EMERGENCY ACTION PLAN
TEMPLATE GUIDELINES

Table of Contents

Introduction

The Emergency Action Plan template is based on applicable regulation, University Policy, site-specific knowledge and experience. These guidelines are designed to assist Building Emergency Coordinators, Building Coordinators, Building Mangers/Supervisors and other building occupants in the development of new Building Emergency Action Plans, or in the redevelopment of existing Building Emergency Action Plans.

The template and guidelines are an effort to prevent injuries to staff, students, faculty, visitors, and neighbors; minimize property damage; and facilitate return to normal operation.

It is important to remember that that paramount concern is for the protection of people, then the environment, equipment, and property.

It is also important to remember that each incident is unique and might require some variation from the guidance provided in the Emergency Action Plan. However, the basic procedures will suffice for most incidents and ensure that everyone and everything is safe in case of an emergency.

The Emergency Action Plan has been designed to require a minimal amount of time on the developer to create. However, depending on the building, its occupants, and its contents the development of the plan may take considerable more time.

If at any time you have questions, problems, or need more information do not hesitate to contact the University Safety Professional (882-7018).

Document Footer

NOTE: Instructions for Mac Users are italicized in [Brackets].

The footer of the Emergency Action Plan contains the Building's Name, the Date the plan was last revised, and the initials of the person who made the last revision.

By maintaining this information, it ensures that occupants have the most up-to-date emergency contact information, and emergency procedures.

An important feature of the footer is the ability to automatically place the name of the building throughout the document. This is done by clicking on </u>View> in the toolbar and then selecting <Header and Footer>. The primary text of the document will turn gray and a dashed-line box will appear at the bottom and top of each page. Click in the area entitled "Footer-Section 1" (this is on the Table of Contents Page). Make sure that the cursor is in front of "Building Name." Click F9. [*<Apple> + <Option> + <Shift> + <U> or Right Click or <Ctrl> + Click then Update Field*]. A pop-up box will appear asking you "What is the Building's Name?" Type in the building's name and click <OK>. This will save the building name in the document. Right Click [*Right Click or <Ctrl> + Click]* on "Building Name" and select <Update Field>.

The building name will not appear initially. To make the change throughout the entire document, double click in the body of the document. This will take you out of the Header and Footer View. Select all of the text by pressing <Ctrl> + <A> [*<Apple> + <A>*]. After all of the text has been selected press F9 [*<Apple> + <Option> + <Shift> + <U> or Right Click or <Ctrl> + Click then Update Field*]. A pop-up box will appear asking whether you want to Update the Table of Contents. Make sure the button "Update Page Numbers Only" is selected and press <OK>. After this, anywhere where a Building Name is required in the template will be replaced with the name of the building given above.

NOTE: Microsoft Word will automatically update the fields when you print the document.

Table of Contents

The template contains a Table of Contents that is automatically updated with the proper page numbers when modifications are made to the document. To update the page numbers in the Table of Contents, scroll to the top of the document and right click anywhere in the Table of Contents (do not click on either of the Appendix entries as they do not automatically update). Click on <Update Field>. A pop-up box will appear asking whether you want to Update the Table of Contents. Make sure the button "Update Page Numbers Only" is selected and press <OK>.   Any changes to the Table of Contents will be noted.

Building Description

This section of the EAP provides a detailed description of the building. This allows occupants, as well as Environmental Health and Safety to know about the building as a whole to ensure that emergencies are handled in the most efficient manner possible.

In creating the description of the building the following questions should be asked:
- ❖ How many floors does the building have, including basements and subbasements?
- ❖ Does the building have stairwells? If so, where are they located?
- ❖ If the building has stairwells, are they open or closed?
  - ➢ Open stairwells are those stairwells that are not completely enclosed by walls and doors. Good examples of open stairwells on campus are in Jesse Hall.
  - ➢ Closed stairwells are completely enclosed stairwells that require an occupant to open a door in order to access a particular floor. Closed stairwells are good areas of refuge if all the doors are closed in the stairwell.
- ❖ Are there areas where there is a high probability of an emergency occurring? If so, where are they located? Examples of high probability areas include:
  - ➢ Laboratories
  - ➢ High concentrations of combustible materials, i.e. libraries, record storage areas
  - ➢ Chemical Storage areas (there is no need to list janitorial closets)
  - ➢ High concentrations of electrical equipment, i.e. computer labs, research computers
- ❖ Does the building have areas where occupants or the outside public can easily come in and out of? Examples include:
  - ➢ Libraries
  - ➢ Museums
  - ➢ Dining Facilities
  - ➢ Auditoriums
- ❖ Does the building have classroom space? If so, what type of space exists?
- ❖ Does the building have any connections to other buildings? If so, what buildings are connected, how are they connected, and where are the connections?

Emergency Contacts/Call Tree and Duties

This section of the EAP outlines the specific jobs and duties needed for the implementation of the Emergency Action Plan.

The Primary Emergency Coordinator is responsible for the implementation and updating of the Building Emergency Action Plan. The PEC is often the Building Coordinator, but this does not have to be the case.

In most situations, the Primary Emergency Coordinator will not have the ability during an emergency situation because of already assigned duties or because of the size of the building to assist occupants in implementation of the Emergency Action Plan, especially when dealing with notification of emergencies, evacuations and sheltering. For this reason, the building should be divided up into zones. Zones can be created based on floors, wings, etc. If the decision to divide up by floors is made, in no case should one person be in charge of more than 1 floor.

An example of dividing a building into zones is Jesse Hall, where each floor is divided into 2 or 3 zones, with one person in charge of each zone.

Most buildings on campus have more than one department, school, or group in their building, i.e. Professional Building houses the Departments of Political Science and Economics. For this reason, each Emergency Action Plan must list the Departments, Schools, and Groups located in the Building. This should be included in the table entitled "Departments/Groups House in (Enter Name of Building)."

Contact information for the Primary Building Emergency Coordinator, Secondary Building Emergency Coordinator, Building Coordinator, Department Contacts, and Zone/Floor Monitors should be entered in their respective tables.

In regards to Department contacts, these people do not necessarily have to be in the building. The more likely scenario is that Departmental contacts will be in the Department's main office which may or may not be located in the same building. The purpose of these contacts is to know who should be contacted by subsequent Emergency Coordinators, Environmental Health & Safety, or Emergency Personal should an emergency occur that affects that building. These contacts may or may not have specific duties for the building's emergency plan depending on their job, location, etc.

In regards to the Zone/Floor Monitor Contact Information table, a brief description should be provided of each monitor's area of responsibility. For example, the west wing of the 2nd floor, or the entire 3rd floor.

Finally, it is not necessary to publish each contact's personal home number if they do not wish to have it published. However, the Primary Emergency Coordinator should

maintain a copy of the Emergency Action Plan that does have that information so it can be referred to if necessary.

Response Procedures for Emergencies

The procedures included under this section are generally applicable to all buildings and all situations. However, these guidelines may need to be added to depending on the characteristics of the building, its occupants, or its contents.

Fire Emergencies

Each building on campus has a different type of fire alarm system, for example some buildings have central fire systems with sprinklers, while others have no hard-wired fire alarm system. Because of this, a description of the specific building's fire alarm system is necessary. In developing a description the following questions should be answered:

- ❖ Is there a central fire alarm system? If not, how are occupants notified that a fire emergency exists.
- ❖ Are there sprinklers? If so, is the entire building protected?
- ❖ Does the fire alarm system ring outside of the building, i.e. do the Fire Department and/or MU Police show up when it covers off?
- ❖ Are there fire alarm pull boxes? If so, where are they located?
- ❖ Are there smoke detectors?
- ❖ Are there strobe lights?
- ❖ Are there fire extinguishers? If so, where are they located?

In describing, the fire alarm system it is not necessary to get into exhaustive descriptions. While a detailed description is desired and beneficial, it is most important that the key features of the system are identified in the plan to give the occupants a good understanding of how they will be protected in a Fire Emergency.

The following is an example of a possible description:

This building has a central fire alarm system. The control box for the system is in the central west stairwell between ground and 1st floors. 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 stairwell doors at each end of the hallways, with an additional one on the wall next to the College Ave.(East) exit on the 1st floor.
- ❖ Strobe lights and audio alarms are located at both ends of each hallway on every floor. Strobe lights are also in all restrooms (ground, 1st and 3rd).
- ❖ Smoke alarms are located at the north end of each hallway (above elevator).
- ❖ Fire extinguishers are located in every laboratory and every hallway.

In addition, to describing the building's fire alarm system it is also important to identify a Primary Assembly Point and a Secondary Assembly Point for occupants to assembly at after an evacuation of the building. The purpose of these assembly points is to allow the Emergency Coordinators and the Zone/Floor Monitors to take a survey of those present to determine whether there is anyone missing and possibly still in the building, or if anyone is known to be trapped in the building.

In deciding Assembly Points, the following things should be considered:
- ❖ The Assembly Point should be located away from the building, but not so far away as to inhibit compliance by building occupants.
- ❖ The Assembly Point should not be located next to any area where Emergency Personal might assembly. For example around fire hydrants, driveways, service alleys or parking lots. Parking Lots can be used as an Assembly Point but the Assembly Point should be located far enough away from the building to insure no interference with Emergency activities.

These assembly points should also be used in the Severe Weather and Earthquake sections of the Emergency Action Plan.

Severe Weather

Severe Weather is one of the most likely emergencies to affect a building on the University of Missouri-Columbia campus. Severe weather is defined as any destructive weather event, and is most commonly used to describe severe thunderstorms, tornados, and blizzards.

Each building should have some method of determining whether a severe weather warning exists and place that in the Emergency Action Plan. Notification methods include Weather Radios, AM/FM Radio stations, Internet, E-mail, and phone calls or runners from other buildings or offices.

It is important to keep in mind that outdoor warning sirens are used only as an attention getting device to inform people that AN emergency exists and not what type of emergency exists. It is highly unlikely that all occupants within a building will hear an outdoor siren and so it should not be relied upon as a notification method. If a siren is heard, then one of the above notification methods mentioned above should be used to determine what type of emergency exists.

Each building should also have some sort of method of notifying occupants that a severe weather situation exists and be placed in the Emergency Action Plan. Suggested methods include public address systems, phone calls, use of runners, and e-mail.

Emergency Prevention Tips

Any building specific tips or recommendations that exist to help reduce the potential for emergencies should be placed in this section. The most common tips have already been provided for.

Persons Who Need Assistance During an Emergency

An increasing area of importance in Emergency Planning is developing plans that are friendly to people with disabilities and people who need assistance. The term disability does not just apply to people whose disabilities are noticeable, such as wheelchair users and people who are blind or deaf. The term also applies to people with heart disease, emotional or psychiatric conditions, arthritis, significant allergies, asthma, multiple chemical sensitivities, respiratory conditions, and some visual, hearing, and cognitive disabilities.

It should be stressed to all building occupants that in the event of an emergency should they run across a person needing assistance, that they should assist those individuals provided that it does not endanger the personal safety or health of either individuals.

Regarding people with known disabilities or people who know in advance they will need assistance, they are tasked with notifying the Building Emergency Coordinator of such a need. In addition, the Equal Employment Opportunity Commission (EEOC) has provided the following guidance that is beneficial in developing the Emergency Action Plan.

An employer has three ways of asking for medical information from employees as part of emergency planning:
- ❖ After making a job offer, but before employment begins, an employer may ask all individuals whether they need assistance during an emergency.
- ❖ An employer may survey all current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information
- ❖ An employer may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability would need assistance.

Although the ADA requires employers to keep medical information confidential, first aid and safety personal may be informed in an emergency, when necessary.

The use of evacuation drills can help both the Building Emergency Coordinator and people with disabilities in identifying potential evacuation problems and take steps to fix them before real emergencies arise.

Training

Training is one of the most beneficial implementation tools of the Emergency Action Plan. Training allows the building occupants to better understand the EAP and how it works. It also allows for the identification of potential problems with the plan that can be fixed before a real emergency arises.

Evacuation Plan

A building floor plan should be obtained from the Building Coordinator. If the Building Coordinator does not have a floor plan, you should contact Planning and Space Development (882-4506) to obtain a copy of the building's floor plans. If you have any difficulty obtaining a floor plan you should contact Environmental Health and Safety (882-7018) for assistance.

When determining evacuation routes, they should be designed with the shortest time and shortest route possible to ensure that all occupants can safely evacuate the building in the shortest amount of time. For example, if the building has multiple exits to the outside, all occupants should not be directed to evacuate through the same exit.

The following things must be identified on the Evacuation Plan:
  ❖ Location of Zones if any
  ❖ General Route of Evacuation

The following things are recommendations to be included on the Evacuation Plan:
  ❖ Identification of Fire Alarm pull boxes
  ❖ Identification of Fire Extinguishers in Common Areas

The evacuation plan along with a listing of Assembly points should be attached to the Emergency Action Plan as an Appendix.

If there are bulletin boards in common areas of the building, it is encouraged that a copy of the evacuation route for the respective floor where the board is located be posted on it. This allows occupants or visitors who are not familiar with that floor to evacuate in a proper fashion in case of emergency.

Shelter Locations

The identification of potential shelter areas should be listed and attached to the Emergency Action Plan as a separate Appendix. In addition to the listing, it is beneficial to include a floor plan of the building with shelter locations marked in this Appendix.

If there are bulletin boards in common areas of the building, it is encouraged that a copy of the shelter locations, along with a floor plan showing the locations be posted on it. This allows occupants and visitors to quickly determine where they should take shelter in case of an emergency.

Notification of Changes

Any time a change is made to the Emergency Action Plan the occupants of the building should be notified by e-mail of the changes or where they can find the changed plan. In addition, the updated plan should be posted in common areas of the Building to all visitors and occupants of the building to review the document.

Finally, an updated copy should be sent to Environmental Health and Safety for their records.