

Tate Hall Emergency Action Plan

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BUILDING DESCRIPTION

Tate Hall houses two departments, *The English Department* located in room 107, and *The Center for Literary Arts* located in room 202. It has three stairwells, one located at the west side of the building running north/south from the basement to the fourth floor, the second running east/west in the center of the building from the basement to the second floor, and the third running east/west from the second to the third floor at the east side of the building.

The sub-basement is located under the Auditorium, which is located on the west side of the building. The fire alarm panel is located in the sub-basement of the building.

The basement of Tate Hall is occupied by the Auditorium room 22, which has a room capacity of 180 fixed seats. It has one main entrance/exit and 3 secondary exits. One secondary exit is located at the north side of the room and is handicap accessible and the other two are located at the north/west and south/west corner of the room, in which both lead through the robbing room located behind room 22. Also, located in the basement two offices, a lounge and a computer lab. Room 1 is occupied by approximately 58 graduate instructors and has two entry/exit doors. Room 6 is occupied by approximately 35 graduate instructors and non-regular faculty and has three entry/exit doors. The computer lab is located in room 16A and it has one entry/exit door. Two fire extinguishers, one located in the lounge at the north side of the building and the other located outside of room 1.

The first floor of Tate Hall is occupied by four classrooms, 12 offices, and a conference room. Tate 102 has moveable chairs, with a capacity of 40 and a double door entry/exit doors and Tate 104 has fixed seating with a capacity of 76 and a double door entry/exit, neither of which are fire doors. Tate 123 and 124 are newly constructed rooms, which have fixed seating and a capacity of 45, with each having one entry/exit fire-proof door. Each has a fire safety time of 20 minutes. Tate 101 is an office, which has a occupancy of 2 staff and has a double leather door entry/exit. Tate 105 is a small office, occupancy 1 with one entry/exit door. Tate 107 has two entry/exit doors, room 107A, 107B, 107C and 107D, in which each have one entry/exit door and are adjacent to room 107. The first floor has two fire extinguishers, a strobe light located outside the elevator and one in the co-ed restroom located at the west side of the building. The conference room has two entry/exit doors neither of which are fire doors.

The second floor is occupied by the *Center for Literary Arts*, the CLA Room and 19 offices, 10 located at the west side of the building and 9 at the north east side of the building. All of the offices have one entry/exit door. The CLA room has one double glass entry/exit door. Between the two rows of offices at the north/east corner of the building are stacks containing old books and boxes of paperwork. The second floor also has three fire extinguishers, one located at the west side, one outside the elevator and one on the east side. Three strobe lights, one located in the men's restroom (west side), women's restroom (east side) and outside elevator. Located down the middle of the corridor are student carrols.

The third floor is occupied by 12 offices located at the west side and 6 offices located at the north/east side of the building. Stacks also run parallel to the offices at the north/east side of the building, on the third and fourth floor. The third floor has two fire extinguishers, one located outside the elevator and the other at the west side. Two

strobe lights, one located outside the elevator and the other located in the restroom on the west side.

Pull down fire alarms are located outside the elevator on the first, second and third floor. Tate Hall has five main entrances/exits, two on the north side, two on the south side and one on the east side.

Tate Hall does not connect with any other structures.

EMERGENCY CONTACTS/CALL TREE AND DUTIES

❖ Primary Emergency Coordinator:

- Responsible for the implementation and updating of this plan.
- All emergencies will be reported to the Emergency Coordinator by telephone or by runner.
- Responsible for ensuring that employees are notified of the emergency.
- Surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building
- Meet Emergency Responders when they arrive at the building
- Communicate potential issues to Emergency Responders, i.e. occupants who might still be in the building, location of fire, known dangerous situations, etc.
- Work with the MU News Bureau to handle communications with the news media
- Within 24 hours following the emergency, meet with all involved parties to discuss the occurrence and to document the details in written form. The form at the end of the plan is designed to be used during the review.

❖ Secondary Emergency Coordinator:

- Assist the Primary Emergency Coordinator in the execution of the plan during an emergency
- Assist in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building
- Assume all responsibilities of the Primary Emergency Coordinator in the absence of the PEC.

❖ Zone/Floor Monitors

- Assist occupants in their zone/floor during an emergency, i.e. directing traffic for evacuation, sheltering assistance
- Work with the Primary Emergency Coordinator and Secondary Emergency Coordinator in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building

Departments/Groups Housed in Tate Hall	
Department 1	English Department
Department 2	Center for Literary Arts
Department 3	
Department 4	
Department 5	

Building Emergency Contact & Duty Information				
Title	Name/Department	Work Number	Home Number	Duties
Primary Building Emergency Coordinator	Removed for Privacy Reasons	Removed for Privacy Reasons	Removed for Privacy Reasons	
<input checked="" type="checkbox"/> Check here if the above is the building coordinator.				
Secondary Building Emergency Coordinator	Removed for Privacy Reasons	Removed for Privacy Reasons		
<input type="checkbox"/> Check here if the above is the building coordinator.				
Building Coordinator (If different from above)				
Department 1 Primary Contact	Removed for Privacy Reasons	Removed for Privacy Reasons	Removed for Privacy Reasons	
Department 1 Secondary Contact	Removed for Privacy Reasons	Removed for Privacy Reasons		
Department 2 Primary Contact	Removed for Privacy Reasons	Removed for Privacy Reasons		
Department 2 Secondary Contact	Removed for Privacy Reasons	Removed for Privacy Reasons		
Department 3 Primary Contact	n/a			
Department 3 Secondary Contact				
Department 4 Primary Contact	n/a			
Department 4 Secondary Contact				
Department 5 Primary Contact	n/a			
Department 5 Secondary Contact				

Zone/Floor Monitor Contact Information				
Area of Responsibility	Name/Department	Work Number	Home Number	Zone/Floor Description
Basement Zone A				
Basement Zone B				
1st Floor Zone A	Removed for Privacy Reasons	Removed for Privacy Reasons	Removed for Privacy Reasons	
1st Floor Zone B	Removed for Privacy Reasons	Removed for Privacy Reasons		
2nd Floor Zone A	Removed for Privacy Reasons	Removed for Privacy Reasons		
2nd Floor Zone B	Removed for Privacy Reasons	Removed for Privacy Reasons		
3rd Floor Zone A				
3rd Floor Zone B				
4th Floor Zone A	n/a			
4th Floor Zone B				

Campus Emergency Contact Information		
	Department	Phone Number
Campus Facilities	General Information Emergency	882-8211
	Utility Outages (Electric, Steam, Water) During Normal Working Hours	882-3094
	Utility Outages (Electric, Steam, Water) After Hours	882-3333
Environmental Health and Safety	During Normal Working Hours	882-7018
	After Hours	882-7201
MU Police	Emergency	911
	Non-Emergency	882-7201
MU News Bureau		882-6211
Custodial and Special Services		882-6648
MU Registrar's Office		882-7881

RESPONSE PROCEDURES FOR EMERGENCIES

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures please call the University Safety Professional at EHS (882-7018).

Fire Emergencies

1. If you discover a fire, you should activate the Fire Alarm System.
2. Tate Hall has a central fire alarm system. The control box for the system is in the sub basement below the Auditorium on the west side of the building. The MU police should respond when the alarm sounds and notify the Fire Dept.
 - ❖ There are Fire Alarm pull down boxes on all floors. They are located in the hallways next to the elevators
 - ❖ Strobe lights and audio alarms are located in the hallways on all floors. Strobe lights are also in all restrooms (ground, 1st and 3rd)
3. From a safe location call the Fire Department (911). Give the nature and location of the fire. **DO NOT HANG UP UNTIL 911 STAFF HAVE ALREADY HUNG UP!**
4. Evacuate the building utilizing the escape routes outlined in this Plan (Appendix A). You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed but not locked upon evacuating. **DO NOT** use elevators unless directed by emergency personal.
5. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist those individuals in evacuating the building, if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
6. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.
7. Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being.
 - ❖ Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
 - ❖ When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
 - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
 - Remember the acronym P.A.S.S.
 - **P**ull the pin.
 - **A**im at the base of the fire.

- **S**queeze the discharge handle.
 - **S**weep from side to side.
8. If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the Building Emergency Coordinator who will notify the Fire Department Officer in Charge.
 9. Once out of the building, gather at Speakers Circle to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at the steps on the south side of Jesse Hall. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.
 10. Notify MU Police (882-7201).
 11. Notify Campus Facilities (days 882-8211, nights 882-3333).
 12. Report to you supervisor.

Medical Emergencies

1. If the individual is conscious:
 - ❖ Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions
 - ❖ If the individual does not request an ambulance, then assist the individual, in the form of transportation, to the proper medical treatment facility.
 - If the injured party is a University employee, assist them in contacting a care facility authorized by Worker's Compensation (882-7019).
 - If the individual is a student, the Student Health Services Center (882-7481) located on the 4th floor of the University Physicians Medical Building just east of University Hospital is the proper treatment facility.
2. If the individual is unconscious:
 - ❖ Call an ambulance (911). When reporting the emergency provide the following information:
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions
 - ❖ Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual.
3. If the individual is a student and fully conscious, call Student Health Services (882-7481) and give information.
4. In all cases:
 - ❖ Call MU Police (882-7201)
 - ❖ When an ambulance is called for ask a fellow staff employee or the Building Emergency Coordinator to wait outside the building to flag the ambulance down and direct the emergency personal to the location of the injured individual.
 - ❖ Notify appropriate supervisors.

Severe Weather

1. The weather conditions are watched by various people throughout the campus and university
 - ❖ OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE WITH NO WAY TO DETERMINE WHY THE SIRENS ARE SOUNDING
 - ❖ Specific information regarding the actual nature of the emergency will be broadcast by the local media. KFRU 1400 AM Radio serves as the local emergency broadcast station with a direct link from the City of Columbia/Boone County Emergency Operation Center.
 - ❖ No all clear signal will be sounded; sirens are used only for warnings.
2. Occupants of the building are notified of a severe weather warning by their respective floor monitor who is contacted by the Emergency Building Coordinator thru by phone/email or by runner if not able to make contact.
3. Once you have been notified of a thunderstorm warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
4. Upon notification of a Tornado Warning, take shelter in one of the areas outlined in Appendix B.
 - ❖ If you are unable to seek shelter in one of the designated areas, move away from windows. Stay away from auditoriums, gymnasiums, areas having a wide, free span roof, or the upper levels of a building. Take cover under heavy furniture.
 - ❖ If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the Tornado at a right angle.
5. If you come into contact with a student or visitor you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter you should assist the individual in getting or taking shelter.
6. After the danger has passed, you should report to the designated shelter/assembly point to allow the Emergency Coordinator to take a survey of all present to determine if anyone is potentially missing.

Hazardous Materials

1. Evacuate the area to the extent appropriate.
2. Warn fellow workers, supervisors, and the Building Emergency Coordinator
3. Call Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
4. Take action to contain the spill if it is possible to do so without jeopardizing personal safety or health.
5. If it is warranted, evacuate according to the evacuation procedures outlined in this plan (Appendix A).
6. If a medical emergency is created due to the hazardous material incident, then follow the procedures for Medical Emergencies and inform medical personal that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.
7. **DO NOT** call state or national emergency response numbers without prior authorization.

Radiological

Fire Emergencies Involving Radiation:

1. Follow the procedures for fire emergencies **AND**
2. Inform emergency personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

Medical Emergencies Involving Radiation:

1. Follow the procedures for medical emergencies **AND**
2. Inform medical personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

Release of Radioactive Materials:

1. Evacuate personnel from radiation contaminated area.
2. Assemble all personnel in a nearby safe area until radiation surveys and personnel decontamination are performed by the EHS Radiation Safety Office.
3. Prevent spread of contamination from the site.
4. Use the nearest telephone for communication and avoid walking through buildings.
5. Close off doors and windows and, if convenient, turn off air handling equipment that might transfer radiation contamination throughout the building.
6. Control access to radiation area and place warning signs indicating radiation and contamination hazards.
7. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
8. Decontamination of rooms and buildings shall only be done under EHS Radiation Safety Office supervision.

Earthquake

1. Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks.
2. Stay indoors if already there.
3. If indoors take cover. Suggested locations inside buildings that provide cover include:
 - ❖ Standing in a doorway and bracing your hands and feet against each side
 - ❖ Getting under sturdy furniture, such as work tables or desks
 - ❖ Standing flat against an interior wall
 - ❖ DO NOT SEEK COVER UNDER LABORATORY TABLES OR BENCHES, CHEMICALS COULD SPILL AND CAUSE HARM
4. Stay near the center of the building and avoid glass windows and doors.
5. If outdoors, stay in open areas, away from buildings and structures, and a safe distance from utility wires.
6. After tremors have stopped, gather valuable, if doing so will not jeopardize the personal health and safety of yourself and others, and quickly leave the building through the evacuation routes outlined in this Plan (Appendix A). DO NOT USE ELEVATORS.
7. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist the individual in evacuating the building if doing so will not endanger the personal health and safety of yourself and the individual needing assistance.
8. Once out of the building, gather at Speakers Circle to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at the steps on the south side of Jesse Hall. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly remains in the building. You should not leave the assembly area, either to re-enter the building, go to another part of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.
9. After tremors have stopped, stay away from damaged buildings and structures. Avoid going through or near buildings where there is a danger of falling debris.
10. Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

Mechanical Equipment or Other Physical Facility Emergencies

1. Call Campus Facilities (882-8211 day, 882-3333 night).
2. Do not attempt to correct the mechanical emergency.
3. If fire ensues, follow procedures outlined for a Fire Emergency.

Oral or Written Threat to People or Facilities, i.e., Bomb Threat

1. Record time and date of call or receipt of message.
2. If caller, keep on line as long as possible and attempt to determine the following:
 - ❖ Who or what are you attempting to harm?
 - ❖ What is to happen?
 - ❖ When is it to happen?
 - ❖ Where is it to happen?
 - ❖ How is it to happen?
 - ❖ Listen closely for background noises
 - ❖ Listen closely for voice type (male, female, voice quality, accents etc.)
 - ❖ Why are you making the threat?
 - ❖ Note if caller knows area by description of location.
 - ❖ Note caller's phone number if you have a display phone.
3. When the caller hangs up on you call MU Police (882-7201) and report the above information.
4. Notify your immediate supervisor and the Building Emergency Coordinator.
5. A decision will be made by the Building Emergency Coordinator and MU Police on whether a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in this Plan (Appendix A).
6. You should not touch any suspicious or unfamiliar objects. Do not conduct any type of search until police personal arrive on scene.

University Emergency Operations Plan

The University of Missouri-Columbia in accordance with state and federal guidelines has developed an Emergency Operations Plan (EOP) which will be implemented in the event of a disaster. A disaster is defined for purposes of the EOP as any type of situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Disasters are distinguished from emergencies by the greater level of response required.

In the event that a disaster does occur, an Emergency Operations Center (EOC) will be activated to coordinate the implementation of the EOP in responding to and recovering from the disaster. All activities and decisions relating to the disaster will be made from the EOC.

The EOP provides for the dissemination of information about the disaster through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the university community, public, and media are kept informed about the situation. The PIO and the EOC will ensure through whatever communication methods are available that buildings are informed about what additional and further steps, if any, should be taken by the occupants. Until such information is received, the Tate Hall Emergency Action Plan should be followed.

EMERGENCY PREVENTION TIPS

The following tips when followed will help reduce emergencies:

1. **Smoking:** Careless smoking is a major cause of fire. To minimize this potential fire ignition source, a “NO SMOKING POLICY” is strongly encouraged.

2. **Trash Accumulation:** The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered.
 1. All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
 - All trash containers for combustible materials should be dumped at the end of the shift.
 - Special attention should be given to the location of paper recycling containers.

3. **Improper Storage of Combustible and Flammable Materials:** Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed.
 1. All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can which is properly labeled and meeting the requirements of the UM-Columbia Hazardous Waste Management Program.
 2. Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact EHS.

4. **General Housekeeping:** One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:
 1. Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
 2. Keep corridors and stairways free of clutter
 3. Computer and Electrical Cables are kept organized to prevent clutter
 4. Frayed electrical cords should be discarded

PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

1. In the event of any emergency there are occupants of the building who will need assistance in evacuating the building, taking shelter, taking cover, etc.
2. If you encounter someone who needs assistance during an emergency you should attempt to assist the individual, if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. If you know or have reason to know that you will need assistance during an emergency you should report that information to the Building Emergency Coordinator as soon as possible.
4. More details about emergency evacuation for persons who need assistance can be found in Appendix C.
5. The following people are occupants of the building who have expressed the need for assistance in the event of an emergency to the Building Emergency Coordinator.

Known Persons Needing Assistance			
Name/ Department	Room Number/ Location	Dept. Phone	Type of Assistance Needed

TRAINING:

- ❖ Before implementing the EAP, the Building Emergency Coordinator and Building Managers/Supervisors shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- ❖ The EAP must be reviewed with all occupants at the following times: Initially when the plan is developed, whenever the employee's responsibilities or designated action under the plan change, and whenever the plan is changed.
- ❖ At least annually employee meetings are to be held to train employees of the contents of the EAP and revise the plan as appropriate.
- ❖ Drills will be conducted and full participation encouraged in March (Severe Weather/Tornado Drill) and October (Fire Drill) of each year.
- ❖ All training must be documented in writing and copies sent to Environmental Health and Safety.
 - Checklists from Environmental Health and Safety are distributed in March and October for use in the March and October drills.
 - The form included in this plan can be used to document training exercises.

EHS PLAN REVIEW:

1. A copy of the building specific Emergency Action Plan must be sent to the University Safety Professional (882-7018) at EHS after completion.
2. The EAP will be reviewed during routine fire and safety inspection by EHS.
3. The EAP will be maintained by the Building Emergency Coordinator and made available to all occupants of the building.

ENVIRONMENTAL HEALTH AND SAFETY INCIDENT REPORT

DATE/TIME OF INCIDENT:

DATE/TIME INCIDENT NOTIFICATION RECEIVED:

HOW CONTACTED & BY WHOM (By telephone, in person, by MUPD Dispatch, etc.):

INCIDENT DESCRIPTION (Who/What/When/Where/How):

EHS RESPONSE REQUIRED: Yes No

INCIDENT RESPONSE DESCRIPTION (If no response was required by EHS, but information was provided to/by EHS or spill clean-up procedures were confirmed by EHS, so state in this section):

ITEMIZE EQUIPMENT USED IN RESPONSE:

ITEMIZE ANY ADDITIONAL EQUIPMENT NEEDED FOR RESPONSE OR FOR PERSONAL SAFETY:

COMMENTS (Include any problems or potential problems noted during the incident, recommended improvements in procedures, etc.):

DATE/TIME RESPONSE WAS COMPLETED:

LIST ANY RELATED REPORTS (e.g., Police or Fire reports, EHS documents, etc.):

NAME OF PERSON PREPARING REPORT:

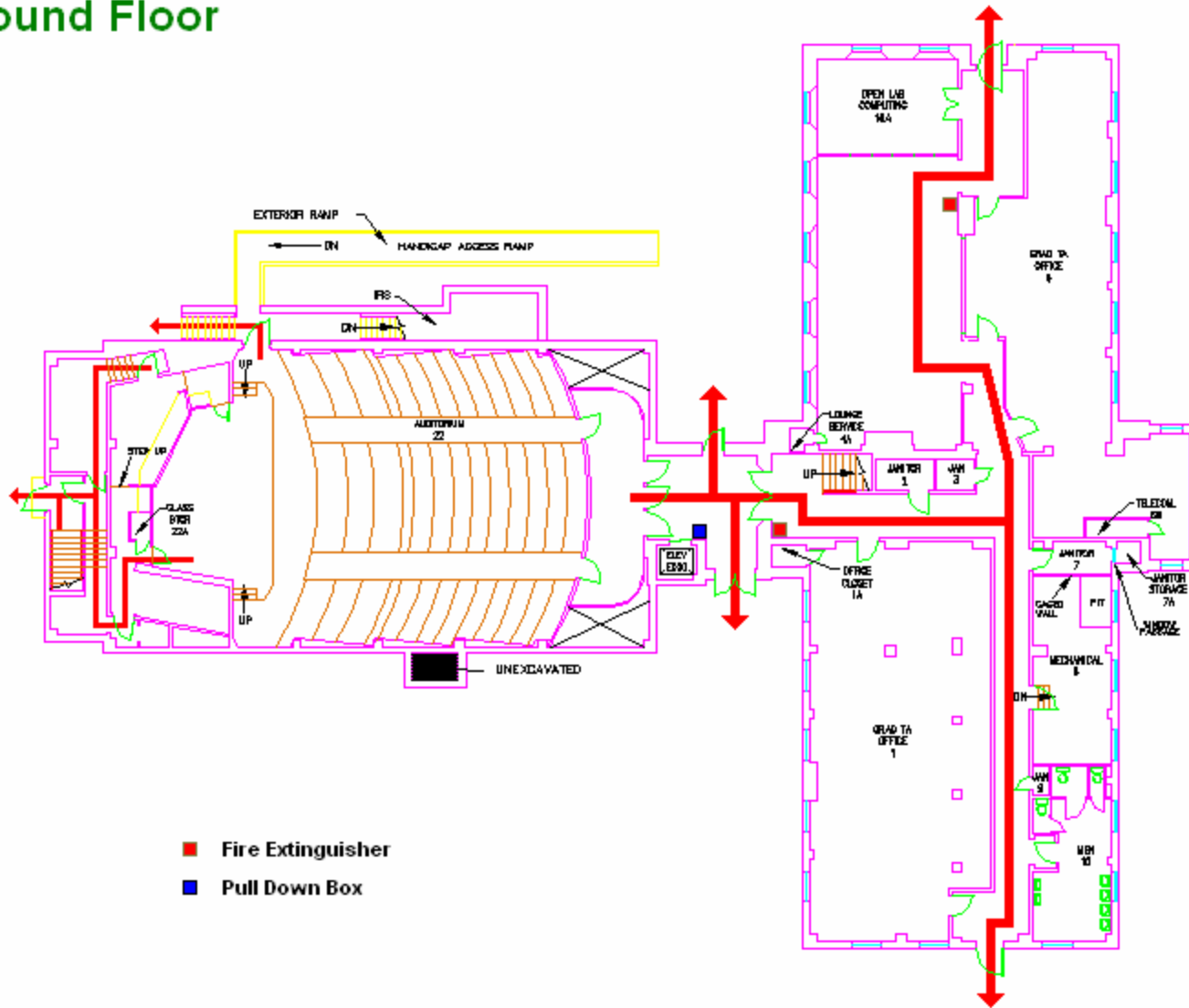
DATE OF REPORT SUBMISSION:

(Use this form to report emergency incidents to Environmental Health and Safety.)

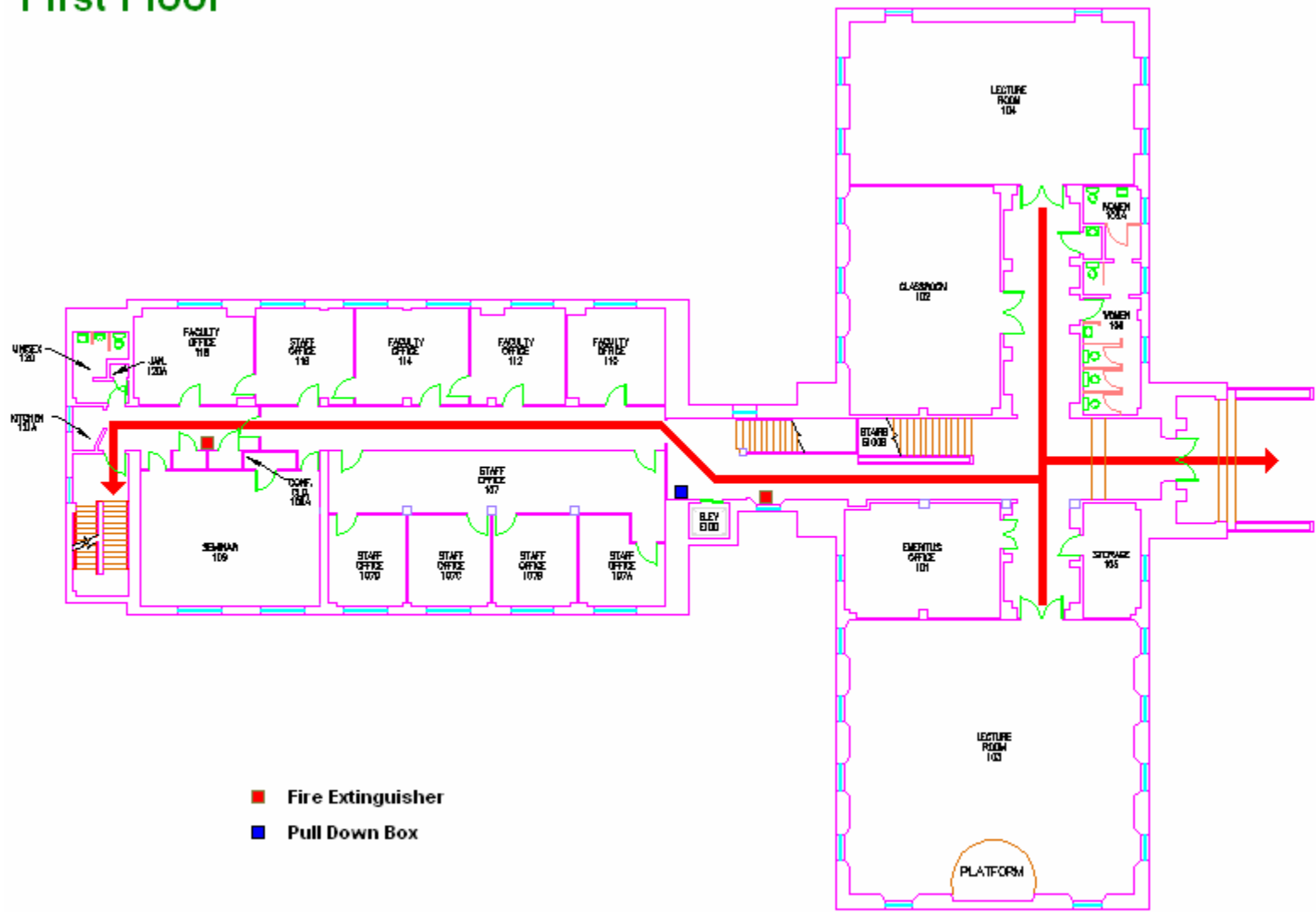
Appendix A
EVACUATION ROUTES

- **Primary Assembly Point:** Speaker's Circle
- **Secondary Assembly Point:** South steps of Jesse Hall

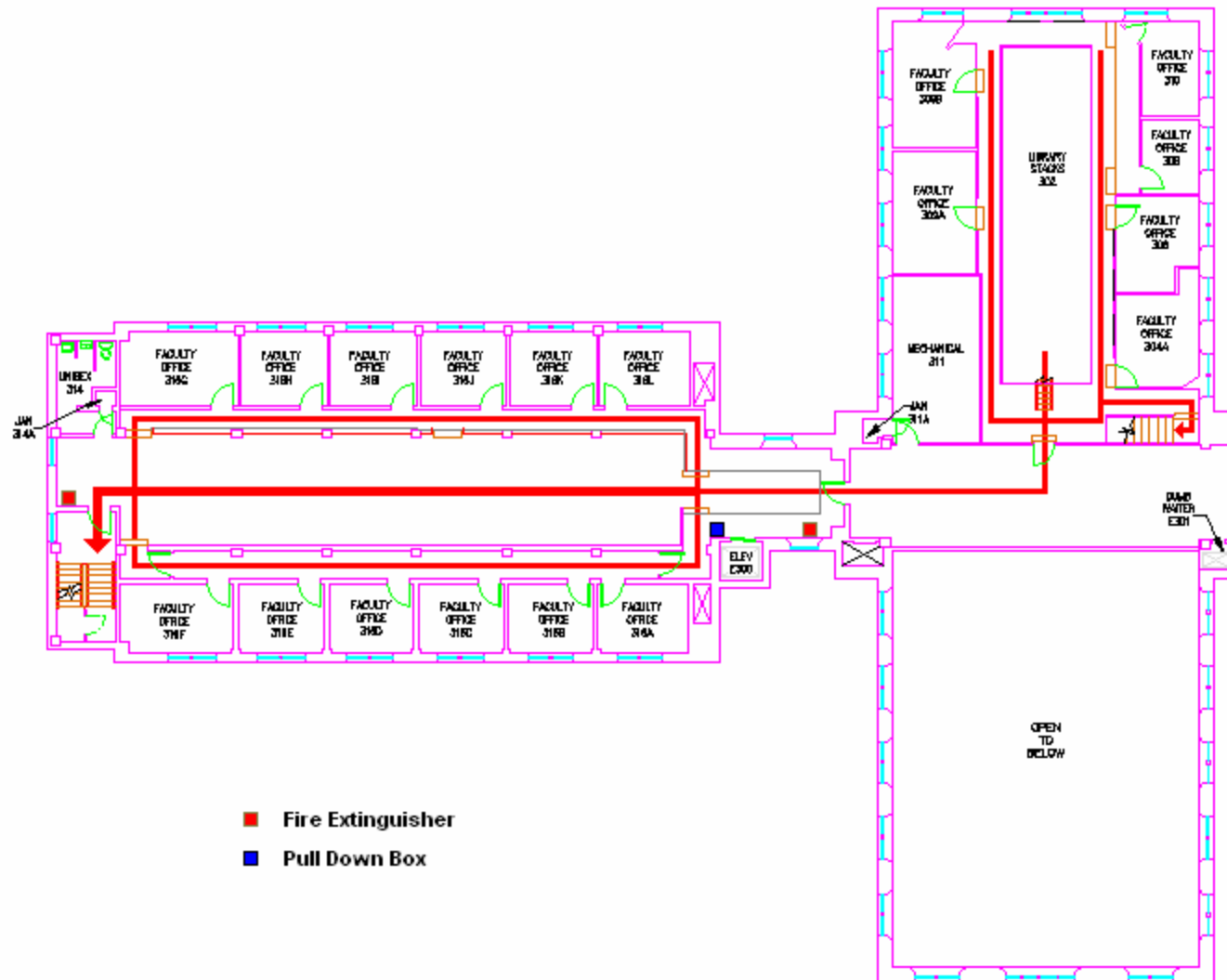
Ground Floor



First Floor



Third Floor

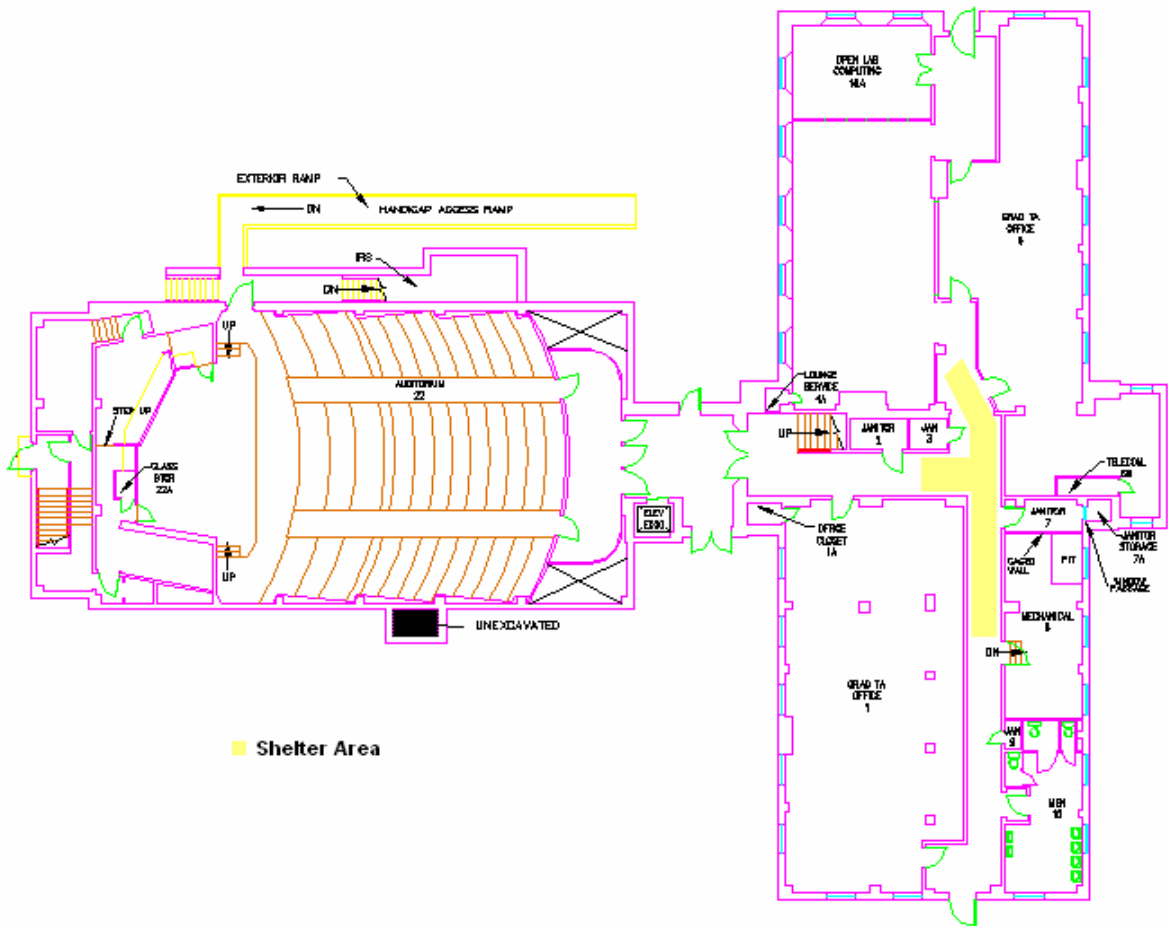


Appendix B SHELTER LOCATIONS

- **Shelter Locations:** East Hallway on the Ground Floor

Assembly Point for After Emergency: Auditorium on the Ground Floor or Evacuation Assembly Points

Ground Floor



Appendix C

Emergency Evacuation for Persons with Disabilities

General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. Faculty, staff, students, and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- ❖ Be familiar with evacuation options.
- ❖ Seek evacuation assistants who are willing to assist in case of an emergency.
- ❖ Ask supervisors, instructors, building emergency coordinators, or Environmental Health & Safety about evacuation plans for buildings.

Most MU buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible for people into unaffected wings of the building rather than exiting. However, in most MU buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

Evacuation Options

Persons with disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- ❖ Horizontal
 - Using building exits to the outside ground level
 - Going into unaffected wings of multi-building complexes
- ❖ Stairway
 - Using steps to reach ground level exits from the building
- ❖ Stay in Place
 - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
 - With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation.
 - Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
 - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available.
 - It may also be more appropriate for an occupant who is alone when the alarm sounds.

- A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance
- ❖ Area of Refuge
 - With an evacuation assistant, going to an area of refuge away from obvious danger.
 - The evacuation assistant will then go the building evacuation assembly point (Appendix A) and notify the Building Emergency Coordinator or on-site emergency personal of the location of the area of refuge.
 - Emergency personnel will determine if further evacuation is necessary.
 - The safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies.
 - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
 - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
 - For assistance in identifying Areas of Refuge, contact Environmental Health & Safety.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbia Fire Department (CFD). The CFD will tell the individual their decision or relay the information via the University of Missouri Police Department (MUPD).

Disability Guidelines

Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or MUPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed too.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with

a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Appendix D

Tate Hall Emergency Action Plan

POLICY ACKNOWLEDGEMENT

I have reviewed the Emergency Action Plan (EAP) for Tate Hall. I agree to adhere to this policy.

Signature of Tate Hall University Staff Member Date

Signature of Tate Hall Trainer/Staff Member Date