MU EMERGENCY ACTION PLAN FOR **Click or tap here to enter text.**

[***See instructions on using this template on the Environmental Health & Safety Site***](https://ehs.missouri.edu/ep/emerg-prep)

## CAMPUS-WIDE EMERGENCY phone numbers

* Campus Facilities: 882-8211
* Environmental Health and Safety (during hours of operations): 882-7018
* Environmental Health & Safety (after hours of operations): 882-7201
* MU Police (emergency): 911
* MU Police (non-emergency): 882-7021
* MU News Bureau: 882-6211
* MU Registrar’s Office: 882-7881

## Purpose and Scope

The Emergency Action Plan (EAP) is based on University Policy and site-specific knowledge and experience. This plan is 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 paramount concern is for the protection of people, then the environment, equipment, and property.

## Roles and Responsibilities

| **Roles** | **Responsibilities** |
| --- | --- |
| Building Coordinators or Designee | * Complete this template and update as needed. Request assistance from Environmental Health & Safety to complete Appendix A. Supply the most recent copy to Environmental Health & Safety. * Communicate the existence of the EAP to building occupants including plan location on MU Alert Website. * Arrange or request adequate controls and equipment that, when used properly, will minimize or eliminate the risk of injury to employees in an emergency. * Survey those present at assembly points to determine whether anyone is potentially missing and possibly still in the building. * Meet Emergency Responders when they arrive. * Communicate potential issues to Emergency Responders, i.e. occupants who might still be in the building, location of fire, known dangerous situations, etc. * Contact the Office of Accessibility and ADA for planning assistance for persons needing assistance during an emergency. |
| EHS | * Review the EAP during routine fire and safety inspection. * Arrange for completed EAP to be posted to MU Alert Website. |
| Staff and Faculty | * Follow the procedures in this EAP. * Assist those unfamiliar with this EAP. |
| Students | * Follow the procedures in this EAP. |
| Visitors | * Follow directions from building occupants. |
| Deans, Directors and Department Head | * Be familiar with this EAP and provide leadership. * Communicate, promote and enforce this EAP in your area. |
| Persons Needing Assistance During an Emergency | * Proactively develop a personal plan for emergencies and identify your evacuation routes from each building you use. * Become familiar with evacuation options in buildings you use often. * Modify evacuation guidelines as needed based on your disability, your personal preferences for evacuation, and the type of emergency. * Seek out evacuation assistants among colleagues or classmates who would be willing to assist in an emergency if so desired. * Proactively discuss your preferred evacuation options with others such as supervisors, instructors, Building Coordinators, and Environmental Health & Safety. * Contact the Building Coordinator, Environmental Health & Safety or Office of Accessibility and ADA with any concerns regarding this EAP. |

## Procedure

### Fire emergencies

#### *If you discover a fire:*

##### Activate the Fire Alarm system.

###### Other means of notification are **Select an item.**

##### 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.

Note: If a radiation hazard is involved, inform emergency personnel that a radiation hazard may exist. Provide the best possible entrance route to the area. If known, provide the location of the radioactive materials within the space to prevent spread of contamination.

#### If you are notified about the fire emergency:

##### Evacuate the building utilizing the routes outlined in 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 personnel.

###### For persons with hearing disabilities in buildings not equipped with lighted strobe fire alarms, arrange in advance to ensure you notification of emergency alarms.

##### Gather at **Enter Primary Assembly Point** for verification of evacuation purposes.

###### In the event that the primary assembly area is not safe or available, you should gather at **Enter Secondary Assembly Point**

###### Zone Monitors and/or the Building Coordinator will conduct a brief accounting of present to determine if anyone is potentially missing and possibly still in the building.

###### Do 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 Coordinator or Designee.

#### If you come into contact with:

##### A person unfamiliar with the plan:

###### You should direct them to evacuate the building.

##### A person who is having difficulty evacuating because of a disability:

###### Ask how they can best be assisted. (Some persons with disabilities may wish to evacuate with your assistance, while others may prefer to stay in place and await emergency personnel.) For a list of evacuation options for persons needing assistance during an emergency, see Appendix D.

#### If you are trapped by smoke:

##### Stay low to the floor near a window.

###### Cover your mouth with a wet cloth.

###### Put something in cracks around the door.

###### If you need more air and the windows are operable, open the window but do not break it.

###### Hang something out the window to let fire personnel know you are there.

#### Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being.

##### Never use water on an electrical or flammable liquid fire.

##### Stay back a minimum of 10 feet from the fire.

##### Remember the acronym P.A.S.S.

* Pull the pin.
* Aim at the base of the fire.
* Squeeze the discharge handle.
* Sweep from side to side.

#### If rescue duties are called for, the Fire Department will perform these duties.

##### Be aware of the location and status of any person-needing rescue.

##### Relay that information to the 911 operation, Building Coordinator or Designee.

#### Notify MU Police (882-7201).

#### Notify Campus Facilities (882-8211).

#### Report to your supervisor.

### Earthquake

#### If indoors:

##### Drop down onto the ground (e.g., on your hands and knees).

##### If you cannot drop to the ground, move to an area without risk of falling debris.

##### Cover your head and neck with your arms to protect yourself from falling debris.

##### Hold onto any sturdy covering or in doorways, halls, or against inside walls.

#### If outdoors:

##### When the shaking starts, move away from buildings, streetlights, and utility wires.

##### Remain in an open area until the shaking stops.

##### Stay away from damaged buildings and structures.

### Hazardous Materials

#### Biological (Potential aerosols created)

##### Hold your breath. Leave the area. Close the door behind you.

##### Warn fellow workers and supervisors in the immediate area.

##### Remove and place contaminated clothing (including shoes) into a red biohazard bag at the door immediately after exiting.

##### Wash hands and face or, if facilities are available, shower. Use germicidal soap.

##### Place a “Do Not Enter” sign to isolate the area.

##### If a Fire or Medical Emergency has occurred in conjunction with the spill, call 911.

##### Call Environmental Health & Safety at 882-7018 during the day or MUPD at 882-7201 during nights, weekends, and holidays.

##### For more information, please visit [MU EHS](https://ehs.missouri.edu) site.

#### Chemical Spill

##### Evacuate the area to the extent appropriate.

##### Warn fellow workers and supervisors in the immediate area.

##### Take action to contain release or spill if it is possible to do so safely. Close doors and windows.

##### If a fire exists you cannot contain, follow the procedures under Fire Emergencies.

##### If a medical emergency is involved, follow the procedures for Medical Emergencies.

##### If unable to clean the spill yourself:

###### Evacuate the area to the extent appropriate.

###### Notify Environmental Health & Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

###### In addition, it is spreading throughout the building due to volume or airborne hazard, evacuate the building according to the evacuation procedures outlined in this plan (Appendix A).

DO NOT call state or national emergency response numbers without prior authorization. EHS will make state or national notification, as appropriate.

#### Radiological

##### Evacuate personnel from the impacted/contaminated area.

##### Notify person(s) in the area that a spill has occurred.

##### Take action to stop and contain the release if possible to do so safety.

##### Prevent spread of contamination from the site.

##### Control access to the contaminated area.

###### Place warning signs indicating radiation and contamination hazards.

###### Assemble all personnel until Radiation Safety perform radiation surveys and decontamination.

##### If unable to contain or remediate the release yourself:

###### Contact Environmental Health & Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

###### In such instances, action shall be performed only under the supervision of Environmental Health & Safety.

##### For detailed instructions, including mandatory reporting requirement to Environmental Health & Safety, refer to the [MU EHS](https://ehs.missouri.edu) site.

### Medical Emergencies

#### Call emergency phone number (911) and provide the following information:

##### Nature of medical emergency.

##### Location of the emergency (address, building, room number).

##### Your name and phone number from which you are calling.

##### Any dangerous condition. If applicable, inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved (i.e., biological, chemical or radiological).

#### Do not move the victim unless necessary.

### Severe Weather

#### Flood

##### If indoors:

###### Be ready to evacuate as directed by the Building Coordinator or Designee.

###### Follow the recommended primary or secondary evacuation routes.

##### If outdoors:

###### Move to high ground and stay there.

###### Avoid walking or driving through floodwater.

###### If car stalls, abandon it immediately and climb to a higher ground.

#### Tornado

When a warning is issued by sirens or other means:

##### If indoors:

###### If possible, move to Shelter In Place locations identified in Appendix A.

###### In all cases move away from the windows and if possible into the basement or interior hallway on a lower floor preferably with no windows.

###### Avoid auditoriums, gymnasiums, or other areas having wide, open spaces.

###### Elevators will remain in use and should only be used by those with mobility impairments.

##### If outdoors:

###### Lie flat in the nearest depression, such a ditch or ravine.

###### If there is time, move away from the path of the tornado at a right angle.

###### Use arms to protect head and neck.

###### Remain sheltered until the tornado warning expires or an All Clear is issued.

### Threats

#### Receipt of an Oral or Written Threat to People or Facilities, i.e., Bomb Threat

##### Record time and date of call or receipt of message.

##### If called, keep the caller on the 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.

##### When the caller hangs up on you, call MU Police (882-7201) and report the above information.

##### Notify your immediate supervisor and the Building Coordinator or Designee.

##### Evacuate the building only when directed to do so by MU Police following Appendix A.

##### You should not search for or touch any suspicious or unfamiliar objects.

#### Receipt of a message from the MU Alert System

##### Depending on the emergency, information may be received via text, email, Twitter, Alertus Beacons and/or Desktop Notifications.

##### For fire, hazardous material and serve weather emergencies follow the instructions from appropriate section earlier in this EAP.

##### For all other emergencies, follow the instructions from the MU Alert System.

##### Do not call the police department unless you are reporting an emergency or additional information.

##### These incidents may be constantly evolving so be prepared to adapt using your personal emergency response plan.

### Persons who need assistance during an emergency

#### Evacuation Options for Persons with Disabilities:

##### Vertical evacuation using stairs - persons able to utilize stairs during evacuation should evacuate via this method.

##### Horizontal evacuation to other areas of the building - in large buildings and multi-wing complexes, evacuation to areas unaffected by the emergency - where alarms are not sounding - may be a valid option.

##### Staying in place - If evacuation is not possible, staying in place in a room with an exterior window, a telephone, and a solid fire-resistant door may be a good choice. Persons choosing to stay in place should dial 911 and report their location to emergency personnel, and Evacuation Assistants should report the location of the person to emergency personnel as soon as possible.

##### Evacuation Using an Assisted Evacuation Device - In serious circumstances in which danger is imminent and evacuation devices (i.e.; evacuation chairs or Med Sleds) are available, trained personnel can use these devices to evacuate persons with disabilities. Generally, evacuation by non-emergency personnel should be a last resort.

### Plan Creation/Maintenance

#### Send a copy of the building specific Emergency Action Plan to EHS after completion and whenever changes have been made.

#### Review the EAP annually and updated as needed.

#### The EAP will be available during routine Building Inspection by EHS.

#### MU Alert Website will make the EAP widely available.

### Training

#### Notification to known building occupants should be made when the EAP is first completed or when changes have been made.

#### Users should be referred to the copy on the MU Alert website, although a local copy may also be retained.

#### Building occupants should be encouraged to review this EAP at least annually, even if changes have not occurred.

#### Full participation in drills is strongly encouraged.

**APpendix A:**

**Maps including Emergency Evacuation Routes**

**(This Appendix Will be posted separately from EAP for easy access)**

**LINK TO ELECTRONIC COPY OF EMERGENCY EVACUATION ROUTES**

**APPENDIX B:**

**Building Emergency Contact & Duty Information (Confidential – Will Not Be Posted)**

| **Title** | **Name/Department** | **Work Number** | **Home Number** | **Duties** |
| --- | --- | --- | --- | --- |
| **Building Coordinator** |  |  |  |  |
| **Primary Contact** |  |  |  |  |
| Check here if the above is the Building Coordinator. | | | | |
| **Secondary Contact** |  |  |  |  |
| Check here if the above is the Building Coordinator. | | | | |
|  | | | | |
| **Department 1**  **Primary Contact** |  |  |  |  |
| **Secondary Contact** |  |  |  |  |
|  | | | | |
| **Department 2**  **Primary Contact** |  |  |  |  |
| **Secondary Contact** |  |  |  |  |
|  | | | | |
| **Department 3**  **Primary Contact** |  |  |  |  |
| **Secondary Contact** |  |  |  |  |
|  | | | | |
| **Department 4**  **Primary Contact** |  |  |  |  |
| **Secondary Contact** |  |  |  |  |

**Appendix C:**

**Zone /Floor Monitor Contact Information (Confidential – Will Not Be Posted)**

Zone/floor monitors will assist occupants in their zone/floor during an emergency, i.e. directing traffic for evacuation, sheltering assistance and will work with the Primary and Secondary Alternate Contact in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building

| **Area of Responsibility** | **Name/Department** | **Work Number** | **Home Number** | **Zone/Floor Description** |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Basement Zone A** |  |  |  |  |
| **Basement Zone B** |  |  |  |  |
|  | | | | |
| **1st Floor Zone A** |  |  |  |  |
| **1st Floor Zone B** |  |  |  |  |
|  | | | | |
| **2nd Floor Zone A** |  |  |  |  |
| **2nd Floor Zone B** |  |  |  |  |
|  | | | | |
| **3rd Floor Zone A** |  |  |  |  |
| **3rd Floor Zone B** |  |  |  |  |
|  | | | | |
| **4th Floor Zone A** |  |  |  |  |
| **4th Floor Zone B** |  |  |  |  |

**Appendix D:**

**Part 1 – Guidance Regarding Persons Needing Assistance During an Emergency**

**(Confidential – Will Not Be Posted)**

This section provides evacuation guidelines for persons with disabilities who believe they will need assistance in the event of a fire or other building emergency. In addition to these guidelines, please refer to the Emergency Evacuation Planning Checklist (Part 2) in this Appendix.

1. Always ask someone with a disability how you can help before attempting emergency evacuation assistance. Ask the person how they can best be assisted, and whether there are any special considerations or items that they will need during the evacuation.
2. Evacuation assistance needed will vary based on the individual's disability, the person’s preferences for evacuation, and the specific type of emergency:
   1. **Persons with Hearing Disabilities**: In buildings not equipped with lighted strobe fire alarms, individuals with hearing disabilities might not detect when an alarm sounds. It is recommended that a plan be made in advance with the Building Coordinator and colleagues to ensure that a person with a disability is notified of emergency alerts.
   2. **Persons with Vision Disabilities:** Persons with vision disabilities may need guided assistance during evacuation since the evacuation route will likely be different than the route commonly used to enter the building. Emergency Assistants or colleagues can offer for the person to take their arm or touch shoulder to be guided out of the building.
   3. **Persons with Mobility Disabilities and Wheelchair Users:** Individuals with mobility impairments who are able to walk independently or with assistance may be able to evacuate via stairs. Persons who use wheelchairs or with mobility disabilities that prevent use of stairs should consider one of the evacuation options outlined in section 6.1. For more information on how to proceed during a fire emergency see section 1.3.2, and for a tornado emergency see section 4.3.1
   4. **Persons with Cognitive Disabilities:** Persons with cognitive disabilities may need additional assistance in evacuation in order to understand procedures.
3. The choice to evacuate should always be made by the person with a disability; some may wish to evacuate, while others may prefer to stay in place and await emergency personnel. Choosing not to evacuate will be particularly common in the case of fire drills, in situations involving buildings that are fully sprinklered, and/or in situations where risk of danger is lower.
4. Evacuation down stairs can be more dangerous for some persons with disabilities than staying in place and waiting for emergency personnel, and therefore should be a last resort.
5. To schedule an emergency planning meeting with a staff member from the Office of Accessibility and ADA, contact the ADA Coordinator at [cheeka@missouri.edu](mailto:cheeka@missouri.edu) or 573-884-7278.

**Appendix D:**

Part 2 – Emergency Evacuation Planning Checklist

**(Confidential – Will Not Be Posted)**

**OCCUPANT NOTIFICATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Emergency | Are there emergency notification systems available for these hazards? | | | Are there emergency notification systems for these hazards that are appropriate for persons needing assistance during an emergency? | | | Are persons needing assistance during an emergency aware of the alternate emergency notifications systems and understand the corresponding limitations? | | |
|  | YES (√ ) | NO (√ ) | N/A (√ ) | YES (√ ) | NO (√ ) | N/A (√ ) | YES (√ ) | NO (√ ) | N/A (√ ) |
| Fire |  |  |  |  |  |  |  |  |  |
| Earthquake |  |  |  |  |  |  |  |  |  |
| Flood |  |  |  |  |  |  |  |  |  |
| Storm |  |  |  |  |  |  |  |  |  |
| Attack |  |  |  |  |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |  |  |  |  |

**Appendix D:**

**Part 3 – Occupant Identification**

**(Confidential – Will Not Be Posted)**

**TYPE OF ASSISTANCE NEEDED**

Type what the assistant needs to do with the self-identified person, if applicable.

Note: many persons with disabilities will not choose to self-identify for every building they use (for example, students and faculty use many buildings in the course of the day).

| **Name** | **Room** | **Phone** | **Type of Assistance Needed** | **Name(s) and Phone(s) of Volunteer Evacuation Assistant(s)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |