

 **Emergency Action Plan Appendices**

 **Michigan State University**

**Name of Building:**

**Primary Emergency Action Team Building Coordinator:**

**Email:**

**Work Phone: Cell Phone:**

**Alternate Emergency Action Team Building Coordinator:**

**Email:**

**Work Phone: Cell Phone:**

**Date of Last Revision:**

**A copy of this plan is kept physically and electronically and is available upon request.**

* **Physical Location:**
* **Electronic Location:**

**INSTRUCTIONS**

Appendix 1: Many of these items may have already been completed for your building. Read through each task and check whether it has been completed or is in progress. If a particular task does not apply, do not check either box and note the reason it does not apply in the comments

Appendix 2 Parts I and II: Fill out the contact information for the primary and alternate emergency action team building coordinators, as well as unit coordinators, if applicable. If you need more space copy and paste the boxes onto a new page

Appendix 2 Part III: Fill out the emergency action team leaders' locations and assigned areas, their name and MSU email address, which role they fill during an evacuation, and note if they work outside of the building's operational hours. Add rows if you need more space

Appendix 3: This section outlines the roles and responsibilities of the emergency action team. All EAT members should read and understand this section.

Appendix 4: If there is a person with a disability or access or functional need that works or spends a considerable amount of time within your building, they may **elect** to be represented in this section. **No individuals should be personally identified** **in this section, or anywhere within this plan.** List the work location the individual is in, and what their assistance needs are. For example, Room 205; 2nd floor, northeast corner of the building; wheelchair user needing assistance getting to the north stairwell. **This section should be withheld from public access.**

Appendix 5: Any potential hazards within the building should be listed here. Hazardous substances that are used or stored and their locations, areas where access is restricted, etc. **This section should be withheld from public access.**

Appendix 6: This section should list the names and responsibilities of anyone who must continue operations or shut down operations before either evacuating or seeking shelter. Not every emergency is going to require HVAC shutoff but should remain a task on the list.

Appendix 7:

* List all locations for designated outdoor rally points (if none have been designated, note any “unofficial” sites and they will be reviewed)
* Indoor rally points can include nearby buildings or parking ramps.
* Severe weather/seek shelter locations have been pre-determined and can be found on the emergency evacuation maps highlighted yellow. There may be alternative safe locations, they may be listed, but note they are unofficial, and they will be reviewed
* Note the approximate locations of all fire extinguishers
* List the location of all AEDs, both mounted and portable
* List the locations of all first aid, stop the bleed, etc kit locations.
* List anyone in the building, whether they are part of the EAT or not, that are CPR trained and certified. Note any others who have any other relevant training.

Appendix 8: List any communications plans here. This should include how the building coordinator is going to communicate with the unit coordinators and other EAT members, how departments will communicate internally and with one another, etc. This can include teams channels/chats, email or text threads, PA system announcements, phone trees and contact lists. Insert pages as needed.

Appendix 9: This section is to take an inventory and assess needs for emergency postings within the building. Each classroom and larger conference and meeting spaces should have a classroom guidelines posting; every floor should have emergency evacuation maps; emergency guidelines poster can be placed in high traffic areas – elevator lobbies, on hallway bulletin boards, etc. List each location that should have at least one of these three postings and note which ones are there. Note if any are missing or are outdated so they can be reviewed

Appendix 10: Edit this checklist to fit your building and print copies for each EAT member to have readily available

Appendix 11: List each time this plan is updated or reviewed, what changes were made and by whom

**Once complete, email a copy to** **em@dpps.msu.edu** **for review before posting**

**APPENDIX 1: BUILDING EMERGENCY ACTION PLAN CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed**  | **In Progress** |  | **Comments** |
|  |  | **Initial Actions** |  |
| [ ]  | [ ]  | Connect with each unit or department within the building to ensure full representation |  |
| [ ]  | [ ]  | Designate primary and alternate EAT building coordinators |  |
| [ ]  | [ ]  | Designate EAT leaders (ideally 2 per department/floor covering all hours the building is operational) |  |
| [ ]  | [ ]  | Review and become familiar with EAT building/unit coordinator and leader roles and responsibilities |  |
| [ ]  | [ ]  | Establish emergency notification procedures within the building (requirement of BCP) |  |
| [ ]  | [ ]  | Identify evacuation rally points (both outside and an alternate indoor location for inclement weather) |  |
| [ ]  | [ ]  | Identify severe weather shelter areas (seek shelter alerts) within the building suitable for all building occupants |  |
| [ ]  | [ ]  | Identify **location** of faculty, staff, and students with access or functional needs within the building who may need extra assistance during an emergency – do not personally identify |  |
| [ ]  | [ ]  | Identify any essential duties or assignments that must be completed, and by who, during an emergency before they can evacuate |  |
| [ ]  | [ ]  | Identify locations of AEDs, first aid kits, etc. List names of those with CPR/AED/Stop the Bleed etc. certifications and expiration of certifications |  |
| [ ]  | [ ]  | Identify all labs, rooms with hazardous materials, and any other areas of concern within the building |  |
|  |  | **Monthly Actions** |  |
| [ ]  | [ ]  | Attend monthly EAT meetings (online via Teams) |  |
|  |  | **Annual Actions** |  |
| [ ]  | [ ]  | Review and revise building EAP |  |
| [ ]  | [ ]  | Alert all building occupants to any changes in EAP, and send updated copy to DPPS Emergency Management |  |
| [ ]  | [ ]  | Attend training provided by DPPS Emergency Management |  |
| [ ]  | [ ]  | Hold department safety training |  |
| [ ]  | [ ]  | Hold EAT leader refresher training |  |
| [ ]  | [ ]  | Review and ensure posted emergency evacuation maps are updated and accurate |  |
|  |  | **Actions to Take as Needed/Necessary** |  |
| [ ]  | [ ]  | Train newly hired faculty/staff/students on emergency procedures within the EAP |  |
| [ ]  | [ ]  | Train newly recruited or assigned EAT members on roles and responsibilities |  |
| [ ]  | [ ]  | Update EAT roster with DPPS (via TEAMS) |  |

**APPENDIX 2: EMERGENCY ACTION TEAM CONTACT LIST**

I. **BUILDING COORDINATOR:**

|  |
| --- |
| Name:  |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

II**. ALTERNATE BUILDING COORDINATOR(S)**

|  |
| --- |
| 1. Name:
 |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

|  |
| --- |
| 1. Name:
 |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

**II. UNIT** **COORDINATOR(S)**

|  |
| --- |
| 1. Name:
 |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

|  |
| --- |
| 1. Name:
 |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

|  |
| --- |
| 1. Name:
 |
| Position/Title:  |
| Department/Unit:  | Office #  | Floor #  |
| Work Phone:  | Cell Phone:  | Text capable: Y [ ]  N [ ]  |
| MSU Email:  | Home Email:  |

**III. EMERGENCY ACTION TEAM LEADERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Floor/ Assigned Area** | **Name & MSU Email** | **Evac Position – Floor Leader, Rally Point Leader, or Door Controller** | **Work Hours (If Different from Building Operational Hours)** |
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**APPENDIX 3: EMERGENCY ACTION TEAM ROLES AND RESPONSIBILITES**

* **Emergency Action Team Building Coordinator**: Appointed to lead the building’s Emergency Action Team. Responsibilities include:
	+ Developing and maintaining the written emergency action plan
	+ Recruiting training, and maintaining members of the Emergency Action Team
	+ Training of employees or those covered under this plan
* **Emergency Action Team Unit Coordinator** (where applicable): Appointed to lead and represent a particular unit housed within a building. Works in collaboration with the Building Coordinator to fulfill the same responsibilities.
* **Emergency Action Team Leader: Appointed to lead a defined building area in an emergency.**

All members of a building’s emergency action team are expected to know and understand the written emergency action plan to act accordingly during an emergency. **However, it is important to note that EAT members are *never* expected to compromise their own safety and wellbeing. If completing any responsibilities as described would put you in danger, act to protect yourself first. Once safely out of harm’s way, check in with your EAT unit/building coordinator or a first responder to advise them that you are safe and were unable to complete your EAT duties.** All EAT members should also help to foster a community of safety within the building by reporting any hazardous or suspicious situations immediately.

**RESPONSIBILITIES DURING EMERGENCIES REQUIRING EVACUATION**

**ALL EMERGENCY ACTION TEAM MEMBERS**

* If the fire evacuation alarm has not been activated and you witness smoke or flames or are instructed to pull the alarm by emergency responders to evacuate the building, locate and pull the nearest alarm to begin the evacuation process and alert others of the emergency.
* Grab your evacuation kit if it does not hinder your ability to exit the building quickly – cell phone, radio (if applicable), vest/hat, checklist, etc.
* Conduct a sweep check of your assigned area as you are evacuating
	+ If safe to do so, knock on closed doors before opening to announce the emergency
	+ Close doors to empty rooms as you leave to secure and preserve property
	+ Alert all others you pass on your way out of the building
		- Note the location of anyone unable to evacuate themselves or refuses to evacuate and report it to the rally point leader or emergency responders. **You are not responsible and will not be held liable for anyone who refuses to evacuate**
	+ If you are in a different part of the building at the time the alarm sounds, **do not attempt to go back to your assigned area**
		- Evacuate the building and alert your rally point leader that you were unable to complete your sweep check

**BUILDING/UNIT COORDINATOR**

* Call 9-1-1 (text only if unsafe to call) to report the emergency and ask the dispatcher where you can meet the responding officer or other first responder
* Meet the officer or first responder to provide them with building information and any pertinent information about the emergency as it is relayed to you by your rally point leaders
* Stay in contact with the rally point leaders and door controllers to provide updates and pass on an “ALL CLEAR” message when it is given by emergency responders

**RALLY POINT LEADER**

* Head to the designated rally point and meet with EAT floor leaders to gather information and begin to account for those who were in the building at the time of the emergency
* Stay in contact with the building/unit coordinator to receive updates, and pass on an “ALL CLEAR” message when it is provided to you

**DOOR CONTROLLER**

* Move far enough away from the building to stay out of the line of danger, but close enough to guide those evacuating towards the rally point and prevent re-entry into the building until an “ALL CLEAR” message is given

**FLOOR LEADER**

* Head to the rally point and relay pertinent information to the rally point leader

**RESPONSIBILITES DURING EMERGENCIES REQUIRING INDIVIDUALS TO SEEK SHELTER – SEVERE WEATHER OR HAZARDOUS MATERIALS INCIDENT**ALL EMERGENCY ACTION TEAM MEMBERS

**When a seek shelter order is given due to a severe thunderstorm or tornado warning**

* Conduct a sweep check as you are seeking shelter
	+ Walk and safely alert those in your assigned area of the emergency using your voice, PA system (if applicable), etc.
	+ If safe to do so, knock on closed doors and announce the emergency
	+ Close doors to empty rooms to secure and preserve property
	+ Direct persons to the nearest designated or otherwise safe shelter area
* Stay sheltered until an “ALL CLEAR” message is given by radio or TV alerts, weather service announcement, or emergency responders indicating it is safe to leave the shelter area

**When a seek shelter order is given due to a hazardous materials incident**

* Advise everyone inside the building of the emergency and suggest they do not leave
* Close doors and windows, turn off fans and/or air conditioning units
* If possible, have the building heating, ventilation, and cooling (HVAC) turned off by IPF
	+ Some buildings have local HVAC systems that can be controlled internally – if the system does not use outside air and the emergency is outside the building, no further action is necessary unless otherwise directed by fire/police/EHS
* Use plastic sheeting, duct tape, towels, or clothes to seal windows, doors, air vents, etc.
* Notify emergency services of your shelter location and the number of persons sheltered
* Follow any additional directions from emergency alerts or first responders
* Remain in shelter until notified that conditions are safe to exit
* Monitor commercial radio/TV for an all-clear notice and announce to those in the building

**RESPONSIBILITIES DURING EMERGENCIES REQUIRING INDIVIDUALS TO SECURE IN PLACE – ACTIVE VIOLENCE**

**BUILDING AND UNIT COORDINATORS**

* Identify the situation
* Issue protective action notification to evacuate or secure in place depending on location of situation
* Secure yourself in a locked office or other secure area and call or text 9-1-1 to report the situation
* Brief police on the situation when they arrive or over the phone only if safe to do so and requested by those responding
* Consult with police to determine if evacuation is appropriate
* Account for all building occupants

**EAT LEADERS**

* Implement protective actions immediately upon becoming aware of the situation
* Secure yourself in an office or other secure area and call or text 9-1-1 to report the situation
* Verify that protective actions are underway
* Establish communications with police if not already in place
* Assist in accounting for all persons
* Assist with evacuation if advised by law enforcement and follow their instructions
	+ Law enforcement may advise to evacuate and leave campus or may be escorted or directed to an off-site shelter

**TRAINING**

All Emergency Action Team building and unit coordinators are required to attend the annual training hosted by MSU DPPS Emergency Management. Emergency Action Team leaders are encouraged to attend the in-person training but are not required to. It is the building and unit coordinators' responsibility to recruit or otherwise assign Emergency Action Team leaders and provide training in their roles and responsibilities as written in this plan. A training record should be kept and available to be provided upon request.

Training should be provided when:

* This plan is initiated or significantly revised
* Responsibilities under this plan change (i.e., a floor leader becomes a unit coordinator)
* An employee is first assigned or transferred

**APPENDIX 4: PERSONS WITH DISABILITIES, ACCESS, OR FUNCTIONAL NEEDS**

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| Identify areas where people with access or functional needs are located. Those with hearing, sight, or mobility impairments are most likely to need assistance* **Do not identify individuals**, only their access and functional needs.
* The location should be as specific as possible. (Example: room 205, 2nd floor northeast corner of the building)
* **Individuals must “opt-in” to be included in this section**.

**NOTE: CONFIDENTIAL INFORMATION - NOT TO BE POSTED FOR PUBLIC ACCESS** |

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| **Room #** | **Room Location Specifics** | **Access/Functional Needs** |
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**APPENDIX 5: BUILDING SPECIFIC HAZARDS**

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| List any hazards or special concerns for your building. These should be as specific as possible. Example: A Biosafety Research Lab (BSL 3) is in room 205 at the building's south end on the second floor.

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| **Room #** | **Room Location Specifics** | **Hazardous Issues or Special Concerns** |
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**NOTE: CONFIDENTIAL INFORMATION - NOT TO BE POSTED FOR PUBLIC ACCESS** |

**APPENDIX 6: EMERGENCY EVACUATION ESSENTIAL DUTIES**

During some emergency situations, it will be necessary for specifically assigned and properly trained employees to remain in work areas that are being evacuated to carry out or shut down critical operations. List any essential duties and assignments that need to be completed prior to evacuation (e.g., turning off dangerous equipment, requesting HVAC shutoff, alerting classrooms, etc.) and the employee(s) trained to complete the duties.

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| **Task** | **Specific Duties** | **To Be Completed By** |
| HVAC/Central Air Handling System Shutoff | Request system to be turned off when necessary by calling ContactIPF 517-353-1760  |  |
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**APPENDIX 7: RALLY POINT, WEATHER SHELTER, AND AED LOCATIONS; CPR AND OTHER CERTIFICATIONS**

List the building’s designated outdoor rally point locations, alternate indoor rally point locations for use during inclement weather. If applicable, identify the location of AED(s) in your building, first aid/Stop the Bleed kit locations, names of CPR trained staff, and other training as applicable.

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| --- | --- |
| **Outdoor Rally Point(s)**\*Alternate rally point may need to be selected depending on the situation (e.g. large number of people to evacuate, current rally point is near danger, etc.) |  |
| **Indoor Rally Point(s)** Location in neighboring building or parking ramp for use during inclement weather |  |
| **Severe Weather (Seek Shelter) Locations** If you plan to allow others into a safe shelter location that is not otherwise accessible to the public, list those locations here | yellow areas on emergency evacuation maps posted throughout building |
| **Fire Extinguisher Locations** |  |
| **AED Locations** |  |
| **First Aid, Stop the Bleed, Etc. Kit Locations** |  |
| **Names of CPR Trained Staff** |  |
| **Names of Staff Who Have Other Training or Certifications** |  |

**APPENDIX 8: BUILDING EMERGENCY COMMUNICATIONS PLAN**

Insert your buildings communications plan here. Include both internal and inter-departmental communications. Ex: 4th floor will communicate via Teams, EAT coordinator will text all EAT leaders, etc.

**APPENDIX 9: EMERGENCY GUIDELINES POSTINGS CHECKLIST**

List locations (classroom, conference/meeting space, office, elevator lobby, etc.) and indicate whether each of the postings are in that space (Y for yes N for no). Note any that are outdated or missing.

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| LOCATION | EMERGENCY PREPAREDNESS GUIDE | EVACUATION MAPS | NOTES |
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**EMERGENCY PREPAREDNESS GUIDE**



Additional copies to print and post may be found [here](https://edge.sitecorecloud.io/michigansta4a14-msu70a4-prod718c-8cd0/media/project/msu/dpps/docs/classroom-emergency-preparedness.pdf).

**EMERGENCY EVACUATION MAPS**

If you have electronic copies of the building’s maps, add them below

**APPENDIX 10: EVACUATION CHECKLIST**

|  |
| --- |
| **EMERGENCY ACTION TEAM EVACUATION CHECKLIST**Complete this checklist during an evacuation and turn in to your building leader. PASS ON ANY IMPORTANT NOTES AS SOON AS POSSIBLE! |
| **Checkbox Checked with solid fill** | **Floor** | **Wing/Section** | **Notes** |
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**APPENDIX 11: REVISION HISTORY**

This Emergency Action Plan (EAP) may require important updates or additions. List all revisions below and include what revisions were made, by who, and when. Send all updated or revised EAPs to DPPS Emergency Management for review.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action Taken** | **Pages** | **Entered By** |
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FOR ASSISTANCE COMPLETING THIS TEMPLATE: Nicole will be available every Tuesday on teams from 11am-1pm; feel free to join the meeting below with any questions each Tuesday.

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Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NjFhOWY0N2MtYWEwNC00YjUxLTk0MTgtOTk4ODcxNGQ0MjRj%40thread.v2/0?context=%7b%22Tid%22%3a%2222177130-642f-41d9-9211-74237ad5687d%22%2c%22Oid%22%3a%22dae9b6de-97af-4d65-9b85-1b1f03830324%22%7d)

Meeting ID: 297 936 338 289
Passcode: mcvaTA

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

[Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=dae9b6de-97af-4d65-9b85-1b1f03830324&tenantId=22177130-642f-41d9-9211-74237ad5687d&threadId=19_meeting_NjFhOWY0N2MtYWEwNC00YjUxLTk0MTgtOTk4ODcxNGQ0MjRj@thread.v2&messageId=0&language=en-US)

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For times outside of Tuesdays 11-1 or for in-person meetings, please email em@dpps.msu.edu