

**INDIANA UNIVERSITY
SOUTH BEND**

**EMERGENCY
ACTION PLAN**

Contacts:

Emergency.....911
IU Police Department.....(574)520-4239
Environmental Health & Safety.....(574)520-4574
Facilities Management.....(574)520-4386

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I. PURPOSE

The purpose of an Emergency Action Plan is to protect Indiana University (IU) 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 is not limited to: 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 appropriate university or municipal responders take over.

II. SCOPE

For the protection of employees, an Emergency Action Plan is a requirement of OSHA's 29CFR1910.38. 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, and 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

There is no guarantee implied or expressed by this document that a perfect response to an emergency or crisis situation is practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation. This section provides basic guidance and general principles to be used before, during, and after an emergency or crisis situation that impacts building occupants.

A. Planning

Preparation is required to facilitate both building evacuation and sheltering-in-place activities. This preparation may include, but is not limited to the following:

1. Training employees to current protocols and standards for building safety with assistance from IU Emergency Management and Continuity (IUEMC).
2. Informing employees on how to communicate during an emergency.
3. Assigning specific tasks and responsibilities to selected building staff to ensure there is a means to identify, accommodate, and move personnel from the building should an evacuation be required.
4. Developing, disseminating and maintaining an emergency action plan for all building personnel.
5. Assisting in the development of building-specific drills and exercises.
6. Reviewing the plan annually and making it available to all building occupants.

7. Posting evacuation route maps throughout the building in visible locations. As a general rule, all building personnel should be able to identify two (2) evacuation routes from the building. These evacuation maps will contain:
 - Emergency and accessible exits
 - Clearly marked routes of evacuation
 - Location of fire extinguishers
 - Location of fire alarm pull stations
 - Areas designated as safe locations for tornado sheltering
 - Evacuation Point First Searched-locations designated for persons with access and functional needs

B. Notification of Emergency Warning

In the event of an emergency or disaster, warning to building personnel may come from a variety of different sources, which includes, but is not limited to the following:

- IU-Notify
- NOAA all-hazards radio
- Building smoke/heat detection or sprinkler system
- Outdoor warning sirens
- Indiana University Police Department (IUPD)
- Internet
- Social media
- Other building occupants

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 IUPD (e.g. Yell “Fire!”, pull building alarm, call other offices, etc.). Then inform immediate supervisor who will continue notification up the chain of command. **NOTE: The building emergency alarm system is reserved for total evacuation of the building.**

C. Review of Emergency Action Plan

Supervisors must review the EAP with each employee:

- When the plan is developed or when the employee is assigned initially to a job;
- When the employee’s responsibilities under the plan change; and
- When the plan is changed.

D. Rescue

It takes more than just willing hands to save lives. Untrained individuals may endanger themselves and those they are trying to rescue. For this reason, it is generally wise to leave rescue work to those who are trained, equipped and certified to conduct rescues. Therefore, IU personnel will not perform rescue duties (exception: IUPD).

IV. ASSIGNMENTS AND RESPONSIBILITIES

A. Emergency Operations

The Environmental Health & Safety Manager will assign volunteers to perform the duties of safety contacts. Emergency 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.

Incident Management Team:

- Chief of Campus Police (CDES)
- Director, Facilities Management
- Environmental Health & Safety Manager (ACDES)
- 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. The Incident Management Team works with IU Emergency Management & Continuity to accomplish the following:

- 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.
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency response actions and coordinate with local emergency personnel upon their arrival.
 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
- 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 IUPD personnel and/or emergency responders of anyone remaining in the building.
- Keep occupants from reentering building until advised by IUPD or emergency personnel that re-entry 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. 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 Incident Management 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. More information may be obtained from the Office of Disability Support Services.

- 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. A person needing assistance evacuating the building should go to an evacuation point first searched location. The sites are indicated on the emergency evacuation maps located in every building.
- 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 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 Chief of Police. 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 an evacuation point first searched location, 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.
 EMERGENCY: Fire, Police Ambulance.....**911**
 CAMPUS POLICE non-emergency.....**520-4239**
 PHYSICAL PLANT/OPERATIONS
 (Utilities, Building Services, etc.).....**520-4386**
- 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. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Close the doors as you leave. If necessary for a safe, orderly evacuation, activate fire extinguishers to clear a path to an exit.
 2. **DIAL 4239** from a campus telephone in a safe area to report the incident to IUPD.
 3. Give your name, building room number and type of emergency.
 4. Stay on the line until you have given all necessary information.

5. 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.
6. 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 St. Joseph County emergency siren may sound.

Campus EMC will initiate notification of a tornado warning when a warning is issued by NWS. Once informed safety contacts will perform a final check in their area then proceed to the building tornado shelter.

Once you receive notification of a tornado warning, check your floor to make sure that everyone has received the notification. 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. Stay sheltered until the all-clear is given by campus emergency notification system, or the National Weather Service. **Indicate area(s) where occupants will move to when not evacuating the building.** If you are outside when you get the notification, 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 Incident Management Team should order a complete evacuation. The building should be inspected by Facilities Management for damage before re-entry.
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. Call 911 if there is an emergency situation. Examples are: a person in the elevator reports being seriously injured or ill, trouble breathing, dizzy, smoke in or near the elevator, etc.
3. After calling 911, or if no emergency exists, notify campus police by calling the non-emergency 24 hour telephone number 520-4239.
4. 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 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 Emergency Communications Center. 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.

Safety Guidelines for Armed Subjects, Active Shooter Situations

4. 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.

5. 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. **Run**

If a safe path is available, run. Always try and escape or evacuate even if others insist on staying. Encourage others to leave with you but don't let the indecision of others slow down your own effort to escape. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 9-1-1
 - ii. **Hide**

If you can't get out safely, find a place to hide. When hiding, turn out lights, remember to lock doors and silence your ringer and vibration mode on your cell phone
 - iii. **Fight**

As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down.
6. 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. 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. 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 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. Campus Police Phone: 4239
 - 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 take any unnecessary risks when ordered to evacuate. 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 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.

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.

- A. **Telephone Threat:** The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by completing the **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 that you:
 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 IUPD, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call IUPD at 4239.
 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** call IUPD at 4239. **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.
 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. Call IUPD at 4239, and then notify 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. The IUPD 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 CHEMICAL SPILL/SUBSTANCE RESPONSE

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazardous Communication Standard (29CFR1910.1200) or the Lab Standard (29CFR1910.1450).

1. Evacuate the immediate area.
2. Anyone who has had a bodily contact with the hazardous material should remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water for 15 minutes (use emergency facilities available- safety showers, eyewashes, etc.).
3. To obtain medical assistance for those injured call 911.
4. Report the incident to EH&S at (574)520-4575 or (574)520-4239 and provide the following information:
 - Building name
 - Floor
 - Room number
 - Description of incident
 - Type of hazardous materials involved
5. If advised, evacuate the building to a safe distance and leave sidewalks and entries clear for arriving emergency personnel. Do not return to the building until instructed to do so by the agency in charge.

XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to work toward maintaining a safe and healthy working environment. 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 Guide.
2. Smoking is not allowed on Indiana University property. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees should be familiar with the workplace evacuation routes and areas of safety within their buildings.

B. Typical Fire and Workplace Hazards

Call 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. 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 to fire extinguishers, fire pull stations, and AEDs are to 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.

XV. 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.

XVI. DEFINITIONS

AED	Automated External Defibrillator
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	Coordinator of Disaster and Emergency Services
CPR	Cardiopulmonary Resuscitation
EAP	Emergency Action Plan
EH&S	Environmental Health & 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.
EMS	Emergency Medical Service
HSAS	Homeland Security Advisory System
HVAC	Heating, Ventilation and Air Conditioning
Incident Management Team	Designated personnel with authority to make decisions affecting the university in an emergency
IU-Notify	The mass notification system used by IU to inform faculty, staff and students of any emergencies or urgent situations requiring immediate attention and action.
IUPD	Indiana University Police Department
MSDS/SDS	Material Safety Data Sheet/Safety Data Sheet
NOAA	National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in South Bend at 162.40 MHz.
OSHA	Occupational Safety and Health Administration
SBFD	South Bend Fire Department.
Safety Contact	Person who assists during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.

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 Campus Police Department.

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

NAME

BUILDING FLOOR AND ROOM #

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

Environmental Health & Safety Manager
Chief of Campus Police

If you need assistance or an alternative format made available,
please contact EH&S at (574)520-4575.