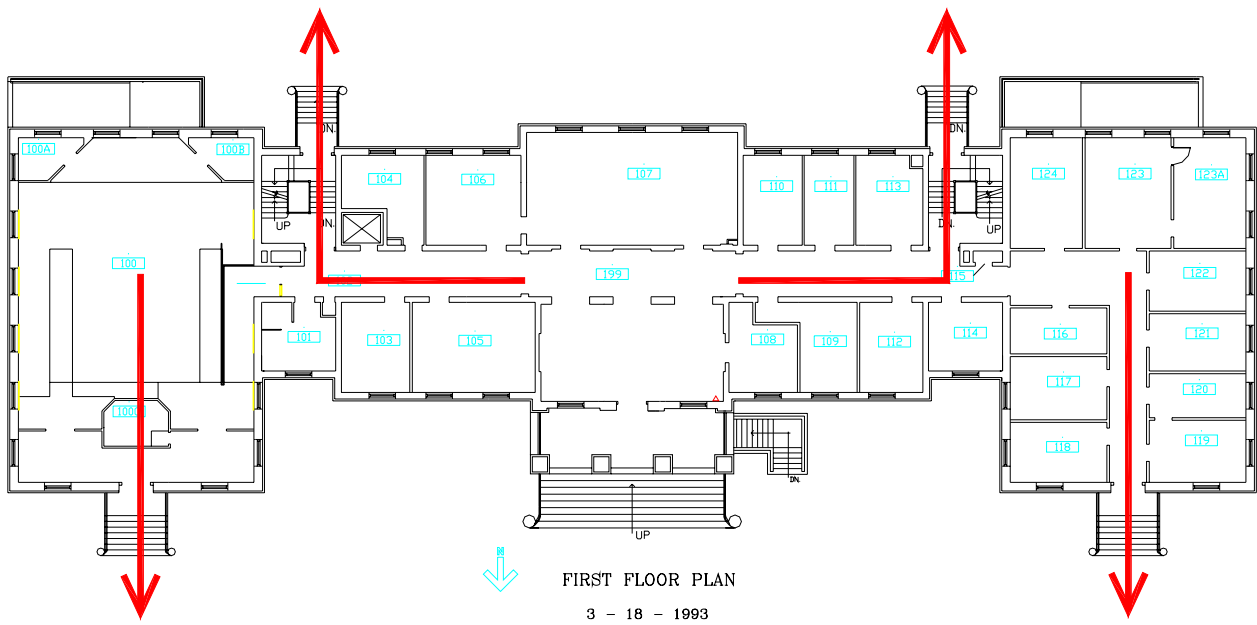
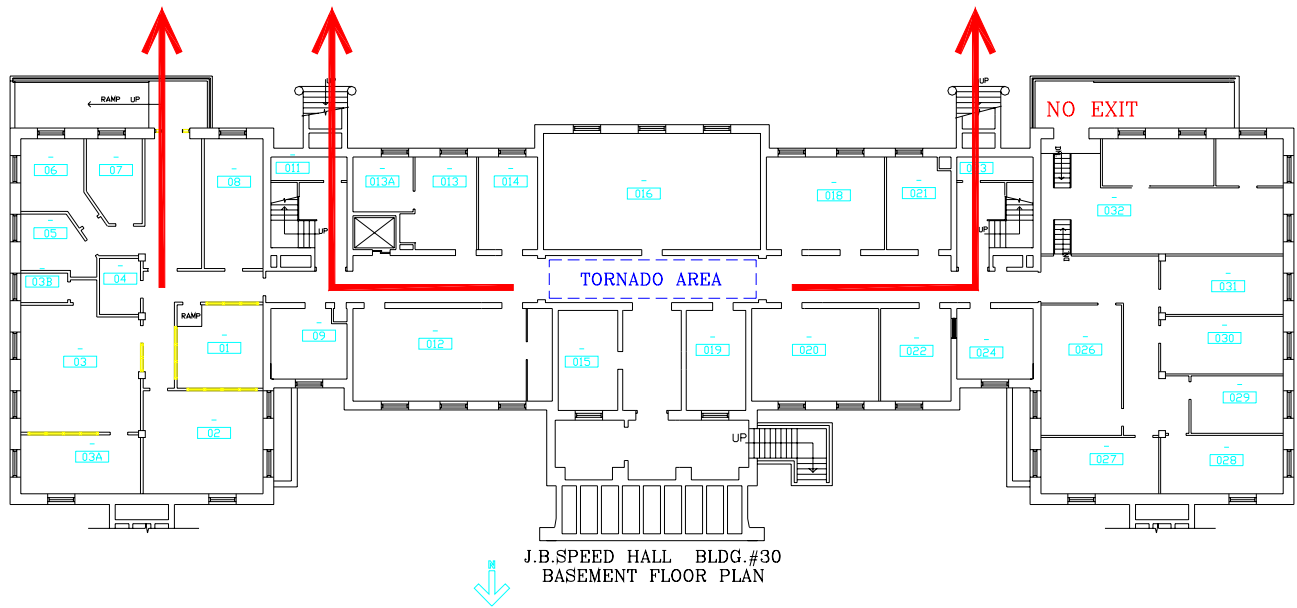
14.1.1 If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100% effective. Your options include:

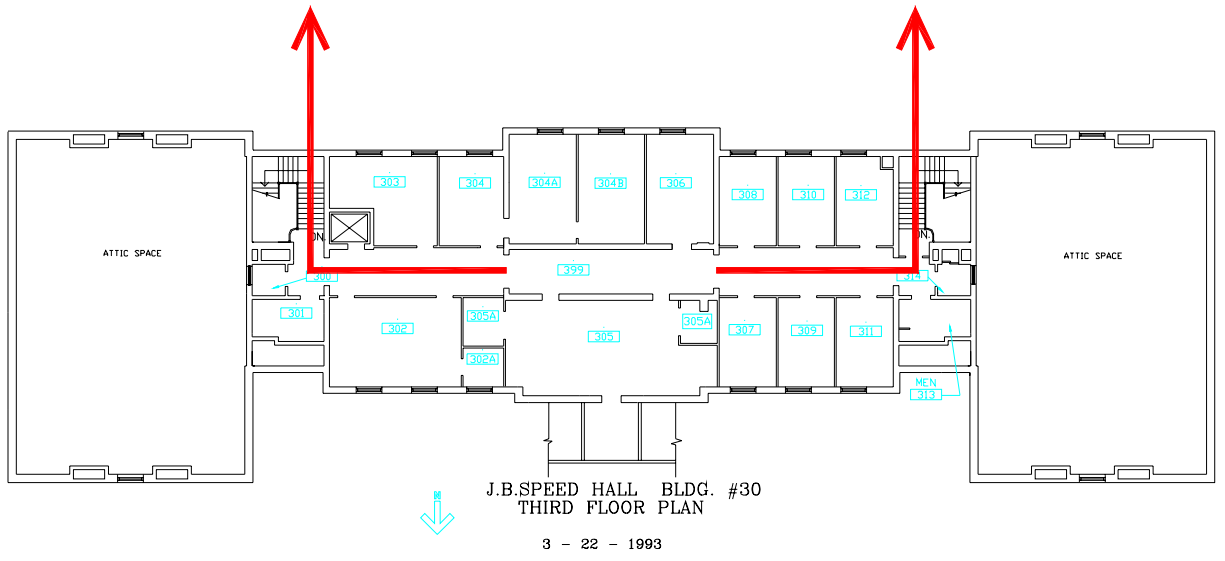
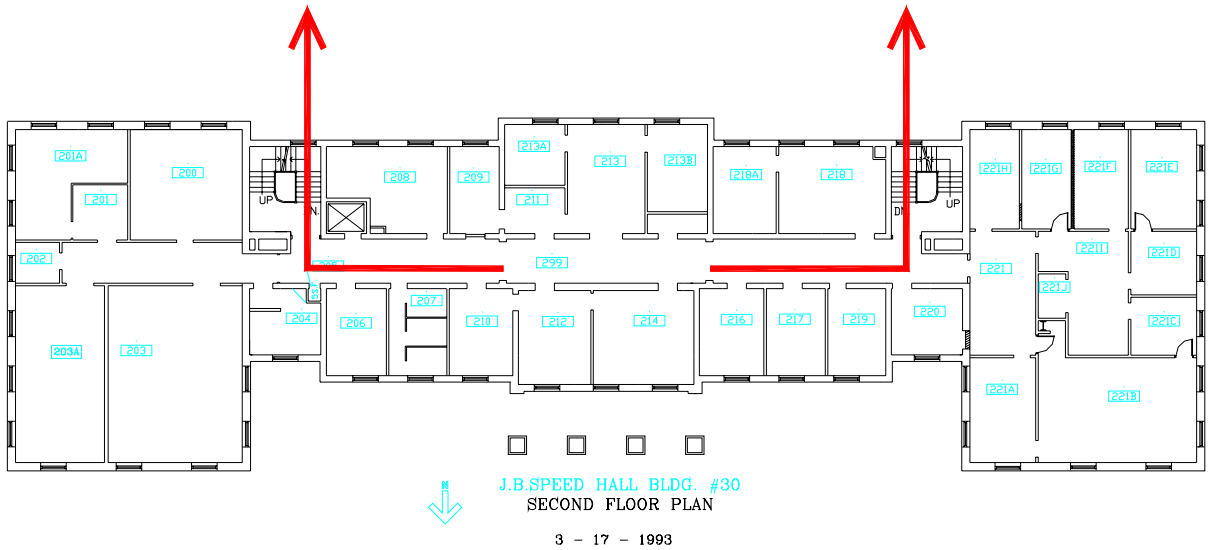
- Remain docile and hope that he does not take specific action against you.
- Attempt to reason with the assailant.
- Escape by running from the area.
- Attack the assailant and try to gain advantage in an attempt to escape.

15.0 Actions to take after the Emergency

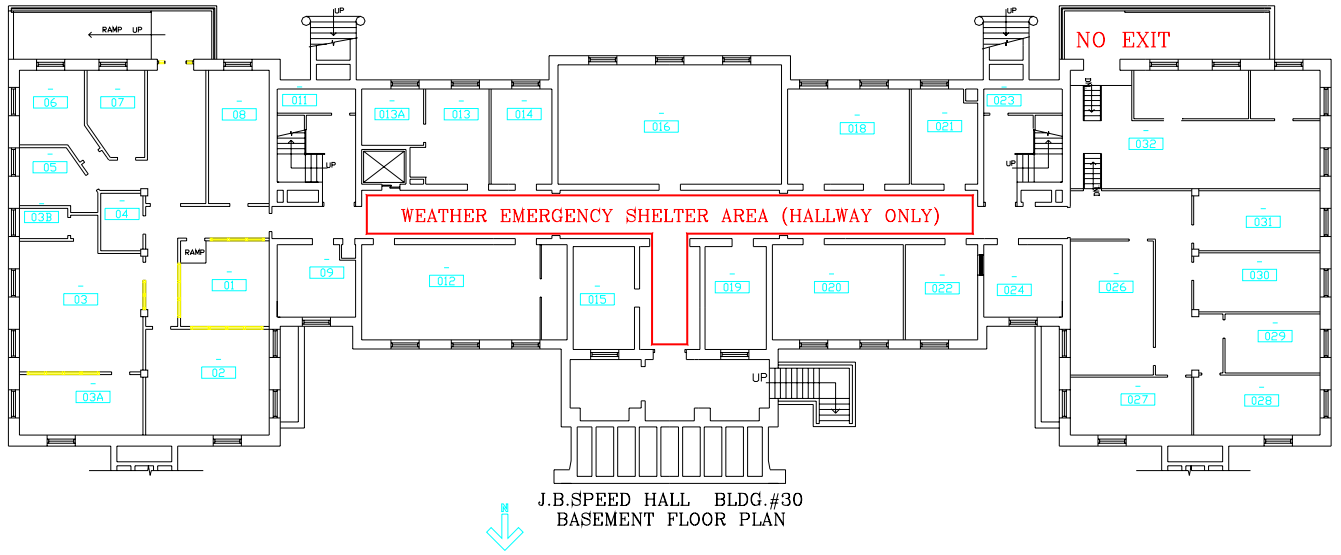
- 15.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and Department Chair will determine if the building occupants should return to work or be released. If they are released, employees will be advised when to return to work.
- 15.2 The Building Emergency Coordinator, Department Chair, UBM and DPS will coordinate the building's security 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.
- 15.3 The Building Emergency Coordinator and/or the Department Chair will participate in any post-incident critique regarding the emergency.
- 15.4 The Building Emergency Coordinator will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the chemical spill. The Building Emergency Coordinator will also contact Physical Plant (502-852-6241) 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.
- 15.5 The Department Chair will direct that a report be prepared after implementing this plan. 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. Building evacuation routes.





Appendix B. Severe Weather Area.



Appendix C

Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable

This procedure has been developed to provide assistance to mobility-impaired individuals when as emergency occurs and the elevator is unavailable. This procedure should also be used in cases where a mobility-impaired individual is on the upper floors of a building and the elevator(s) for that building become inoperative.

1.0 Call for Service

- 1.1 In the event an emergency occurs within a multi-story building, building occupants should be aware that individuals with mobility impairment might be on upper floors of the building. Faculty members should be particularly aware of students that are mobility impaired. Faculty, staff and/or students should be prepared to assist individuals with mobility impairments.
- 1.2 When someone (faculty, staff or student) becomes aware of a mobility impaired individual needing assistance to move to the ground floor of a building, when the elevator is unavailable, he or she should immediately call 502-852-6111 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
- 1.3 The dispatcher will provide direction to the caller of actions to take until assistance arrives.

2.0 Dispatcher Actions

- 2.1 The dispatcher will receive calls requesting assistance for mobility impaired individuals needing to leave a building, but unable due to an elevator failure. The dispatcher will obtain all available information. The dispatcher will then determine if the response is an emergency or non-emergency.
- 2.2 The dispatcher will advise the caller regarding actions they should take until responders arrive on the scene. Suggested actions are listed below:
 - Move the mobility impaired individual into an area of safety
Fire- into an office or room that has a window, close the door and await assistance.
Tornado- Into an interior room without windows, close the door and await assistance.
 - Advise the caller whether they should wait with the impaired individual or evacuate the building.

- Caller not to block the fire exits with the mobility impaired individual.

2.3 Emergency Response

- 2.3.1 The dispatcher will contact an on-duty unit and dispatch them to respond to the DPS office and pick-up the portable stair chair. The response to the office will be made on an emergency basis. Once the officer has picked up the chair, the response to the scene will again be on an emergency basis.
- 2.3.2 If a patrol unit is not available; a Parking Services Officer will be dispatched to the office to pick up the stair chair. The Parking Services Officer should respond directly, but he or she should drive in accordance to the Kentucky Revised Statutes.
- 2.3.3 The dispatcher should contact the Physical Plant Work Control Center and ask them to send 1 or 2 people to the location of the emergency
or
The DPS dispatcher should dispatch Physical Plant workers directly if they know what personnel are working in the zone covering the area of the emergency. Physical Plant staff should respond directly, but he or she should drive in accordance to the Kentucky Revised Statutes.
- 2.3.4 The Dispatcher should page the DEHS ERT and enter a message regarding the emergency into their pagers requesting assistance. DEHS staff should respond directly, but he or she should drive in accordance to the Kentucky Revised Statutes.

2.4 Non-Emergency

- 2.4.1 The same procedures as outlined in section 2.3 should be used with the exception that the on-duty would respond in a non-emergency mode; and DEHS would not respond.
- 2.5 In the event that units cannot be dispatched to the emergency, notify the Louisville Fire Department or Middletown Fire Department (Shelby Campus) at 911.

3.0 Emergency Actions at the Scene

- 3.1 Using the stair chair obtained from the DPS office, transfer the mobility impaired individual from their wheelchair, onto the stair chair. After the mobile occupants of the building have cleared the stairwells, using at least three individuals, transport the individual to the ground floor and out of the building.
- 3.2 Remove the mobility-impaired individual from the stair chair and place them in a position of comfort in an area of safety. If the weather is adverse, they should be moved

to another building.

- 3.3 Once the emergency is over, recover the mobility-impaired individual's wheel chair and transport it to the ground floor and then to the location of the individual. Transfer the individual back to their wheel chair.

4.0 Training

- 4.1 DPS, Parking Service, Physical Plant and DEHS personnel will receive training in moving mobility impaired individuals. Personnel not trained in these methods should provide assistance under guidance of someone who has received the training.

NOTE: This procedure is not intended to move anyone into a building, but only to leave the building in an emergency or in the event of elevator failure.

APPENDIX E
University of Louisville
Bomb Threat Caller Checklist
Important: Remain Calm

Section I- Instructions

***When receiving a bomb threat:
Stay calm and courteous and report threat immediately to your supervisor and the BEC. The BEC will contact 911..***

**Time Call Received _____ Person receiving Call _____ Incoming
Extension Number _____**

Exact wording of threat used by caller:

Section II --PERTINENT INFORMATION

Question the caller about the following:

What type of bomb is it? _____

When is the bomb going to go off (date) _____ (time) _____

Where is it right now? Building _____ Floor _____ Room _____

Who put it there? _____

What does it look like? _____

6. What will trigger it? _____

7. Who made the bomb? _____

8. Why are you doing this? _____

9. What is your name? _____

10. What is your phone number/address? _____

SECTION III--DESCRIPTION OF CALLER'S VOICE

MALE

FEMALE

UNKNOWN

YOUNG

OLD

MIDDLE AGED

CALM

EXCITED

REFINED

LOUD VOICE

SOFT VOICE

HIGH VOICE

DEEP VOICE	PLEASANT VOICE	RASPY VOICE
ACCENT LOCAL	ACCENT NOT LOCAL	ACCENT FOREIGN
SPEECH FAST	SPEECH SLOW	SPEECH DISTINCT
SPEECH DISORDERED	STUTTER	SLURRED
IMPAIRED SPEECH	INTOXICATED	DRUGGED
SLANG	ROUGH	NERVOUS
LANGUAGE POOR	LANGUAGE FAIR	LANGUAGE GOOD
LANGUAGE EXCELLENT	LANGUAGE FOUL	LAUGHING
MANNER CALM	ANGRY	RATIONAL
IRRATIONAL	EMOTIONAL	RIGHTEOUS
COHERENT	INCOHERENT	DELIBERATE
BACKGROUND NOISES	OFFICE MACHINES	PLANT MACHINES
BEDLAM	TRAIN	MUSIC
QUIET	VOICES	MIXED
AIRPLANES`	PARTY	STREET TRAFFIC
UNUSUAL SOUNDS (EXPLAIN)		

DESCRIBE NOISES IF ANY:

TIME CALLER HUNG UP:_____.

BE PREPARED TO REPEAT SAME INFORMATION TO POLICE *

APPENDIX F
Signature Page

University of Louisville
J B Speed Building
Building Emergency Action Plan
(retained by Department/Agency & cc DEHS)

Print Employee Name:

I have received my building's emergency plan.

Employee Signature

Date