



University of Louisville

Building Emergency Action Plan

Building name: _____



Public Safety 502.852.6111
Environmental Health and Safety 502.852.6670
Physical Plant 502.852.6241
Emergency Management 502.852.7379
Fire Marshal 502.852.3473

#SafetyisOurCardinalRule

**Building evacuation is mandatory whenever a fire alarm sounds.
Every building occupant is responsible for knowing these procedures.**

Updated on:

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Introduction

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.

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.

BEC Name

Reviewed by UL Emergency Manager

Contact List and Numbers

Title	Name	Office Phone	Home Phone	Mobile Phone
ULEM				
BEC				
ABEC				
1 st FL				
1 st AFL				
2 nd FL				
2 nd AFL				
3 rd FL				
3 rd AFL				
Basement				

Emergency Action Responsibilities

The BEC is responsible for this plan and employee education regarding this plan. The BEC will also coordinate the testing of the plan annually. During an emergency the BEC would implement the BEAP and coordinate emergency actions to ensure the safety of the people in this building. The emergency duties include:

- Ensure that the notification to emergency agencies takes place (DPS 502-852-6111 or 911).
- Assist in building evacuation.
- Report to the Designated Meeting Area. - information located in Appendix A
- Advise Emergency Services if you become aware of persons not at Designated Meeting Area
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, or unique conditions) as personal safety and time permits
- Be familiar with specific procedures to assist persons that are mobility impaired that are assigned to the building
- Assist physically/mobility impaired employees, students or visitors.
*as personal safety and time permits

The Assistant Building Emergency Coordinator (ABEC) will assist the BEC and will be responsible for the BEC's duties if the BEC is unavailable.

The Floor Leader (FL) is responsible for coordinating the BEAP for their floor. The emergency duties include

- Ensure all persons are evacuated.
- Designate volunteers to assist individuals that are physically/mobility impaired.
- Conduct a sweep of the floor and ensure that all doors are closed and critical operations stabilized.
- Assist physically/mobility impaired staff, students or visitors.
*as personal safety and time permits

The Assistant Floor Leader (AFL) will assist the FL and will be responsible for the FL's duties if the FL is unavailable.

Emergency Action Plan - Fire

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

- A fire alarm activation.
- A fire discovered by building occupant.
- An odor of smoke is detected.

Any employee, student, or visitor that becomes aware of a fire or detects an odor of smoke 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 emergency.

The BEC and/or the support staff will contact 911.

All occupants shall immediately leave the building utilizing the exit routes in Appendix B. **DO NOT USE THE ELEVATORS.** 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 an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

Building occupants who have been trained in the proper use of portable fire extinguishers may attempt to extinguish the fire, however this is not a requirement.

Once out of the building, all occupants should assemble in the designated areas outlined in the Building Information page or Appendix A. 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/her designee.

The BEC will participate in any post-incident critique regarding the emergency.

The BEC may contact the University's Risk Coordinator (502.852.4654) regarding any property damage caused by the fire. The BEC will also contact Physical Plant HSC Campus (502.852.5695) Belknap Campus and Shelbyhurst Campus (502.852.6241) 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.

Emergency Action Plan - Severe Weather

This section of the BEAP will be implemented in the event of a severe weather warning.

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/mobility impaired should assist those individuals. Any occupant that comes into contact with an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building. Office doors should be closed upon exiting. Building occupants should take cover in the basement hallway, men's restroom, women's restroom or designated storm shelter area.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

If injuries or building damage occurs, call 911.

The BEC may contact the University's Risk Coordinator (502.852.4654) regarding any property damage caused by the severe weather. The BEC will also contact Physical Plant HSC (502.852.5695) Belknap and Shelbyhurst Campus (502.852.6241) 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.

The BEC will participate in any post-incident critique regarding the emergency.

Emergency Action Plan - Earthquake

This section of the BEAP will be implemented when a sustained earthquake occurs.

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.

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).

When a significant earthquake occurs, occupants should immediately take cover. Suggested response inside buildings include:

- DROP, COVER, and HOLD ON when the earth shakes. www.cusec.org
- DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.
- HOLD ON until shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

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

Once the shaking has stopped, gather valuables in the immediate area and quickly leave the building. All employees should gather in the designated areas to meet. Any occupant that comes into contact with a visitor or student that is physically/mobility impaired should assist those individuals. Any occupant that comes into contact with an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building.

Procedures for Providing Assistance to Physical/Mobility Impaired Individuals When an Emergency Exist and Elevators are Unavailable are found in Appendix C.

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.

The BEC may contact the University's Risk Coordinator (502.852.4654) regarding any property damage caused by the earthquake. The BEC will also contact Physical Plant HSC Campus(502.852.5695) Belknap and Shelbyhurst Campus (502.852.6241) 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.

The BEC will participate in any post-incident critique.

Emergency Action Plan - Hazardous Materials or Chemical Emergency

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).

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.

Strategies that local government could use:

Shelter in Place. Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:

- Close all windows and doors
- 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/mobility impaired should assist those individuals. Any occupant that comes into contact with an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building.

Evacuation – if mandated by emergency services follow directions as given

If personnel become ill from the chemical release, contact 911.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

The BEC may contact the University's Risk Coordinator (502.852.4654) regarding any property damage caused by the hazardous material. The BEC will also contact Physical Plant HSC Campus (502.852.5695) Belknap Campus and Shelbyhurst Campus (502-852-6241) 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.

The BEC will participate in any post-incident critique.

Emergency Action Plan - Natural Gas Leaks

In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless odorant called Mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or skunk. If you suspect a natural gas leak:

- Report any suspected leaks to Physical Plant immediately, 502-852-5695 M-F 7:30 – 4:30, After hours, holidays or weekends call ULPD 502-852-6111 or 911
- Keep people out of the area and evacuate if necessary. Do not use the fire alarm, use room – to – room verbal communication
- Leave electrical devices alone
- Do NOT switch on or off lights or electrical equipment
- Do NOT use elevators

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. Any occupant that comes into contact with an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building. These are found in Appendix C.

Gather in Designated Meeting Area and wait for further instructions from Emergency Services.

The Building Emergency Coordinator shall provide the following information to the Physical Plant, DPS officer, the University Emergency Manager 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/odor

Emergency Action Plan - Utility Interruption

This section of the BEAP should be implemented in the event of a utility interruption.

Employees will become aware of utility interruptions by the obvious absence of that particular utility:

- No Lights, Computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or chilled water

The Building Emergency Coordinator should contact Physical Plant HSC Campus (502.852.5695) Belknap Campus and Shelbyhurst Campus (502.852.6241) to report the problem and obtain any available information.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The BEC will determine the appropriate course of action. The Building Emergency Coordinator should consider the following issues:

- Dangers from tripping and injuries due to lights being out.
- Person(s) being trapped on elevators.
- Dangers of extreme heat and cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.
- Sanitation problems due to no water

The University Administration 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 an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

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.

If anyone is trapped on an elevator, immediately call the Department of Public Safety at 502.852.6111.

Emergency Action Plan - Workplace Violence, Terrorism

This section of the BEAP should be implemented in the event any type of workplace violence or act of terrorism.

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 911.

The BEC should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building.

Different types of workplace violence require different actions:

Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

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.

Physical Threat - If someone's actions pose a physical threat to you, evacuate the area, if safe to do so.

Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures as the Fire EAP.

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 911.

If you are taken hostage by a perpetrator take no offensive actions and cooperate. Use your best judgment if the situation deteriorates.

The BEC will participate in any post-incident critique regarding the emergency.

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 an individual that is mobility/physically impaired should assist those individuals from the building, or to a designated area of refuge where emergency personnel can more readily locate them and remove them from the building.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

The BEC may contact the University's Risk Coordinator (502.852.4654) regarding any property damage caused by the incident. The BEC will also contact Physical Plant HSC Campus (502.852.5695) Belknap Campus and Shelbyhurst Campus (502.852.6241) regarding any repairs needed from damage. In the event an employee is injured, call 911 and report to DPS 502-852-6111.

Emergency Action Plan - Bomb Threat

This section of the BEAP should be implemented in the event of a Bomb Threat

A person would become aware of a bomb threat by either a telephone call, E-Mail or a letter. The person shall notify 911.

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 D for Bomb Threat Caller Checklist

The person should then notify DPS and Supervisor as quickly as possible.

A decision will be made by the police or Fire department to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the fire emergencies section.

Occupants should not touch any suspicious or unfamiliar objects.

Procedures for Providing Assistance to Physically/Mobility Impaired Individuals: If an evacuation is ordered, and elevators are unavailable, procedures for providing Assistance to Physically/Mobility Impaired Individuals should be implemented. These are found in Appendix C.

The BEC will participate in any post-incident critique regarding the emergency.

If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

Emergency Action Plan - Medical Emergency

Implement the BEAP for Medical Emergencies for any injury or illness that requires more than simple first aid.

Immediately contact 911.

When reporting the medical emergency provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Comfort the victim and try not to move him or her until DPS 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.

Have someone standby outside the building to flag down EMS when they reach the vicinity of the building.

Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

Emergency Action Plan - Active Aggressor

The University of Louisville Police Department is prepared for an Active Aggressor event. We also encourage you to develop your own plan as well. Please know there may not always be a pattern or method to their assault. These situations demand immediate action by all involved to protect themselves while waiting for law enforcement to neutralize the threat.

If there is an Active Aggressor on campus, call 502.852.6111 or 911 immediately, if safe to do so.

Active Aggressor Information: How to Respond

Because of the wide array of possibilities when encountering an active shooter or active aggressor, these guidelines listed below are designed for a variety of situations. Throughout any violent encounter, the most important thing is to remain calm while deciding which appropriate action to take.

If you have an opportunity to escape:

- Assess your surroundings to form a plan.
- Be aware of exits, stairwells, and windows that could provide you with an escape route.
- If you have formed a plan of escape, make sure that it is safe for you to do so and that you will not be crossing the path of the intruder.
- If you have determined it is safe, then run.
- Always try to escape or evacuate, even if others insist on staying.
- Encourage others to leave with you, but do not let their indecision slow you down.
- Move quickly and leave your belongings behind.
- Try to prevent others from entering the danger zone.
- Try to remain in the aggressor's blind spots by hiding behind walls, vehicles, or large trees.
- If law enforcement is already on the scene, keep your hands raised as you approach them to identify yourself as a civilian and not a threat.

If there is no possibility to escape:

- Quickly find a room that can be locked from the inside or barricade the door if possible.
- Turn off all lights and remain completely silent.
- Try to render to first aid to any injured person who may be hiding with you.
- Silence all cell phones and other electronic devices in order to avoid bringing attention to yourself.
- Stay hidden and do not huddle together in groups with other students.
- Remain hidden until the "all clear" is given by someone acting in an official capacity.

Information to have ready if you call 911:

- Concisely summarize what is happening.
- Identify yourself and your location.
- The number of people at your location.
- The number of injured people and the types of injuries.
- Number of assailants you observed.
- The gender, race, and age of the assailants.
- Remember any language or commands used.
- The clothing color and style of the assailants.
- Note any physical features of the assailants (height, weight, tattoos, glasses, etc.).

- Note the type of weapons (handgun, rifle, explosions, etc.).
- Note any type of bag or backpack.
- State if you happened to recognize or know the aggressor.
- State what you heard (explosions, gunshots, etc.).

If an active shooter/aggressor enters your classroom:

- Remain calm
- Make no sudden movements and do nothing to provoke the aggressor.
- If there is no way to escape or hide, you have the personal option of attempting to overpower the aggressor.
- Overpowering the aggressor is a last resort and would be more effective if there were other people in the room who would assist you but may be your only option.
- If considering overpowering the aggressor, take notice of objects around you that could be utilized as weapons such as books, chairs, backpacks, or other items that would serve as a distraction to the intruder.

When the police arrive:

- The primary job of the police is to locate, identify, and apprehend the aggressor.
- Until the police identify the aggressor, anyone they come across is initially a threat.
- You should remain calm, do not scream or yell, and keep your arms and hands raised to where the police can see them and recognize you as a civilian.

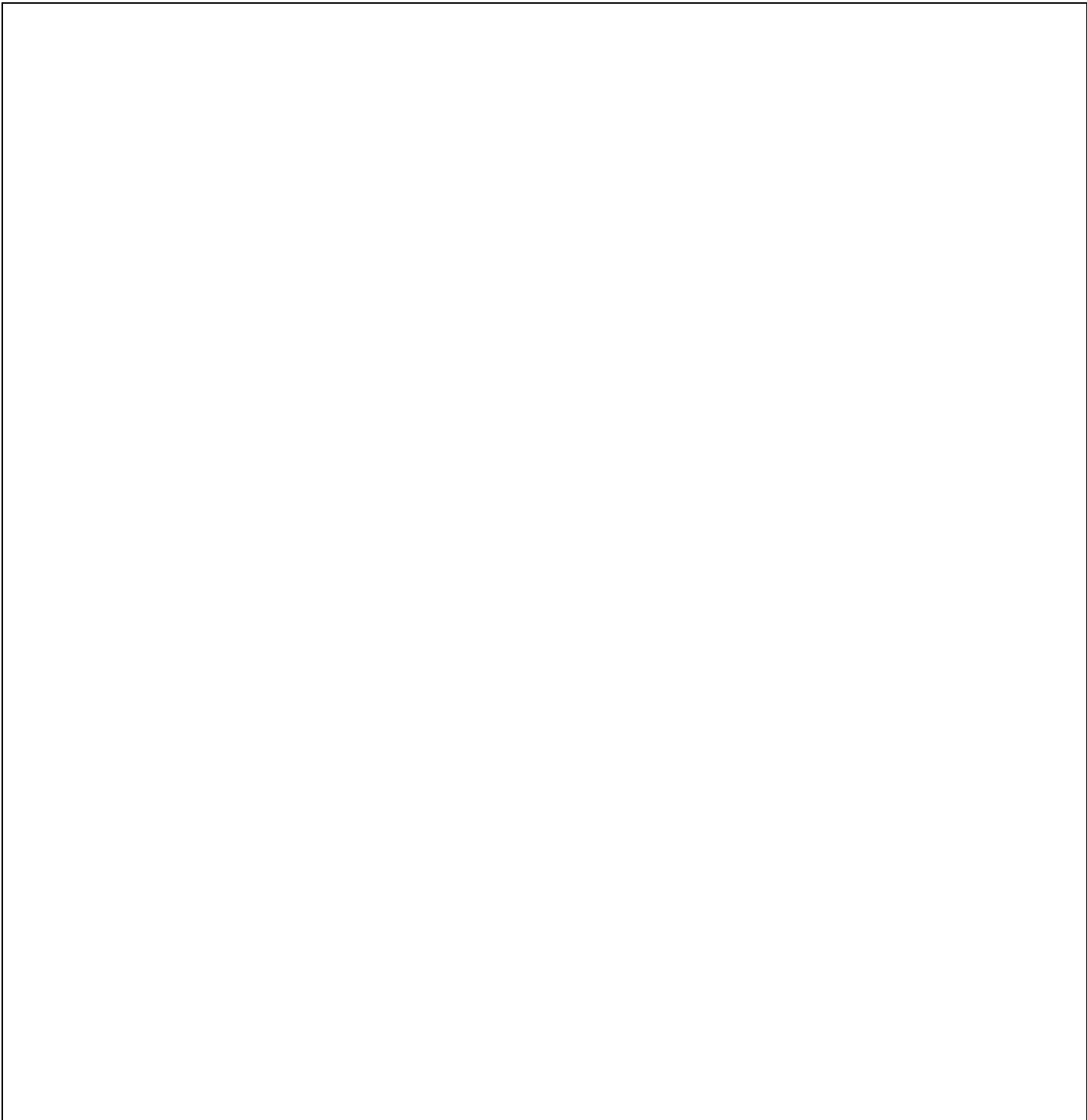
If you have an interest for ULPD to present a preparedness program or have any questions, please Contact the University of Louisville Police Department at 502.852.6111.

RUN – HIDE – FIGHT

https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf

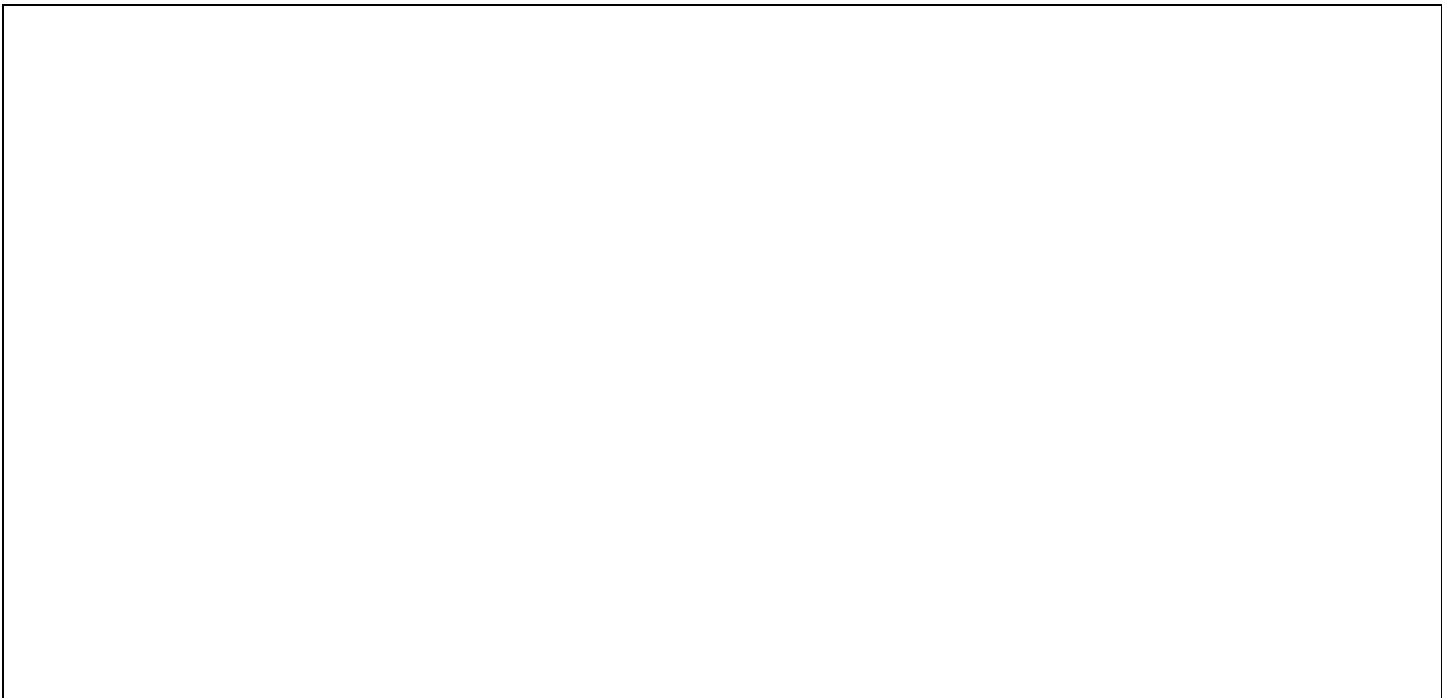
Appendix A

DESIGNATED MEETING AREA



Appendix B

EVACUATION ROUTES
STORM SHELTER AREAS



Appendix C

Physically/Mobility Impaired Guidelines

Procedures for Providing Assistance to Physical/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 procedure should also be used in cases where a physically/mobility impaired individual is on the upper floors of a building and the elevator(s) for that building become inoperative.

Call for Service

In the event an emergency occurs within a multi-story building, building occupants should be aware that individuals with physically/mobility impairments may be on upper floors of the building. Faculty members should be particularly aware of students that are physically/mobility impaired.

When someone (faculty, staff or student) becomes aware of a physically/mobility impaired individual needing assistance to move to the ground floor of a building, when the elevator is unavailable, Individuals 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

The dispatcher will provide directions to the caller of actions to take until assistance arrives.

Dispatcher Actions

The dispatcher may receive calls requesting assistance for physically/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.

The dispatcher will advise the caller regarding actions they should take until responders arrive on the scene. Suggested actions are listed below:

- Move the physically/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 physically/mobility impaired individual.

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

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:		
1. What type of bomb is it? _____		
2. When is the bomb going to go off (Date) _____ (Time) _____		
3. Where is it right now? Building _____ Floor _____ Room _____		
4. Who put it there? _____		
5. 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 - DECIPTION OF CALLER'S VOICE		
MALE YOUNG CALM LOUD VOICE DEEP VOICE ACCENT LOCAL SPEECH FAST SPEECH DISORDERED IMPAIRED SPEECH SLANG LANGUAGE POOR LANGUAGE EXCELLENT MANNER CALM IRRATIONAL COHERENT BACKGROUND NOISES BEDLAM QUIET AIRPLANES UNUSUAL SOUNDS (EXPLAIN)	FEMALE OLD EXCITED SOFT VOICE PLEASANT VOICE ACCENT NOT LOCAL SPEECH SLOW STUTTER INTOXICATED ROUGH LANGUAGE FAIR LANGUAGE FOUL ANGRY EMOTIONAL INCOHERENT OFFICE MACHINES TRAIN VOICES PARTY	UNKNOWN MIDDLE AGED REFINED HIGH VOICE RASPY VOICE ACCENT FOREIGN SPEECH DISTINCT SLURRED DRUGGED NERVOUS LANGUAGE GOOD LAUGHING RATIONAL RIGHTEOUS DELIBERATE PLANT MACHINES MUSIC MIXED STREET TRAFFIC
DESCRIBE NOISES IF ANY:		
TIME CALLER HUNG UP:		

*BE PREPARED TO REPEAT SAME INFORMATION TO POLICE