

[Berkey Hall](#)

EMERGENCY ACTION PLAN

MICHIGAN STATE

U N I V E R S I T Y

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I. EMERGENCY TEAM LEADER (S)

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TELEPHONE NO: 355-8330
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The building's Emergency Team Leader has been appointed to lead the building's Emergency Action Team. The Emergency Team Leader's responsibilities include:

- A. Developing and maintaining the written emergency action plan.
- B. Recruiting and maintaining of the emergency action team.
- C. Training of employees.

II. STANDARD MEANS OF REPORTING EMERGENCIES

- A. Report all emergencies to the 9-1-1 dispatch center by - **Dialing 9 - 1 - 1**
- B. Emergencies are defined as those situations that include - **Fires, Tornado Warnings, Explosions, Life safety issues, Serious injuries, Crime in progress, Bomb threats, or Hazardous material release emergency.**
- C. For fires and most emergency that require the quick evacuation of the building use the fire evacuation pull alarms located throughout the building.
- D. Emergency Coordinators are also equipped and trained with whistles for back-up emergency notification as well as an alternate system if needed.

III. EVACUATION GUIDELINES:

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been given to each employee. All employees have been trained in the correct procedures to follow. Employees transferred to new workstations are trained upon arrival. New employees are trained when assigned to a work area. Escape routes are listed in Appendix A, *Emergency Action Plans for Employee, students, and guests.*

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

The attached sheet (Appendix D) describes operations, procedures, and personnel required for critical operations to be performed before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.

C. Evacuation Guidelines for People with Disabilities

1. **Blind and Visually Impaired:** may require guidance or assistance to the primary or to a secondary exit and to the rally site.
2. **Deaf / Hard of Hearing:** may not realize the evacuation alarm is sounding. Some may require alerting and guidance to the primary or secondary exit and to the rally site.
3. **Mobility Impaired and for people who use wheelchairs:**
Evacuation from basements or upper floors can be difficult **because elevators may not be used** during an emergency. Three courses of action are possible. All employees should receive instructions so they may provide assistance. Some may:
 - a. proceed to an enclosed, safe, fire rated stairwell or one of the emergency areas designated for people with disabilities and wait for assistance. Their location must be reported by dialing 9-1-1 or by actually reporting to the nearest emergency responder immediately. (fire, police, etc.)
 - b. remain in the room. If the hazard is not near the location and the room is well constructed, this may be the best choice. Their location must be reported by dialing 9-1-1 or by reporting to the nearest emergency responder immediately. (fire, police, etc.)
 - c. be assisted in using the stairs or ramps to evacuate. However, great care must be taken in moving a person who uses a wheelchair or may have impaired mobility.

D. Employee Accountability Procedures After Evacuations

Emergency Coordinators have been assigned. Each coordinator is responsible for accounting for all assigned employees, personally or through a designee by advising and assisting those in his/her area to a predetermined designated rally point and by conducting a sweep check of their assigned area. Each employee is required to check in with designated Emergency Coordinators or supervisors. [An optional "buddy" system may be established to assist the coordinator in accounting for certain employee(s)].

All coordinators are required to report their head count and sweep check to the Facility Emergency Coordinator or designee. A summary of the evacuation rally points is listed in Appendix C, the identities of coordinators and assigned employees who must report to each, is also given in Appendix H.

E. Rescue and Medical Duties

None. Rescue and Medical duties will be provided by the East Lansing Fire Department and other trained emergency personnel.

F. Alarm System

Alarm systems for notifying employees in case of an emergency are:

1. Pull Alarm - for evacuations
2. The emergency action team
3. Manual mouth whistle

When so required by specific OSHA Standards, the organization will comply with OSHA Standard 1910.165, Employee Alarm Systems.

G. Plan Availability

A copy of the facility emergency plan is maintained in [the Dean's Budget Office \(on W: drive\)](#) and is available upon request.

H. Training

Emergency Coordinators have been assigned to assist in the safe and orderly emergency evacuation of other employees. Training records and outlines are listed in Appendix H.

Training for these coordinators is provided when:

1. The plan was initiated
2. Responsibilities change
3. First assigned or transferred.

IV. SHELTER GUIDELINES:

- A. **Shelter Locations** have been designated for the building. Building diagrams have been posted and/or distributed showing the nearest location. Emergency coordinators will advise employees and other occupants of the need to take shelter and direct them to the locations as necessary.
- B. **Tornadoes** present the condition, which causes the greatest concern for sheltering. They are most likely to occur during the spring months of April, May and June. They can also happen during summer and again become more likely during fall months.

Tornado safety instructions are given on bulletin board posters. The two stages of tornado formation generally are:

1. **Watch:** Weather conditions have developed from which a tornado may occur. Announcements are made by broadcast media and to key campus locations by telephone. No building or campus signals are given.
2. **Warning:** A tornado has been in the watch area. All employees, students, and guest should go to shelter immediately if any one of the following signals are issued:
 - a. On campus sirens (three locations)
 - b. Tornado warning issued for the area on television or radio.
 - c. Personal notification by an emergency coordinator or by MSU police personnel.

The Emergency Coordinators will notify persons within the building. The three sirens located on campus buildings, which will sound a steady tone for three minutes, will notify persons outside of buildings. In either case, the signals mean people should go to shelter areas. Campus sirens are tested at 12:30 p.m. on the first working day of each month.

- C. **Hazardous Material Incident:** The university's definition of a hazardous material release is listed in Appendix G, ***Emergencies Involving Hazardous Materials***. Hazardous material emergencies fall in to two primary types. One is an incident that occurs outside and near this building. The other type is an incident that occurs inside the building.

1. **Hazardous Material Incident Outside and Near the Building:** The release of hazardous materials during a transportation accident or other circumstances may result in the need for immediate sheltering within the facility. Emergency shutdown procedures for the air handling system as well as special procedures for the closing of other external air sources will be found in Appendix D *Emergency Shutdown Procedures*.
2. **Hazardous Material Incident Inside This Building:** Hazardous material release can occur anywhere. The highest area of risk however is in Laboratory area. Standard lab safety protocol for defining an emergency and reporting must be followed.

Response to a hazardous material incident will vary according to the assessed danger. There are two primary responses that the Emergency Action Team will advise and assist all employees, students and guest. They are outlined in both Appendices A, *Emergency Guidelines for Employees, students and guests* and Appendix B, *Emergency Guidelines for Emergency Coordinators*.

MEMO

TO: All employees of __Berkey Hall_____ building

FROM: **Trudy Wesley**__, Emergency Coordinator Team Leader

RE: Guidelines for Emergencies

Date: _____

Attached is a new set of guidelines for what to do in the event of an emergency in our building. It is a part of a campus wide program entitled “The Emergency Action Plan”. Please review and make yourself familiar with these guidelines.

Please make special note of the following:

For Evacuation of the building: Be familiar with the rally site location. This is where ALL staff and employees are to meet if we are required to evacuate the building. Under MIOSHA worker safety codes, all employees are required to check in at the designated rally site in the event of a building evacuation. If weather conditions make it necessary to move to another building we will most likely go in to Old Horticulture.

A fire drill using this new system is being planned in the near future.

For Tornado Warnings: Be familiar with the nearest designated shelter areas in our building. Emergency Floor Plan Maps are being posted in the building that will indicate these shelters.

The Emergency Action Team: Several members of our building have agreed to serve as Emergency Coordinators. They have received special training so that they can advise and assist students, employees and guest of what to do in the event of an emergency here in Berkey Hall. During an emergency or a drill these coordinators can be identified by their yellow vests.

Berkey Hall EMERGENCY COORDINATOR EVACUATION CHECK LIST	
FLOOR:	SECTION:
Check list: ☐ Sweep check of assigned area completed: ☐ Everyone in assigned area has left the building: ☐ There is no one unaccounted for at the rally site: ☐ There is no one that has special needs: <i>(Make notes on any item NOT checked off)</i>	
Special note to the Emergency Team Leader:	

Appendix B-2

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Berkey Hall EMERGENCY COORDINATOR EVACUATION CHECK LIST	
FLOOR:	SECTION:
Check list: ☐ Sweep check of assigned area completed: ☐ Everyone in assigned area has left the building: ☐ There is no one unaccounted for at the rally site: ☐ There is no one that has special needs: <i>(Make notes on any item NOT checked off)</i>	
Special note to the Emergency Team Leader:	

Appendix B-2

Berkey Hall

EMERGENCY TEAM LEADER

EVACUATION CHECKLIST

	Floor	Wing or Section	Special notations:
	5 th		
	4 th		
	3 rd		
	2 nd		
	1 st		
	Basement		

Emergency Team Leader: _____

Appendix B-3

BUILDING ACCOUNTABILITY GUIDELINES

It has been determined that it is unreasonable to expect that accounting for people in this building can be done by a name list or roll call. This plan accounts of people in the building by having an emergency coordinator selected for all areas of the building and that those coordinators have received training to conduct a sweep check of their assigned area and reporting to a designed team leader of the status of their area. By compiling each individual area reports into a master building report, the Emergency Team Leader will know what areas have or have not been check on.

- A Rally points have been established for all evacuation routes and procedures. These points are designated for each student, guest and employee in the evacuation plan.

- B **Rally Site Locations:** All employees must report to their designated rally points immediately following an evacuation. These rally point is located near _____. In the event that conditions make it necessary to evacuate and seek shelter in another building all employees, will report to their Emergency Coordinators at a location inside a nearby facility. Those locations will most likely be in an announced location inside the _____.

- C **People with Special Needs:** Certain employees may be assigned a "Buddy" employee. Each employee is responsible for reporting to his or her Emergency Coordinator at the rally point so that an accurate head count can be made. [If assigned, the employee will advise the coordinator of the status of his or her buddy.] Guidelines for people with disabilities have been established. Emergency Coordinators and special assigned staff have received training on how to assist those with special needs.

- D **The Emergency Coordinators:** Coordinators will conduct a sweep check of their assigned area if the area is safe. After they exit the building each coordinator will check-in at their assigned rally site. They will:
 - 1. Assemble with employees, students and guest from their assigned area to determine if anyone is unaccounted for.
 - 2. **Report to the Rally Site** Coordinator, the Emergency Team Leader or designee. The Rally Site Coordinator (if assigned) will report rally site information to the Emergency Team Leader.
 - 3. Each Emergency Coordinator will report that the sweep check was either completed or not, if there is anyone reported as unaccounted for or any additional important information.

-
- A The **Emergency Coordinator Team Leader** or designee will be located near _____. If it is determined that an inside facility is needed after the evacuation from the _____ Building. The Emergency Coordinator Team Leader may obtain assistance from _____ (name) _____, _____ (building) _____ (phone #) _____.
- B An **Incident Commander** from either police or fire will be designated and in charge of the emergency. The Emergency Team Leader will report to the Incident Commander. Their report should include that either all employees, students and guests are accounted for or that someone may be missing and their possible location(s). The Coordinator will assist in determining possible methods to be used for locating missing personnel if so requested.
- C **Accountability during late hours operations:** All employees who are in the building during non-business hours are still expected to follow the emergency guidelines found in Appendix A. Staff assigned to work late hour operations will receive special training so they can advise and assist students and guests of the building during an emergency. It is understood that Police and Fire personnel with most likely have to sweep check the building at these times.

EMERGENCY SHUTDOWN PROCEDURES

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

1 Emergency shutdown procedures for the building's central air handling system.

Machine or Process to be shut-down	location of turn-off	Description of the shut-down.
1. Central Air handling system	Central Monitor Room (Physical Plant)	A. Call Physical Plant 353-1760 Extension 611 B. Or after 5:00pm call the University Operator - # 0

SPECIAL TRAINING

The preceding individuals have received special instructions and training by their Emergency Coordinators to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures follows.

1. Shut-down central air handling system:

Name(s):	Department	Description of assignment
1.		
2.		
3.		
4.		
5.		

EMERGENCY SHUTDOWN PROCEDURES

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

2. _____

Machine or Process to be shut-down	location of turn-off	Description of the shut-down.

SPECIAL TRAINING

The preceding individuals have received special instructions and training by their Emergency Coordinators to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures follows.

2. _____

Name(s):	Department	Description of assignment
1.		
2.		
3.		
4.		
5.		

CLASSROOM EMERGENCY GUIDELINES
for _____

PURPOSE: To provide the individual faculty member with basic guidelines for evacuating a facility in case of fire, chemical spill, release of toxic or odorous gas, and bomb threats. The complete Emergency Action Plan for each building is available through the individual Facility Emergency Coordinator for review and discussion. Questions may also be directed to the MSU Police Emergency Management Coordinator, Telephone: 432-1584

EVACUATION PROCEDURES:

1. Immediately Dial 9-1-1 from a safe location if you are reporting an on-site emergency. Report the Location and Type of emergency.
2. Sound the building evacuation alarm if you are reporting an on-site emergency that requires evacuation.
3. If you hear the evacuation alarm, mouth whistle, air horn or are directed to do so by Emergency Coordinator(s), Evacuate the Building in your area of responsibility by way of the nearest exit. If that route is blocked, use the Secondary Route which you have predetermined for your particular classroom.
4. Close doors as you leave to retard the spread of toxic atmosphere, smoke and/or flame. It should always be assumed that the emergency is real. Therefore, coats, backpacks and valuables should be taken since the building may be closed for some time.
5. Please ensure that assistance in exiting is provided to handicappers. It would help if those persons who may require assistance be asked to privately identify themselves so that appropriate procedures can be pre-determined.
6. Have your students and others you have directed from the building go to a designated Rally Point. Attempt to determine if any persons are missing or not accounted for in your group. Advise the Emergency Coordinators (yellow helmets), fire and/or police, if you feel any person may be missing.

Rally Point: _____

7. Wait at the Rally Point until advised of further action by the Emergency Coordinators, police or fire personnel.
8. Rescue and medical/first aid duties will be performed by trained fire and/or police personnel.

SHELTER PROCEDURES:

1. All faculty and students shall go to shelter immediately if any ONE of the following signals are given:
 - a. On campus sirens (three locations)
 - b. Tornado warning issued on television or radio for this area.
 - c. Personal warning issued by you unit Emergency Coordinator or an administrator.
2. The shelter locations have been placed on the room bulletin board.

SPECIAL INSTRUCTIONS:

Prepared by the MSU Department of Police & Public Safet

Appendix F
EMPLOYEE BOMB THREAT
AND SUSPICIOUS MAIL OR PACKAGE GUIDELINES
MICHIGAN STATE UNIVERSITY

EMPLOYEE BOMB THREAT GUIDELINES:

I. PURPOSE

The purpose of these guidelines is to establish recommended procedures for the handling of bomb threats. The procedures:

- A. Provide for the orderly receipt and dissemination of "bomb threat" information to appropriate personnel.
- B. Provide for orderly evacuation of buildings.
- C. Provide for an orderly search of a building for a suspect bomb device.
- D. Provide for control and security of a suspect device pending the arrival of emergency personnel.

II. RECEIPT AND DISSEMINATION OF INFORMATION

The following actions should be taken immediately when a bomb threat is received by telephone. We recommend that these steps be placed at each workstation.

A. Receipt of Information.

- 1. Obtain as much information as possible concerning the threat.
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
 - j. What event or events are occurring in the threatened building at this time, e.g. final exams, military research, controversial speaker, etc.?

-
2. Obtain as much information as possible about the caller.
 - a. Write down the exact wording of the threat.
 - b. Was the caller male or female?
 - c. Race, nationality, accent, age, etc.?
 - d. Voice characteristics and pitch?
 - e. Background noises?
 - f. Length of call?
 - g. Telephone number at which call is received?
 - h. Other comments, which may prove valuable in the evaluation.
 3. Identify the person receiving the call.

B. Dissemination Of Information

1. **Dial 9-1-1** and advise the operator of the information obtained above. Answer any additional questions the officer may have. These questions are critical. They provide the information necessary to determine the necessary emergency action.
2. Normally, buildings are not evacuated for bomb threats. This is the reason for the screening questions above. **Only if directed by the officer or if a suspect device is located or observed**, should you pull the nearest building evacuation (fire) alarm. Evacuate the building with the other occupants. After you exit the building, report to the nearest police officer and identify yourself as the person receiving the call.
3. **Do not hang up unless directed.** Advise your supervisor. The operator may want to talk to the supervisor or other building personnel.
4. Follow the further instructions of your supervisor or police personnel.

III. EVACUATION PROCEDURES

A. Building Contact Person.

The police will want to meet with the person currently responsible for the building at an agreed upon location. Usually this person is the Facility Emergency Coordinator. If the building's Emergency Team Leader is not yet assigned, the appropriate Dean or Director should designate such a person to be in charge of the building during emergencies. This information should be given to all employees prior to emergencies.

B. Information Evaluation

1. **Normally a search will be conducted in the public areas before a building is evacuated;** however, an immediate evacuation order may be given if the initial report appears to be authentic.
2. The decision to evacuate will be a mutually agreed upon action between the person responsible for the building and the Police representative. However, if in the estimation of the Police representative, the circumstances require evacuation, and then the building will be cleared.

C. Evacuation

1. The immediate evacuation order will be given by sounding the evacuation (fire) alarm and ensuring that it is complied with. Emergency response personnel will assist with the evacuation.
2. The occupants must move a **minimum of 300 feet** from the building.
3. A search will be made of public areas regardless of whether the building is evacuated or not.

IV. SEARCH PROCEDURES

- A. Based upon the information obtained, if a decision is reached **not to evacuate, a search will be conducted of the public areas of the building.**
- B. The Police representative will **establish a field command post** with telephone facilities away from the target building.
- C. The Police representative will designate areas of responsibility to be searched. The police may wish to use building staff and Emergency Coordinators, if possible, to free emergency personnel for other uses. Building personnel of the affected building are more familiar with what should or should not be in a given area than anyone else.
- D. **Building re-entry will be prohibited until all clear is given** after search or until the time given upon receipt of the threat information has passed.

SUSPICIOUS MAIL OR PACKAGE GUIDELINES:

This information may help in identifying suspect packages and actions that should be taken if exposure to anthrax or other biological/chemical contaminants may have occurred.

I. RECEIVING SUSPICIOUS MAIL OR PACKAGES

Pay attention to any mail or packages with the following if they are unusual in your unit:

- No return address or a strange or unexpected return address.
- Postmark does not match the return address.
- Mail directed to persons who no longer work for your unit.
- Mail marked “Personal” or “Confidential”.
- Postmarks from a foreign country or the use of excessive postage.
- Misspelled words, improper addressing.
- Mail addressed to a Title or Office only, or to an incorrect Title or Office.
- Items that are oversized, lopsided or uneven.
- Items that are rigid or bulky.
- Items with a strange odor, stains, discoloration, leaking substance (powder, oil, etc.)
- Protruding wires.
- Excessive tape.

II. IF YOU ARE UNCOMFORTABLE ABOUT A PACKAGE OR LETTER:

- Do not open it.
- Do not shake it or empty out its contents.
- Place the item in a box or plastic bag. An airtight plastic storage container is suggested.
- If a container is not available, cover the item and leave it covered.
- Leave the area and keep others away from the item.
- If possible, clean your hands with an antibacterial product.
- Notify your supervisor about the item.
- Prepare a list of persons in your area that may have handled the item.
- If your supervisor has concerns about the safety of the item, they will contact the MSU Police at 355-2221.

III. IF YOU OPEN AN ENVELOPE OR PARCEL AND ENCOUNTER AN UNIDENTIFIED SUBSTANCE:

- Do not panic, remain calm.
- Do not touch, smell, taste or try to analyze the substance.
- Carefully put the item down and step away. Do not carry the item to another location.
- Remain in the immediate area to minimize the spread of the substance.
- Alert others to keep away from your area.
- Turn off any circulating fans, air conditioners or heaters.
- **Notify the MSU Police at 9-1-1.**
- Do not touch, handle or attempt to clean up the substance.
- If you touched the substance with your hands, do not touch your face.
- Wait for trained emergency personnel to arrive.
- Be ready to inform emergency responders regarding who has had contact with the substance.

EMERGENCIES INVOLVING HAZARDOUS MATERIALS

Definition of a Hazardous Material Emergency:

Releases of hazardous substances (Radioactive, Chemical, or Infectious Agents) that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release or the mitigating factors are emergency situations. The following definitions designate an emergency.

1. The situation is unclear to the person or discovering the emergency or accidental occurrences.
2. The situation requires evacuation of persons since it involves or poses a threat of:
 - A. Fire, suspected fire, explosion or other imminent danger.
 - B. Conditions that is immediately dangerous to life and health (IDLH).

Note: IDLH means an atmosphere concentration of any toxic, corrosive, or asphyxiant substance that poses an immediate threat to life, would cause irreversible or delayed adverse health effects, or would interfere with a person's ability to escape from a dangerous atmosphere.
(Hazwoper 408.1011a)
 - C. High levels of exposure to hazardous substances.
 - D. Chemicals, radioactive materials, or infectious agents could enter the air circulation system of the building.
3. The person(s) in the work area are uncertain they can handle the severity of the hazard with the personal protective equipment that has been provided and/or exposure could occur.

Conversely, releases that do not pose significant safety or health to person(s) in the immediate vicinity or to the person(s) cleaning releases, and do not have the potential to become emergencies within a short time frame are not emergency situations. The following situations ARE NOT emergency situations:

1. The person causing or discovering the release understands the properties and can make an informed decision as the exposure level.
2. The release can be appropriately cleaned up by the lab personnel using proper spill cleanup techniques.
3. The materials are limited in quantity, exposure potential, toxicity and present only minor safety or health hazards to persons in the immediate work area or those assigned to clean up.

-
4. Incidental releases of hazardous substances that are routinely cleaned up by the ORCBS or trained custodians from outside the immediate release area need not be considered an emergency.

EMERGENCY RELEASE PROCEDURES:

1. Evacuate personnel from the release site and neighboring areas and sound the building evacuation alarm.
2. Isolate the release area and close doors to the room(s) where the release occurred.
3. Call 911 from a safe location. Report the release location and type.
4. After taking the above action, personnel who have received department certified training may take actions to extinguish an "incipient fire" under the following conditions.
 - A. An incipient stage fire means a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers. (MIOSHA R408.27305(4).
 - B. The materials in their flammable state may be approached with the individuals normal personal protective equipment; the application of extinguisher will not spread the materials or fire; the extinguisher material will not negatively react with the material; and the location of the fire does not block or inhibit the individuals exit from the room.
5. Leave the building by your primary route or, if blocked, use the secondary route. Obey the directions of fire and police personnel and the building's Emergency Coordinators.
6. Report to the Incident Command Post (Ask fire or police personnel for location). Advise them of the circumstances. Remain at the command post until released. Insure that ORCBS has been notified.
7. Rescue and medical/first aid duties will be performed by trained fire and/or police personnel.

Plan

EMPLOYEE TRAINING

1. Subject: Employee Emergency Plans
2. Date:
3. Instructor:
4. Location:
5. Title:
6. Items Reviewed (Circle the topics covered):
 - A. Emergency escape procedures
 - B. Escape route and rally point assignments
 - C. Special procedures for critical operations
 - D. Procedures to use to account for employees
 - E. Rescue and medical duties.
 - F. Shelter procedures
 - G. Means of reporting fire and other emergencies
 - H. Names and titles of emergency coordinators
 - I. Alarm system and reset guidelines
 - J. Emergency plan availability.
 - K. Bomb threats – and suspicious letters and packages

PROGRAM ATTENDANCE

PROGRAM TITLE: **Emergency Coordinator Training**

DATE: _____ LOCATION: _____

PLEASE SIGN IN

Name Please PRINT	Signature	Department
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

(instructor)

Appendix H

EMERGENCY ACTION PLAN

EMERGENCY COORDINATOR ORIENTATION

Appendix H

Program Description:

This is an in-service program designed train each building's Emergency Action Team to advise and assist others in their building in the event of an emergency. The campus Emergency Coordinator or Code Compliance Inspector will present the program to each team of volunteer employees as they are formed. Participants will learn basic information about types of emergencies and basic course of action to be taken. They will receive information about the make-up of a fire and the need to react quickly. The participants will also learn about tornados and where the best shelters are in their building. In addition they will learn about the different types of hazardous material emergencies and the different ways to react. They will also receive information about what to do for a bomb threat or suspicious mail.

The program will be presented through a power point slide presentation and handouts. At the conclusion of the training coordinator equipment will be issued to each coordinator. The final part of the training will be to prepare the team for an emergency exercise.

Objective:

The participants will be able to:

1. identify at least six types of potential emergencies that could take place on campus.
2. describe the two basic courses of action that one should take in a building emergency.
3. demonstrate the six steps to be taken in an evacuation emergency.
4. demonstrate the six steps to be taken in the event of a tornado warning.
5. locate the building's official copy of the Emergency Action Plan.
6. advise and assist other employees of what action to take in most emergencies.

Suggestion Presenter: The University Emergency Coordinator or Code Compliance Inspector

Recommended Attendees:

All members of the Emergency Action Team.

Program Time: 1 hour