

INDIANA UNIVERSITY SOUTH BEND

EMERGENCY ACTION PLAN

FOR

Building Name

Updated: July 2007

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I. PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. SCOPE

For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others.
2. Inform employees how to communicate in an emergency.
3. Assign specific tasks.
4. Identify employees with specific needs.
5. Provide a building specific plan.
6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.
 - Emergency and accessible exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station location
 - Tornado shelter

- Areas first searched

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, NOAA radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizen, or Indiana University South Bend Police Department (IUPD). It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUSBPD. (e.g. Yell “Fire!”, pull building alarm, call other offices, etc.) Inform immediate supervisor who will continue notification up the Chain of Command. The building emergency alarm system is reserved for total evacuation of the building.

C. Emergency Alarms and Advisories

1. Sprinkler Alarm – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler and/or HVAC smoke detection systems **will/will not** activate the alarm automatically. The fire alarm monitoring company will notify campus police once alarm is activated. Manual alarms, either pull station or break glass models, are located on each floor.

2. Homeland Security Advisory System (HSAS) is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

a. Low Condition – Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- (1) Refining and exercising preplanned Protective Measures;
- (2) Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- (3) Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

b. Guarded Condition – Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Checking communications with designated emergency response or command locations;

- (2) Reviewing and updating emergency response procedures; and
- (3) Providing the public with necessary information.

c. **Elevated Condition – Yellow**

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Increasing surveillance of critical locations;
- (2) Coordinating emergency plans with nearby jurisdictions;
- (3) Assessing further refinement of Protective Measures within the context of the current threat information; and
- (4) Implementing, as appropriate, contingency and emergency response plans.

d. **High Condition – Orange**

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Coordinating necessary security efforts with armed forces or law enforcement agencies;
- (2) Taking additional precaution at public events;
- (3) Preparing to work at an alternate site or with a dispersed workforce;
- (4) Restricting access to essential personnel only.

e. **Severe Condition – RED**

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Assigning emergency response personnel and pre-positioning specially trained teams;
- (2) Monitoring, redirecting or constraining transportation systems;
- (3) Closing public and government facilities; and
- (4) Increasing or redirecting personnel to address critical emergency needs

3. **Saint Joseph County Emergency Sirens**

When you hear a *steady wail* it means that a tornado has been sighted in Saint Joseph County or the National Weather Service has issued a tornado warning. The siren can only be heard outside and is not overtly loud. Take cover immediately. Tune to local cable TV or radio stations.

IV. ASSIGNMENTS AND RESPONSIBILITIES

A. The Environmental Health & Safety Manager will assign volunteers to perform the duties of safety contacts. Crisis Management Team personnel will respond as specified in the University Comprehensive Emergency Management Plan. Communication may be by radio, telephone or voice. If the situation is severe, the University Coordinator of Disaster and Emergency Services (CDES) may activate the University Emergency Operations Center.

Crisis Management Team:

- Director, Safety & Security (CDES)
- Director, Facilities Management (ACDES)
- Environmental Health & Safety Manager
- Senior Director, User Support & IT Communications
- Director, Counseling Center
- Director, Wellness Center
- Director, Communications & Marketing

B. Persons providing help to those requesting assistance: _____

C. Responsibilities

1. Crisis Management Team

- Review plan annually, revise as necessary, and make copy available to building employees and the Office of Risk Management.
- Plan training exercises to test evacuation plan.
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Direct all initial emergency actions including the following:
 1. Assign tasks to personnel to carry out specific actions.
 2. Order evacuation, if deemed necessary.
 3. Take any other action necessary to protect life.
- Provide status and other reports to the Chancellor or his/her designee, or to the Crisis Management Team.
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions until local emergency personnel arrive, then:

1. Obtain volunteers to carry out supporting actions.
 2. Develop system to assist persons who need assistance.
2. Department/Floor Safety Contacts
- Obtain recommended training: First Aid/CPR, Warden Training, and additional training as necessary.
 - When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone they see of the need to evacuate.
 - Assist persons who need assistance.
 - Once out, advise Safety & Security personnel and/or emergency responders of anyone remaining in the building.
 - Keep occupants from reentering building until advised by Safety & Security or emergency personnel that reentry is allowed.

V. EMERGENCY OPERATIONS CENTER

If a situation is severe, emergency actions may be coordinated from the Emergency Operations Center. The location will be designated by the Coordinator of Disaster and Emergency Services, or other designated personnel.

VI. EVACUATION ROUTES & MEETING PLACES

- A. A map of evacuation routes will be displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes. The Environmental Health & Safety Manager shall verify that the signs are in place and up to date.
- B. Meeting places will be established to account for individuals.
1. Primary meeting place:_____
 2. Inclement weather meeting place:_____
- C. Establish a procedure to account for employees in departments &/or floors.
- D. Establish a procedure for reporting to the Emergency Operations Team and emergency personnel any missing, trapped or injured occupants.

VII. DISABILITIES

Each person has different skills and abilities. This reality calls for specific provisions for individuals with disabilities in the event of an emergency. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that

she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

- A. Persons with disabilities must study and remain aware of the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their classes or work areas if emergency evacuation becomes necessary. Faculty members who have students with disabilities in their classes should discuss emergency evacuation procedures with these students ahead of time.
- B. Evacuation of individuals with mobility limitations during an emergency is an area of concern. Most elevators will not operate (should not be used) during a fire alarm. Assign a designated area for persons who may need assistance in evacuation. The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples are:
 - 1. One-hour fire-resistive hallway adjacent to an exit.
 - 2. Vestibule located next to an exit enclosure.
 - 3. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.
- C. Escorts should remain with a student while the faculty member meets emergency personnel and tells them the student's location. It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury. If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner possible. The individual is the best authority as to how to be carried or helped from the building. Professional emergency personnel should assist in the evacuation if time permits.
- D. Most people with vision limitations will be familiar with their immediate area at a given time. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.
- E. Since a person with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods of warning are:
 - 1. Write a note advising them of the emergency and the nearest evacuation route.

2. Turn the light switch on and off to gain attention, and then indicate through gestures or in writing what is happening and what to do. It may be prudent to escort the person with a hearing impairment as you leave the building.
- F. Department heads should discuss emergency procedures with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired disabled individuals. It must be determined what assistance they may need and how they best to communicate. (For further information contact IUPD at 520-4499 or go to: <http://eeoc.gov/facts/evacuation.html>)

Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. The information it contains is confidential and will be made available only to the person’s immediate supervisor, the Environmental Health & Safety Manager, the Office of Risk Management, and/or the Director of Safety & Security. It will not to be posted on the web as part of this Emergency Action Plan.

- G. If a person remains in an area other than a designated area of rescue, then she/he must inform evacuating building occupants of their location.
- H. IU South Bend employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate the mobility impaired persons as necessary.

VIII. RESPONDING TO EMERGENCIES

Each emergency requires a different response. In bomb threat, hazardous material spill or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

- A. **To summon assistance**, telephone **911** to report an accident or life-threatening situation.
- | | |
|--|-------------|
| FIRE, AMUBULANCE..... | 911 |
| CAMPUS POLICE non-emergency..... | 4239 |
| PHYSICAL PLANT/OPERATIONS
(Utilities, Building Services, etc.)..... | 4386 |
- B. **Fire Procedures:** To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):
1. Verbally warn employees in the immediate area, (such as, yelling “FIRE!”) and activate alarm upon discovery of smoke or fire. The signal for a building

wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge.

2. **DIAL 4239**, from a campus telephone in a safe area, to report the incident to IUPD. (There may be a 10 second delay before the operator answers.)
3. Give your name, building room number and type of emergency.
4. Stay on the line until you have given all necessary information.
5. **CLOSE THE DOORS AS YOU LEAVE.**
6. Use Stairways. When out, move away from building to a prearranged assembly area for a head count. You should be as far out from the building as it is high. Leave walks and drives open for fire and emergency responders.
7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
8. Notify:
 - a. Firefighters if you suspect someone may be trapped inside the building.
 - b. Immediate supervisor, campus police, and proper agencies for any needed services.

C. **Tornado or Severe Thunderstorm Procedures**

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1. Listen for latest advisories on commercial and/or weather radio. (i.e. WSBT, WNDU, 92.9 FM, and 101.5 FM)
 - a. Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
 - b. Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

The IUPD will initiate a telephone tree. Once informed safety contacts will perform a final check in their area then proceed to the building tornado shelter.

The warning siren is a steady wail. It sounds when there is a tornado in the area. If you hear the siren, check your floor to make sure that everyone has heard the siren. Then immediately move personnel to the designated safe assembly area, such as the lowest level of your building without windows. For example, a restroom, center stairwell, hallway or office. Close the door. The siren typically sounds for five minutes. Stay sheltered until the all-clear is given by the National Weather Service. **Indicate area(s) where occupants will move to when not evacuating the building.** If you are outside when you hear the siren, take cover in a building close by.

Primary tornado shelter location: _____

Secondary tornado shelter location: _____

2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries.
4. Call 911 to summon assistance for an injured person. Report injuries and damage to campus police via 4239, then Facilities Management.

D. **Blizzard**

1. If indoors:
 - a. Stay calm and await instructions from the designated official.
 - b. Stay indoors!
 - c. If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

- e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
 - a. Find a dry shelter. Cover all exposed parts of the body.
 - b. If stranded in a vehicle:
 - Stay in the car or truck.
 - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Exercise to keep blood circulating and to keep warm.

E. **Earthquake**

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Operations Team should order a complete evacuation. The building should be inspected by Facilities Management for damage before reentry.
6. Facilities Management should then notify proper agencies, companies or departments as needed.

F. **Flood**

1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through flood water.
 - c. If car stalls, abandon it immediately and climb to higher ground.

2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

G. Elevator Entrapment

Occasionally, elevators will malfunction and stop which results in the entrapment of a person or persons. If you are advised of such a situation do the following:

1. Make verbal contact with the person or persons in the elevator, and advise them that you are aware of their entrapment, and that campus police has been or will be notified immediately.
2. Notify campus police at 4239 and report the location of the entrapment. Be sure to advise them of any other emergency information (such as whether a person in the elevator reports being injured or ill, hurt leg, trouble breathing, dizzy, smoke in or near the elevator, etc.)
3. If possible, have someone remain with the people in the elevator until security or police personnel arrive on the scene.

Security or police personnel will contact maintenance, the elevator company or the South Bend Fire Department to carry out extrication activities.

H. Criminal Activity/Hostile Intruder

1. If you observe a crime in progress, behavior which you suspect is criminal or hostile behavior call 911 to notify South Bend Police. Report as much information as possible including:
 - i. Activity
 - ii. Person's description
 1. Height
 2. Weight
 3. Sex
 4. Clothing
 5. Weapons
 - iii. Location
 - iv. Direction of travel
 - v. Vehicle
 1. Color
 2. Year
 3. Make
 4. Model
 5. License

2. DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.
3. Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first police officer or security officer arrives at your location.

I. Safety Guidelines for Armed Subjects, Active Shooter Situations

1. Introduction: An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.
2. Guidance to faculty, staff, and students: In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.
 - i. If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear”. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
 - ii. If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
 - iii. If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter’s location; if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- iv. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.
3. What to expect from responding police officers: Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

IX. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside. All campus police personnel are trained in First Aid and CPR.

- A. Call 911 immediately if the injury is life threatening. Provide the following information:
 1. Nature of medical emergency.
 2. Location of the emergency (address, building, room number).
 3. Your name and phone number from which you are calling.
- B. Do not move victim unless absolutely necessary.

- C. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
1. _____ Phone: _____
 2. _____ Phone: _____
- D. The First Aid Kit is located _____.
- E. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call 911 and refer to Hazardous Substance Spill section of this document.

X. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the building can be ordered by campus police, Facilities Management, local law enforcement, or local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of main controls for gas, fuel oil and electrical supply leading into the building. For utility or building service emergencies, call 520-4386.
- C. **Critical Operations** will be shut down by assigned personnel.

1. Designated personnel involved in critical operations may remain on the site.

Assignments:

Work Area	Name	Job Title	Assignment

2. If emergency situation will not permit any of the personnel to remain, contact the following offices:

Name/Location: _____

Phone: _____

Name/Location: _____

Phone: _____

XI. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE (CBRNE) THREAT

Indiana University policy is to evaluate bomb/CBRNE threats in order to determine the appropriate action that must be taken. The threat that a bomb/CBRNE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. **Telephone Threat:** The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call IUPD 4239**. Give all available information. Notify immediate supervisor.
- B. **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important.
1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call 4239 to notify the campus police or persons with the safety/security responsibility at any IU facility.
 3. Safeguard the received material until it is given to the proper authority.
- C. **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm**. Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. **Appearance**

- a. Powdery substance felt through or appearing on the package or envelope.
- b. Oily stains, discoloration, or odor.
- c. Lopsided or uneven envelope.
- d. Excessive packaging material such as masking tape, string, etc.
- e. Excessive weight.

2. **Handling Suspected Packages or Envelopes**

- a. Do not shake or empty the contents of any suspicious package or envelope.
- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- f. Notify IUPD, by calling 4239, and your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

D. **Bomb/CBRNE Threat Evacuation:** A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/CBRNE threat, the building manager will cordon off the area, wait until IUPD arrives, and then consult with the campus police for an evacuation decision. The campus police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police or security officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

TELEPHONE BOMB/CBRNE THREAT CHECKLIST

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
- What building?
- What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____ Telephone # at which call received: _____
Time received: _____ Date call received: ___/___/___ Nationality: _____

CALLER'S VOICE

___ Calm ___ Nasal ___ Soft ___ Angry ___ Stutter
___ Loud ___ Excited ___ Lisp ___ Laughter ___ Slow
___ Raspy ___ Crying ___ Rapid ___ Deep ___ Normal
___ Distinct ___ Slurred ___ Whispering ___ Clearing Throat ___ Ragged
___ Deep Breathing ___ Disguised ___ Cracking Voice ___ Accent

BACKGROUND SOUNDS/NOISES

___ Street Noise ___ Voices/Talking ___ Wildlife Sounds ___ PA System ___ Music
___ Static ___ Motor ___ Factory Machinery ___ Clear
___ Radio/TV ___ Long Distance ___ Local ___ Office Sounds ___ Weather
___ Cell Phone ___ Restaurant Sounds Other (Specify) _____

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education) ___ Incoherent ___ Profane/Foul ___ Irrational
___ Taped Message ___ Message being Read

REMARKS

Your name: _____ Your position: _____
Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

XII. HAZARDOUS SUBSTANCE

The following are the locations of:

Spill Containment and Security Equipment: _____.

Personal Protective Equipment (PPE): _____.

Material Safety Data Sheet (MSDS): _____.

Chemical Spill

Introduction: The **HAZardous Waste Operations and Emergency Response** standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“**Hazardous substances**” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties.

“**Location**” means any place on the IUSB campus where chemicals are being used or stored, such as the Northside Building, maintenance areas, Fine Arts Building, etc.

Releases are either incidental or emergency response situations.

A. **Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

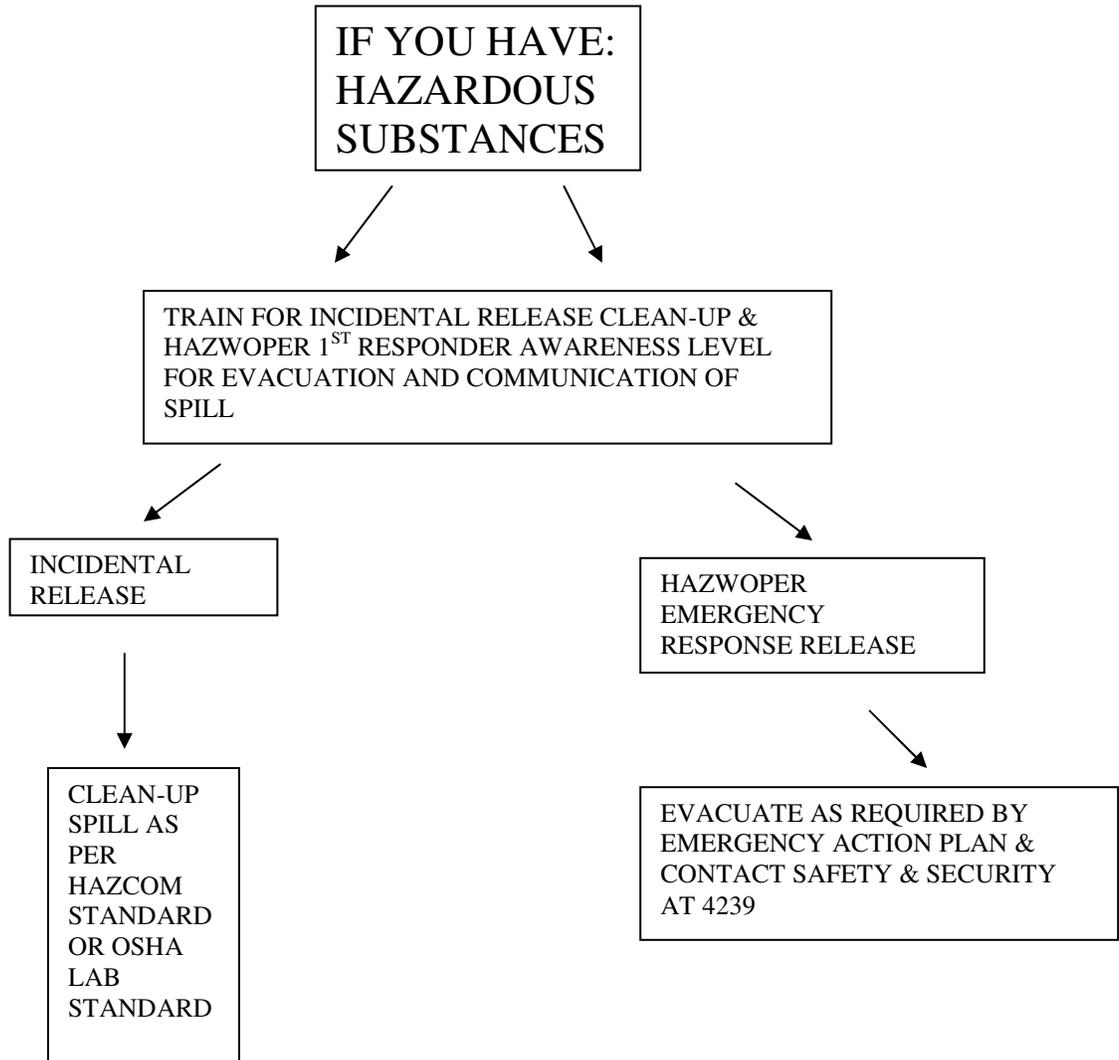
Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available.

Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact the Office of Environmental Health and Safety (OEHS) at 520-4575 or Safety & Security at 4239 after hours.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and

competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. As in the past, OEHS will provide an advisory role to incidental spill response if assistance is needed.

C. Response Flow Chart



XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Emergency Procedures Handbook.
2. Smoking is not allowed in Indiana University buildings. Extinguish all cigarettes in proper receptacles.
3. Laboratory work is done under the supervision of qualified instructors.
4. Hot work being done by maintenance personnel falls under the IUSB Hot Work Program. Hot work procedures involve notifying Safety & Security whenever hot work is being done and following the guidelines listed on the permit. Fire extinguishers should be readily available to personnel trained in their use when performing hot work.
5. Maintenance personnel, laboratory instructors, and workshop operators and instructors (wood, art, metal, and sculpting) are responsible for control of fire fuel source hazards.
6. Do not put any type of hot object, such as cigarette butts, in trash cans.
7. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

Call the Department of Environmental Health & Safety, 520-4575, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)

5. **Impaired Fire Controls**

- a. Fire and smoke doors blocked open.
- b. Storage and trash in stairways and hallways.
- c. Storage closer than 18 inches to sprinkler heads.

6. **Oil-soaked Rags.** Store dirty rags in a metal container with a lid.

C. **Building Descriptions and Occupancy Hazards**

Low Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of small size may be expected. These may include offices, assembly halls, etc.

Ordinary Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of moderate size may be expected. These may include mercantile, storage and display, parking garages, light manufacturing, warehousing not classified as high hazard, school shop areas and similar business or educational facilities.

High Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of severe magnitude may be expected. These may include woodworking, auto repair, warehousing, chemical storage, laboratories, and processes such as flammable liquid handling, painting, dipping, etc. are performed.

Fine Arts Building (Classification: **High Hazard**)

The Fine Arts Building is a one-story structure with sprinklers. This building contains offices, photo labs, paint workshops, and a printmaking shop. Of Particular concern is the insulation material located on the walls of the photo lab (Styrofoam like material).

Administration Building (Classification: **Low Hazard**)

The Administration Building is a two-story structure without sprinklers. The building contains offices, meeting rooms, and classrooms.

University Center (Classification: **Ordinary Hazard**)

The University Center is a one-story structure with a basement and has a partial sprinkler system. The building contains a kitchen, a crime lab, classrooms and a **daycare center**.

Wiekamp Hall (Classification: Low Hazard)

Wiekamp Hall is a three-story structure, with a basement and has a sprinkler system. The building contains offices, classrooms, and computer labs.

Student Activities Center (Classification: Low Hazard)

The Student Activities Building is a two-level structure with a basement and a sprinkler system. The building contains seminar rooms, a food court, weight room, office space and a gymnasium with bleachers that have a seating capacity of 1500 persons.

Northside Hall (Classification: **High Hazard**)

Northside Hall is a four-story structure with a ground floor and a basement and has a partial sprinkler system. This building contains a recital hall, auditorium, scene shop, offices, classrooms, and a bookstore. Laboratories with chemical storage are located on the 1st and ground floor levels.

Greenlawn Hall (Classification: Low Hazard)

Greenlawn Hall is a two-story structure without sprinklers. This building contains classrooms and offices. Room 111 has small quantities of flammable substances (adhesives).

Writing Center (Classification: Low Hazard)

The Writing Center is a one-story house. This building contains offices.

International Center (Classification: Low Hazard)

The International Center is a two-story house. This house contains offices.

Ruskin Building (Classification: Ordinary Hazard)

The Ruskin Building is a two-story structure that has partial sprinkler system. The second story is currently being used by Citigroup and consists of office space and meeting rooms. The first floor contains a loading dock, art gallery, storage areas, and the South Bend English Institute. Be aware of the possibility of non-English speaking persons.

Schurz Library (Classification: Ordinary Hazard)

The Schurz Library is a five-story structure with a sprinkler system, a basement and a sub-basement. This building contains books, magazines, newspapers, etc. and general office areas.

Purdue Technology Building (Classification: **High Hazard**)

The Purdue Technology Building is a two-story structure without a sprinkler system. This building contains offices, classrooms, electronic workshops, a woodshop, flammable liquid storage, grounds garage, and fuel storage in the west parking lot.

Riverside Hall (Classification: Ordinary Hazard)

Riverside Hall is a one-story structure without a sprinkler system. This building contains offices, classrooms, dental clinic, x-ray machines, and general storage areas.

D. Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **911**, will be posted on all house telephones.
7. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to the Environmental Health & Safety Manager (ext. 4575).

XIV. NEWS INFORMATION

Information to the news media will only be released through the Office of Public Affairs and University Advancement.

POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XV. DEFINITIONS

- Assembly Area**----- Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
- CDES**----- Corrdinator of Disaster and Emergency Services
- SBFD**----- South Bend Fire Department.
- OEHS**-----Office of Environmental Health and Safety.
- Emergency Ops Center (EOC)**-----Designated area from where designated staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
- Crisis Management Team**-----Designated personnel with authority to make decisions affecting the university in an emergency.
- EMS**-----Emergency Medical Service.
- Safety Contacts**-----Person who assists during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.
- Hazardous Substances**-----Includes every known chemical.
- HVAC**-----Heating, Ventilation and Air Conditioning.
- HSAS**-----Homeland Security Advisory System.
- IDLH**-----Immediately Dangerous to Life and Health.
- IUPD**----- Indiana University South Bend Police Department.
- LEL**-----Lower Explosive Limit.
- MSDS**----- Material Safety Data Sheet.
- NOAA**-----National Oceanic and Atmospheric Association.
Radio information available from weather receivers or scanners in South Bend at 162.40 MHz.
- PI**-----Principal Investigator.
- PPE**-----Personal Protective Equipment.

EMERGENCY ACTION PLAN ADDENDUM

(Building Name)

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuation of the building.

This list is confidential and will be available only to the individual's immediate supervisor, the floor level safety contact and the Safety & Security Department.

It is NOT to be posted on the Internet as part of this building's Emergency Action Plan.

<u>NAME</u>	<u>BUILDING FLOOR AND ROOM #</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

Director of the Department or his/her designee
Environmental Health & Safety Manager
Director of Safety & Security

If you need assistance or an alternative format made available, please contact campus police at 520-4499