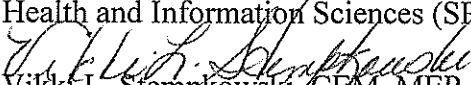


DEPARTMENT OF
ENVIRONMENTAL HEALTH
AND SAFETY

1800 Arthur Street
University of Louisville
Louisville, Kentucky 40208-2729

TO: Mr. Jason Banta, Facilities & Technology Manager, School of Public Health and Information Sciences (SPHIS)

FROM: 
Vikki L. Stempkowski, CEM, MEP, Emergency Planning Specialist,
Environmental Health and Safety

DATE: December 11, 2008

RE: School of Public Health and Information Sciences (SPHIS)

Attached please find the executed copy of the updated 2008 Building Emergency Action Plan (BEAP) for the School of Public Health and Information Sciences (SPHIS).

The following steps should be undertaken to implement your plan.

- Copies (either electronic or hard) should be provided to all employees and they should be instructed to review the plan.
- At your next staff meeting, you should provide time for your staff to discuss any portion of the plan and ask any questions regarding their role in the plan.
- You as the Building Emergency Coordinator should review the plan with any new employee as they are hired.
- You and your ABEC should review and test the plan according to the schedule listed in the plan.

Again, I would like to thank you for your efforts and remind you that either Dennis Sullivan or I am available to answer any emergency planning or management questions you may have. Dennis can be reached at phone number 502-852-2948 or email dennis.sullivan@louisville.edu. I can be reached at phone number 502-852-2955 or email vikki.stempkowski@louisville.edu.

Attachment
As Stated

University of Louisville
SCHOOL OF PUBLIC HEALTH AND
INFORMATION SCIENCES
Building Emergency Action Plan

DRAFT 12/8/08

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Emergency Campus Contact Numbers

Emergency 911

Public Safety 502-852-6111

Environmental Health and Safety 502-852-6670

HSC Physical Plant 502-852-5695

Physical Plant 502-852-6241

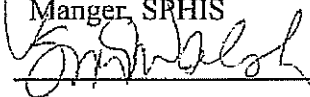
University of Louisville
School of Public Health and Information Sciences
Building Emergency Action Plan

1.0 Introduction

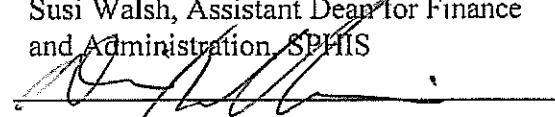
- 1.1 Each department at the University must have a Building Emergency Action Plan (BEAP) to provide planning or assistance for students, faculty, staff and visitors during an emergency. Each BEAP was developed using a model plan prepared by the Department of Environmental Health and Safety (DEHS) in coordination with the building occupants. DEHS has approved this plan and it was implemented on **December 18, 2008**.
- 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 School of Public Health and Information Sciences (SPHIS) **BEAP** is kept in **rooms 101 (reception, 233D, 233G and 233J**, and on file at DEHS.
- 1.3 Each employee covered by this BEAP must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. A record of the names of everyone that has been trained is maintained and kept in rooms **233G**. Training consists of providing all employees a copy of the plan (electronically) and discussing it at individual staff meetings.
- 1.4 The BEAP will be tested annually during the month of March.



BEC
Jason Banta, Facilities and Technology
Manger, SPHIS



Susi Walsh, Assistant Dean for Finance
and Administration, SPHIS



Reviewed by DEHS Emergency
Management Coordinator
Dennis Sullivan

- 2.1 **Susi Walsh**, Assistant Dean for Finance and Administration, is responsible for ensuring that the school uses the model DEHS BEAP and developing a school specific plan.
- 2.2 **Jason Banta**, Facilities and Technology Manger, is the Building Emergency Coordinator (**BEC**); he has been assigned by the Assistant Dean and is responsible for this plan and employee education regarding this plan. He/she 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 BEAP 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 (i.e., location of the incident, persons still in building, special hazards in the building, or unique conditions).
 - X Develop specific procedures to assist persons with physical disabilities that are assigned to the department.
 - X Assist physically disabled employees, students or visitors.
*as personal safety and time permits
- 2.3 **Melissa Schreck**, Assistant Manager for External Affairs, is the Assistant Building Emergency Coordinator (**ABEC**). She will assist the **BEC** and will be responsible for the **BEC**'s duties if he/she is unavailable.
- 2.4 Floor Leaders (**FL**) are responsible for coordinating the BEAP for each corresponding floor. FLs for the lower level, first floor, and second floor are identified in Table 3.1. The emergency duties of the **FL** include:
- X Ensure all persons are evacuated.
 - X Designate volunteers to assist individuals with disabilities.
 - X Conduct a sweep of the floor and ensure that all doors are closed and critical operations stabilized.
 - X Assist physically disabled employees, students or visitors.
*as personal safety and time permits
- 2.4.1 Assistant Floor Leaders (**AFL**) will assist the **FL** and will be responsible for the **FL**s duties if unavailable. AFLs for the lower level, first floor, and second floor are identified in Table 3.1.

3.0 Contact List and Numbers

3.1 SPHIS Contact Telephone Numbers:

Title	Name	Office Number	Office Phone	Alternate Phone
Assistant Dean	Susi Walsh	233D	502-852-1992	502-418-3250
BEC	Jason Banta	233G	502-852-2489	502-500-3851
ABEC	Melissa Schreck	233J	502-852-8781	502-572-8581
Lower Level - FL	Misty Smith	013	502-852-1792	502-419-3189
Lower Level - AFL	Doug Lorenz	026	502-852-3635	502-403-9212
1 st Floor - FL	Tammi Thomas	106	502-852-3289	502-262-7210
1 st Floor -AFL	Rachel Cummins	139C	502-852-1827	502-494-1550
2 nd Floor - FL	Carol Stowers	233M	502-852-3375	502-396-5950
2 nd Floor - AFL	Paula Bossmeyer	227	502-852-3003	502-641-3788

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 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 **BEC** and/or the support staff will contact Public Safety at 911 and notify the dispatcher that a fire has been found in the building.

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.) that are within easy reach and do not involve a long length of time, 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.

4.4.1 Building occupants should make no attempts to extinguish the fire.

4.4.2 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.

4.4.2.1 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

4.4.2.2 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

- 4.5 Once out of the building, all occupants should assemble **on the lawn, in between our building and the playground**. The BEC (or in his absence, the ABEC or FL) 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 BEC or his designee.

- 4.6 The BEC will provide information to the DPS officer, the University Emergency Coordinator and/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.
- 4.7 The Building Emergency Coordinator, Assistant Dean, Unit Business Manager 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 when it is acceptable to return to work.
- 4.8 The BEC, and/or the Assistant Dean, and/or other designees, will participate in any post-incident critique regarding the emergency.
- 4.9 The BEC will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the fire. The BEC will also contact HSC Physical Plant (502-852-5695) regarding any repairs needed from damage caused by the fire. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 4.10 The Assistant Dean will direct that a report be prepared after any significant fire. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to DEHS and DPS.

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 School of Public Health and Information Sciences has **3 NOAA Weather radios** located in **rooms 233, 102 (reception), and 011 (break room)**. These radios are dual powered working on both batteries and/or the buildings electrical service. These radios will be activated by the National Weather Service to announce any watches or warnings. **SPHIS Administration** will monitor these radios for any emergency announcements. Additionally, any employee that becomes aware of a severe weather warning will immediately notify the BEC. 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 BEC will direct support staff to immediately notify employees by telephone, public address or word of mouth. This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the BEAP - Severe Weather. Anyone with access to a computer may go to internet site www.wether.gov, www.noaa.gov, or <http://eetee.us/station.radio.php> for weather information.
- 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. If storms are severe and the BEC determines that safety measures should be initiated, the BEC should implement section 5.4.
- 5.4 Once occupants have been notified of a tornado warning, they should gather their valuables immediately available and take cover. 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 upon exiting. Building occupants should take cover in the **lower level hallway and offices**. This is outlined as the Safe Haven and is designated in **Appendix B**.
- 5.4.1 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.
- 5.4.2 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

5.4.2.1 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility

- and to assist them in any way possible.
- 5.5 The BEC (or in his absence, the ABEC or FL) will conduct roll calls to ensure that all employees are in the shelter areas. If an employee is missing, the BEC 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.
 - 5.6 If injuries or building damage occurs, notify DPS by calling 911.
 - 5.7 Once the all clear is given by the National Weather Service, the Building Emergency Coordinator will give the word for employees to return to work or go home.
 - 5.8 The BEC will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the severe weather. The BEC will also contact HSC Physical Plant (502-852-5695) regarding any repairs needed from damage caused by severe weather. In the event an employee is injured, normal worker injury reporting procedures should be followed.
 - 5.9 The BEC, and/or the Assistant Dean, and/or other designees will participate in any post-incident critique regarding the emergency.
 - 5.10 The Assistant Dean will direct that a report be prepared after any significant storm that has caused the implementation of this section. This report shall review emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to DEHS and DPS.

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 immediately in their own area 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.

- 6.4.1 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.
- 6.4.2 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

6.4.2.1 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

- 6.5 Once the shaking has stopped, gather valuables in the immediate area and quickly leave the building. All employees should gather **on the lawn, in between our building and the playground**. 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 BEC (or in his absence, the ABEC or FL) will conduct roll calls to ensure all employees are out of the building.
- 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, the BEC may direct personnel to search for the missing people. The BEC should contact DPS at 502-852-6111. If DPS does not answer, the BEC should call the local emergency services at 911.

- 6.8 The BEC will determine whether employees should return to work or go home after consultation with the University's Emergency Coordinator and Assistant Dean.
- 6.9 The BEC will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the earthquake. The BEC will also contact HSC Physical Plant (502-852-5695) regarding any repairs needed from damage caused by the earthquake. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 6.10 The BEC, and/or the Assistant Dean, and/or other designees will participate in any post-incident critique.
- 6.11 The Assistant Dean will direct that a report be prepared concerning emergency actions taken during an earthquake, their effectiveness and needed revisions. This report will be forwarded to DEHS and DPS.

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 occurring outside the building, where effects of the chemical have the potential to impact building occupants (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 BEC. The BEC will immediately notify employees by telephone, word of mouth or public address system. This notification will advise building occupants to implement emergency actions.
- 7.3 The local community uses two strategies for protecting citizens during hazardous material emergencies. The BEC will notify the building occupants of which strategy has been implemented.
- 7.4.1 The first strategy that local government could use is a 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 Turn heating/cooling systems (HVAC) off (turn thermostat off)
 - X Everyone will move to the Safe Haven outlined in **Appendix B**
 - 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 BEC will ensure that the actions outlined in section 7.4.1 are completed. The BEC and/or FLs will also conduct a roll call to ensure that all personnel are protected.
- 7.4.3 The BEC will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The BEC will also announce the all clear when declared by community officials.

- 7.4.4 If personnel become ill from the chemical release, the BEC or designate should contact DPS at 911.
- 7.4.5 The BEC will direct personnel to open doors and windows and allow the building to air out after the all clear is given. The BEC will also direct personnel to reactivate the heating/cooling system (HVAC).
- 7.4.6 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.
- 7.4.7 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.
- 7.4.8 **GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES**

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.

- e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.
- 7.4.9 All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.
- 7.5.1 The second strategy that local government could use is an evacuation. The BEC will direct personnel to take appropriate action. This action may include:
- X Local emergency officials will advise whether to leave the area directly or to assemble at some point on campus
 - 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 BEC will ensure that the actions outlined in section 7.5.1 are completed as directed by community officials. The BEC and/or FLs 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 BEC or designate should contact DPS at 911.
- 7.6 If building occupants cannot be accounted for, the BEC should contact DPS at 911
- 7.7 The BEC will determine whether employees should return to their work or go home after consultation with the University's Emergency Coordinator and Assistant Dean.
- 7.8 The BEC will contact the University's Risk Coordinator (502-852-6295) regarding any property damage caused by the hazardous material. The BEC will also contact HSC Physical Plant (502-852-5695) regarding any repairs needed from damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 7.9 The BEC, and/or the Assistant Dean, and/or other designees will participate in any post-

incident critique.

- 7.10 The Assistant Dean will direct that a report be prepared concerning emergency actions taken during a hazardous materials incident, their effectiveness and needed revisions. This report will be forwarded to DEHS and DPS.

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 public address announcement. This notification will advise building occupants to implement the **BEAP** for Chemical emergencies.
- 8.3.1 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**.
- 8.3.2 Personnel in the immediate area of the chemical accident will vacate the area and report to **the lawn, in between our building and the playground**. 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.
- 8.4 The BEC will immediately notify DPS (502-852-6111) and/or DEHS (502-852-6670) and report the chemical emergency. The BEC will also ensure that the HVAC for the building is shut down (this may require a call to HSC Physical Plant at 502-852-5695), to prevent the spread of chemical gasses through the cooling/heating system.
- 8.5 If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact DPS at 911.
- 8.6 The BEC will determine if further evacuations are necessary.
- 8.6.1 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.
- 8.6.1.1 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

8.6.1.2 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

- 8.7 The Building Emergency Coordinator and/or Floor Leaders will conduct a roll call to ensure that all personnel have evacuated the building.
- 8.8 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 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 BEC will immediately notify Public Safety at 911. The BEC will also ensure that the HVAC for the building is shut down (this may require a call to HSC Physical Plant at 502-852-5695), 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.
- 9.3.3.1. “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.
- 9.3.3.2. Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

9.3.3.3. GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility

and to assist them in any way possible.

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 lawn, in between our building and the playground**, as designated in **Appendix A**. 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.

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**.

9.5.1 “Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable” are found in **Appendix C**.

9.5.2 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

9.5.3 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential

for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

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 BEC 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 BEC, Assistant Dean or other administrative staff should contact HSC Physical Plant (502-852-5695) 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 Assistant Dean will determine the appropriate course of action. The BEC and Assistant Dean 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 BEC and Assistant Dean 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.
- 10.5.1 "Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable" are found in **Appendix C**.
- 10.5.2 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

10.5.3 GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact location- Building, Room Number, and Floor.
 - d) Give phone number you are calling from.
 - e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
 - f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

- 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 by dialing 911.
- 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 as 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 by dialing 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, Assistant Dean, 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 Assistant Dean, and/or other designees 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.
- 11.8.1 "Procedures for Providing Assistance to Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable" are found in **Appendix C**.
- 11.8.2 Special needs by physically disabled faculty, staff or students shall be made known to the BEC. The School of Public Health and Information Sciences currently has students with physical disabilities or special needs.

11.8.3 **GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES**

Person(s) with Physical Disabilities are permitted to stay in a building during an emergency only if they are **Non-Ambulatory**, or where elevator assistance is essential for an evacuation. All other person(s) with disabilities need to evacuate the building in an emergency situation. Sight impaired person(s) should seek assistance from any other occupants of the building. Person(s) with Physical Disabilities must realize during an emergency situation, such as a fire or fire alarm, that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. **IF NOT:**

In an emergency situation- either the sounding of a fire alarm or a voice evacuation message - **DO THE FOLLOWING:**

- 1) If on ground floor exit by normal means
- 2) If above or below the ground floor:
 - a) Seek a safe place- preferably a room with an exterior window, a telephone, and a solid door.
 - b) Telephone the Department of Public Safety or have someone call for you, and advise DPS that you are a person with a physical disability.
 - c) If you are telephoning, give your exact location- Building, Floor, and room number. If someone is telephoning for you, have him or her give **YOUR** exact

location- Building, Room Number, and Floor.

- d) Give phone number you are calling from.
- e) If it is safe to do so, remain by the phone. If the situation around you changes for the worst, call the Department of Public Safety back and give up dates on your situation.
- f) If a telephone is not readily accessible, have someone advise a responding Department of Public Safety Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, person(s) with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those person(s) from the building.

All staff is asked to be aware of persons with disabilities in their areas of responsibility and to assist them in any way possible.

- 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 HSC Physical Plant (502-852-5695) regarding any repairs needed from damage. In the event an employee is injured, normal worker injury reporting procedures should be followed.
- 11.10 The Assistant Dean 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 Assistant Dean as quickly as possible.
- 12.4 A decision will be made by the BEC, Assistant Dean 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, Assistant Dean, 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 Assistant Dean 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 individual is fleeing the police.
or
- X You must take immediate action to protect yourself.
or
- X 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

14.4.1 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.

14.4.2 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

14.6 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.

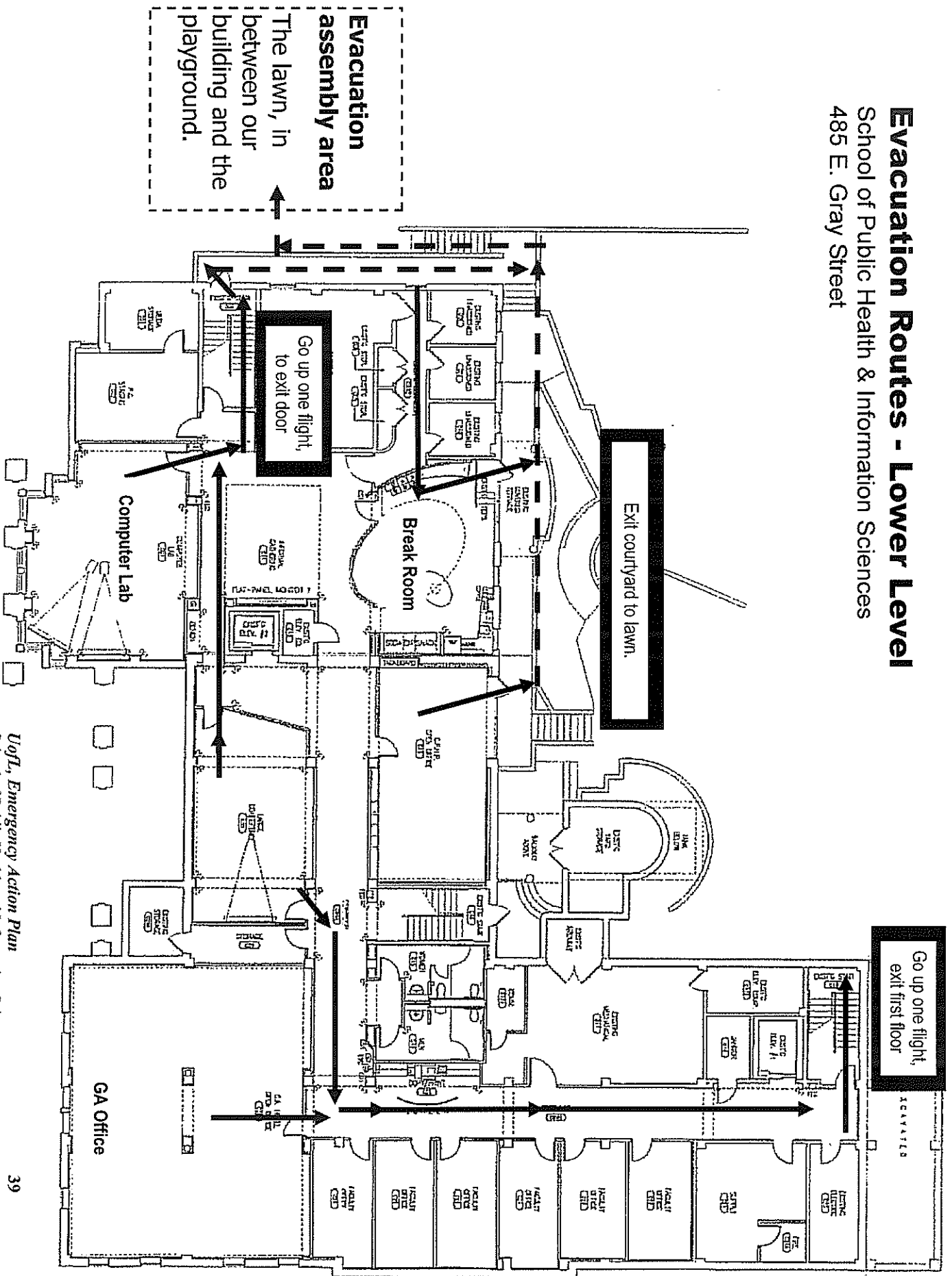
15.0 Actions to take after the Emergency

- 15.1 Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator and Assistant Dean 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, Assistant Dean, 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 Assistant Dean 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 HSC Physical Plant (502-852-5695) 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 Assistant Dean 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.

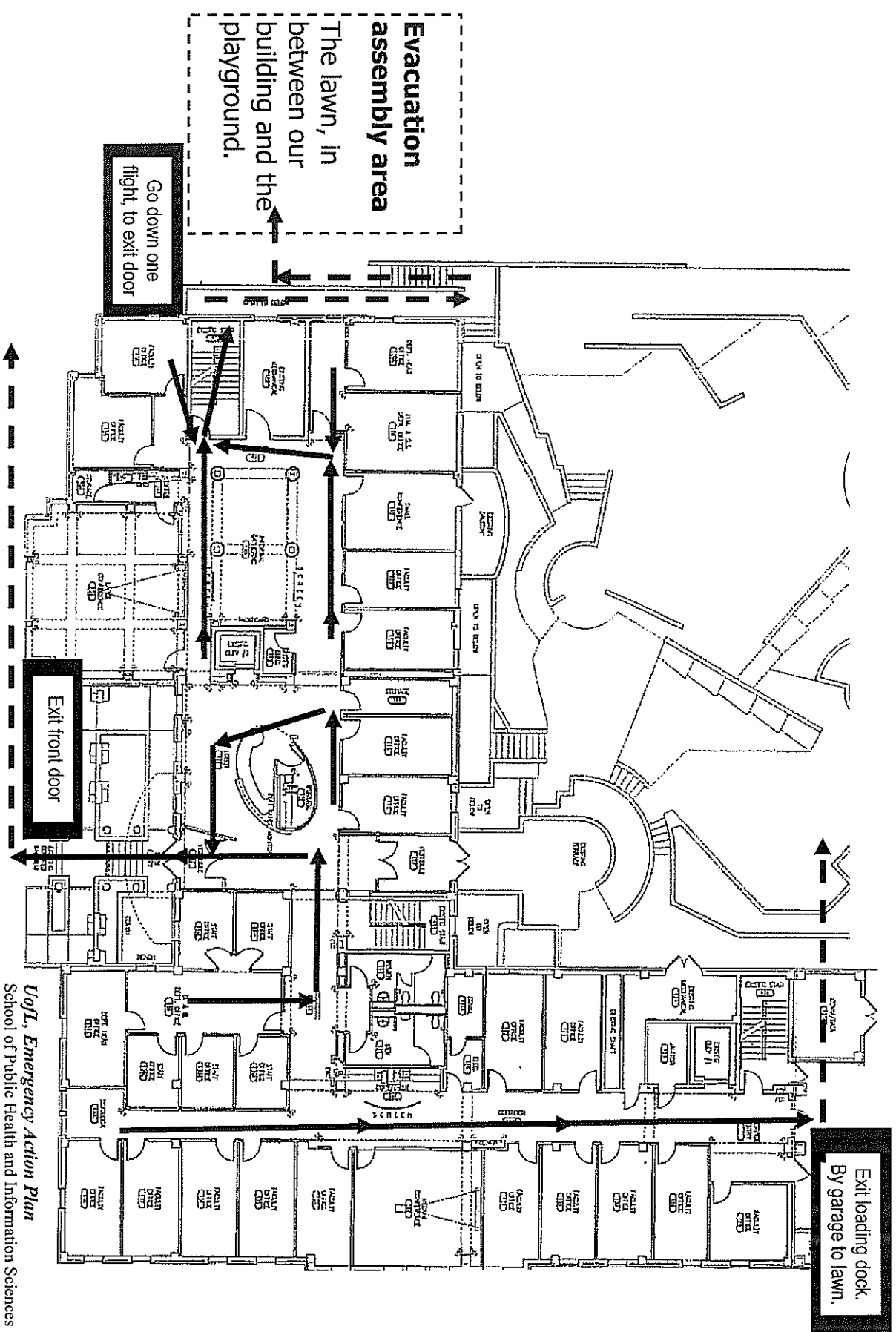
Appendix A

Evacuation Routes - Lower Level

School of Public Health & Information Sciences
485 E. Gray Street

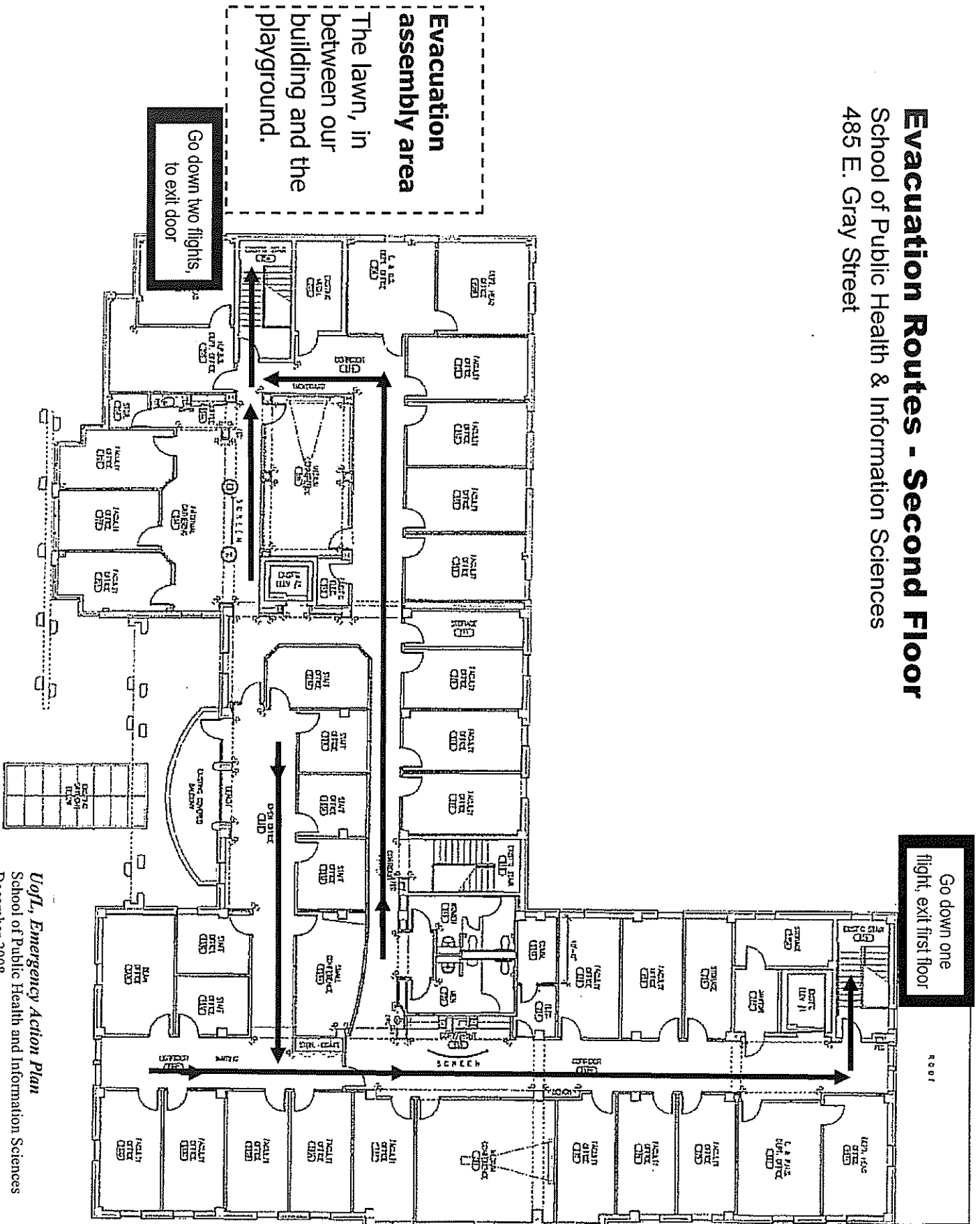


Evacuation Routes - First Floor
 School of Public Health & Information Sciences
 485 E. Gray Street



Evacuation Routes - Second Floor

School of Public Health & Information Sciences
485 E. Gray Street



Evacuation assembly area
The lawn, in between our building and the playground.

Go down two flights, to exit door

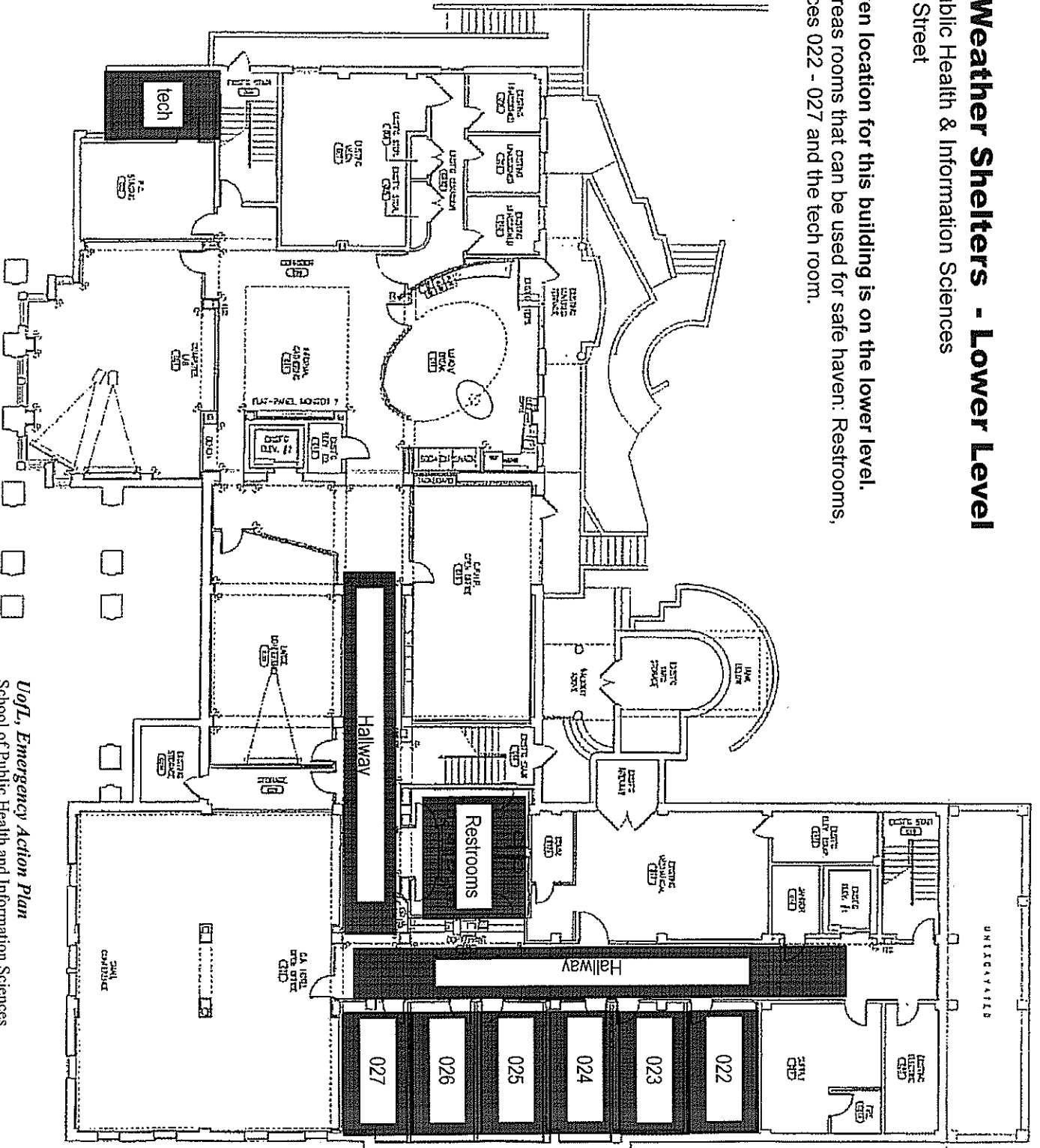
Go down one flight, exit first floor

Appendix B

Severe Weather Shelters - Lower Level
 School of Public Health & Information Sciences
 485 E. Gray Street

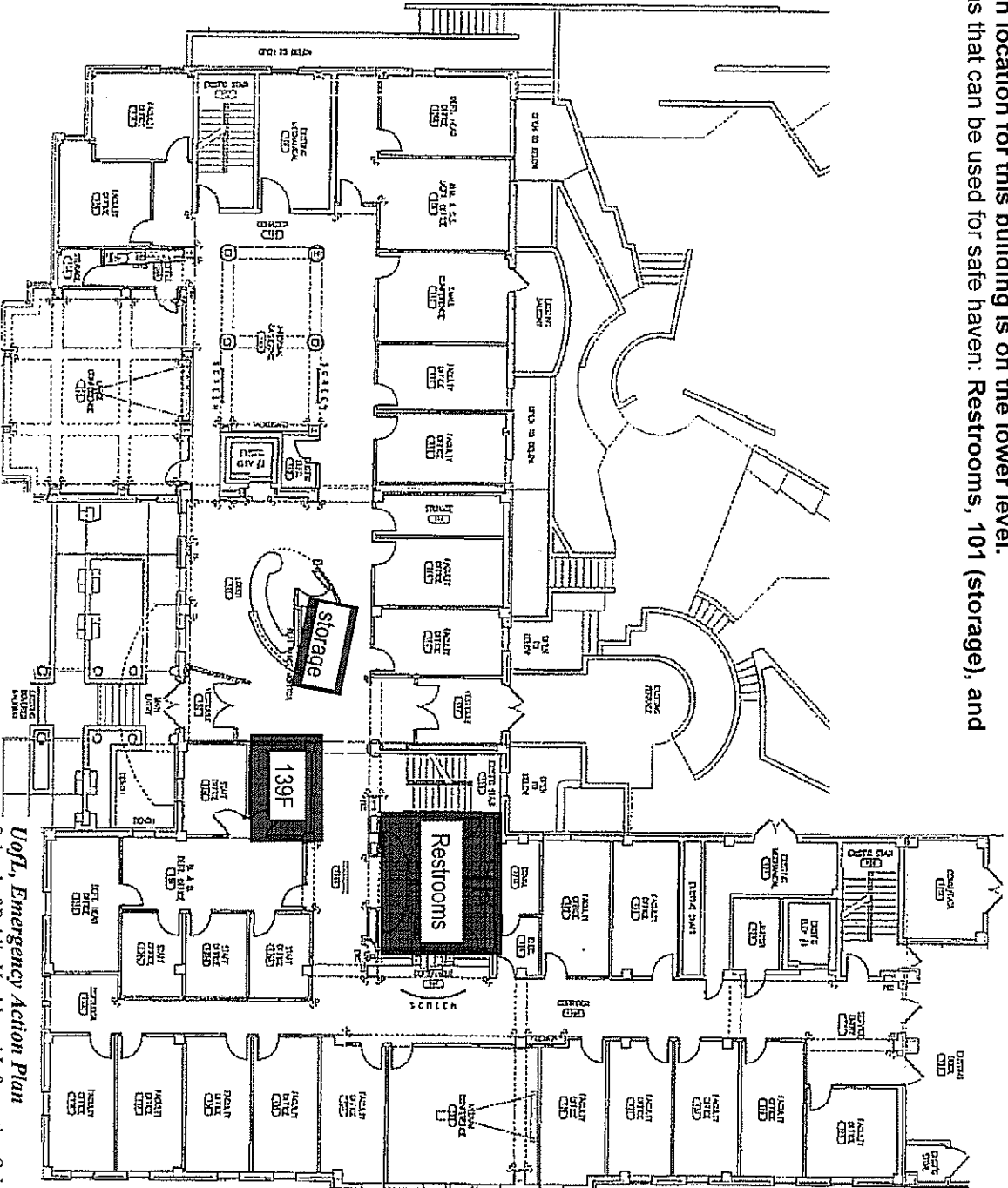
The safe haven location for this building is on the lower level.
 Lower level areas rooms that can be used for safe haven: Restrooms,
 hallways, offices 022 - 027 and the tech room.

Evacuation assembly area
 The lawn, in between our building and the playground.



Severe Weather Shelters - First Floor
 School of Public Health & Information Sciences
 485 E. Gray Street

The safe haven location for this building is on the lower level.
 First floor rooms that can be used for safe haven: Restrooms, 1011 (storage), and 139F.



Evacuation assembly area
 The lawn, in between our building and the playground.

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. The is 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 may 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 directions 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 HSC 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 issued 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 D

Laboratory Procedures

There are SPHIS employees who work in labs in other buildings, including the MDR and the A-building. Employees should be familiar with these Building Emergency Action Plans, paying particular attention to Appendix D on Laboratory Procedures.

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
Employee Signature Page

School of Public Health and Information Sciences
Building Emergency Action Plan

Print Employee Name:

I have reviewed the building emergency action plan and acknowledge that I have access to the School of Public Health and Information Sciences website at <http://louisville.edu/sphis>.

Signature of employee

Date