Emergency Response Plan _{For} Faculty & Staff

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Section I. Introduction

1. Purpose

The purpose of this Emergency Response Plan for Faculty & Staff is to provide important information in the event an emergency or natural disaster that occurs within the university or the general area and impacts normal operations. Together with the other emergency plans developed by The University of Louisiana at Monroe, this plan will assist in anticipating emergencies and help initiate the appropriate response.

Other plans developed by the university include the following:

- Ongoing and overall university emergency response and recovery operations are defined in The University of Louisiana at Monroe Business Continuity Plan (BCP).
- Another Emergency Response Plan for Students has also been developed to provide information regarding safety procedures.
- Each department (the various support departments, operational groups or other defined infrastructure entities of the university) with important emergency planning and response

3. ULM Incident Commander

The Emergency Response Plan is organized under the "Incident Command System" – a system utilized by FEMA (Federal Emergency Management Agency) and many other organizations. Under this system a single Incident Commander directs all university resources. Although the ULM Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the ULM Incident Commander *.

The ULM Incident Commander is the highest available individual on the following list:

ULM Incident Commander

- 1. Tom Torregrossa, Director of University Police
- 2. Mark Johnson, Assistant Director of University Police

6. Communications

Plan Activation

In case of any type of emergency, individuals making the discovery should first move to a safe location

7. Faculty & Staff Responsibilities

Critical Procedures

9. Fire and Facility Evacuation

Procedures to be followed:

- 1. If a fire is discovered, the individual shall immediately pull the closest fire alarm switch.
- 2. When a fire alarm is activated, all occupants will evacuate the building in an orderly and safe manner.
- 3. Should a person have to remain in the building due to circumstances beyond his/her control, notify the arriving fire officials of the person's location and the condition of the individual (e.g., handicapped, wheelchair bound, injured, etc.). All stairwells are considered Areas of Refuge when the fire doors are closed. Areas of Refuge are a safe place for these individuals to remain until emergency personnel can get to them.
- 4. The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated.
- 5. Each Department/Floor should have designated meeting place and meet in that location for a head count.
- 6. University Police will determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All employees are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

- 1. Become familiar with your work area and exit locations.
- 2. When the fire alarm sounds, prepare to evacuate immediately.
- 3. Do not panic but walk quickly to the closest emergency exit.
- 4. Do not use elevators. Do not use cell phones.
- 5. Walk in a single file to the right through corridors and stairwells.
- 6. Avoid unnecessary talking and keep the lines moving.
- 7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
- 8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- 9. When approaching a closed door, feel the door <u>with the back of your hand</u>. If the door is cool, carefully open the door and (**if safe**) proceed with the evacuation.
- 10. Each department/floor should have a designated meeting place and meet in that location for a head count.

No one is to return to the building until the ULM Incident Commander authorizes permission.

10. Shelter-in-Place (a/k/a Emergency Lockdown)

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable – hostile intruder, hazardous release outside, terrorist attack outside, etc. These threats require Shelter-in-Place procedures to be executed – the exact opposite of a Facility Evacuation. Often Shelter-in-Place situations constitute life-threatening events and conducting a facility evacuation or failing to respond properly could be a fatal mistake.

Communications

A Shelter-in-Place will be announced by siren, intercom, Warhawk Alert or other voice communication.

If a situation that may require a Shelter-in-Place is discovered, the individual making the discovery shall immediately move to a safe location, contact University Police and provide as much information as possible.

Fire evacuation alarms are not to be sounded.

Procedures Hazardous Release Outside

Hazardous Release could be a result of many different scenarios such as – train derailing, airplane crash, tanker spill from the interstate, barge collision on the Ouachita River, chemical spill from Graphic Packaging, paper mill, in West Monroe, or an accident at Ouachita Fertilizer.

- 1. Employees in hallways or open areas are to seek shelter in the nearest room
- 2. Close windows & window treatments
- 3. Everyone is to remain quiet and not enter hallways or open areas
- 4. Crouch down in areas that are away from windows
- 5. Air ventilation systems will be shut down
- 6. Should the fire alarm sound, **<u>do not evacuate the building unless:</u>**
 - a. You have first-hand knowledge that there is a fire in the building, or
 - b. You have been advised by University Police to evacuate the building, or
 - c. You can make contact with reliable sources by cell phone to assess the situation, or
 - d. There is imminent danger in the immediate area.

Section III. Proximity Threats

11. Bomb Threat or Suspicious Package

- 1. If a suspicious package is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- 2. If a telephone call or information is received stating a bomb is somewhere nearby:
 - a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing charac

12. Hazardous Release

- 1. If a hazardous substance is discovered, the individual shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- 2. If a telephone call or information is received stating HAZMAT material is somewhere:
 - a. Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - b. Recipient does not hang up the phone when the call is completed. Keep the line open or place it on 'hold'.
 - c. Recipient immediately contacts University Police and advises him/her of the call, and provides a detailed written text.
- 3. All employees will vacate all affected areas and move into a safe location as designated by officials on site.
- 4. In addition to contacting the ULM Incident Commander, University Police will advise local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
- 5. The ULM Incident Commander will direct that the affected area be evacuated and isolated.
- 6. University Police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- 7. When necessary, Physical Plant will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- 8. Once fire/HAZMAT authorities arrive, the ULM Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.

Suspect Description

Completed By			Date		
Feature	Suspect 1	Suspect 2	Suspect 3		
Male/Female		Suspect 2	Suspect 5		
Race/Nationality					
Height					
Weight	-				
Build					
Scars					
Hair Color & Length					
Eye Color	-				
Glasses					
Jewelry					
Jacket					
Shirt					
Pants					
Shoes					
Hat					
Weapons					
Vehicle – Type					
Vehicle – Color					
Vehicle – Make					
Vehicle – Year					
Vehicle – License					
Other					

7. Tornadoes

The university

15. Terrorist Attack

Suspicious Package Look for:

Grease Stains or Discoloration Odors Protruding Wires or Metal Excessive Weight/Postage/Securing Materials (tape, string, etc.) Lopsided/Uneven Hand Written Address No Return Address Misspelled Words Confidential, Personal, Open only by _____, etc. Foreign Mail

Opened Package – If an open package contains an unknown substance:

- 1. Place it down immediately and gently.
- 2. Do not shake, empty or do anything that would make the substance airborne.
- 3. If available secure the package in a plastic bag.
- 4. Do not move the package.
- 5. Close doors, windows and (if possible) shutdown ventilation systems.
- 6. Do not allow others to enter the area.
- 7. Leave the room, wash hands and/or any affected area of contact and quarantine yourself.
- 8. Notify University Police:
 - a. Take all instances seriously
 - b. Isolate the area
 - c. Quarantine any affected individuals
 - d. Contact a qualified HAZMAT service to address the situation
 - e. Remain calm most of these events are hoaxes.

Wind & Flood (Hurricane) Threat

- 1. For information not secured by IT, back-up computer hard drives. Secure diskettes, tapes and CD's in zip-lock bags and take duplicate copies off site.
- 2. Unplug computers, printers and other electrical appliances.
- 3. Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
- 4. Move all equipment, books, papers and other valuables away from windows, off the floor, and consider moving to interior areas of the building. (*Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval*).
- 5. For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor or higher location. (*Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval*).
- 6. Cover and secure or encase and seal equipment and other valuables with plastic.
- 7. Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
- 8. Close and latch (or secure with tape) all filing cabinets.
- 9. To the extent possible, turn bookcases, shelving units, etc. around to face walls.

Appendix B Work Area Damage Assessment

Initial Damage Assessment Offices, Rooms, etc.

Building _____ Room _____ Inspected By _____ Date _____

Category	Condition	Priority
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
Communications		
Telephones		
Cellular Phones		
Two-way Radios		
Fax Machines		
Switchboard		
E-mail		

Section V. Attachments

Attachment A Family Disaster Planning

Preparing for a Major Weather Event

Hurricane

During a Hurricane Watch:

Listen to a battery-operated radio or television for hurricane progress reports.

Check emergency supplies and fuel your car.

Bring in outdoor objects such as lawn furniture, toys, and garden tools and anchor object that cannot be brought inside.

Secure buildings by closing and boarding windows. Remove outside antennas.

Turn refrigerator and freezer to coldest setting. Open only when necessary and close quickly.

Store drinking water in clean bathtubs, jugs, bottles, and cooking utensils.

Review evacuation plan.

Dock boats securely or move them to a designated safe place. Use rope or chain to secure boat to trailer. Use tie-down to anchor trailer to the ground or house.

During Hurricane Warning:

Listen constantly to a battery-operated radio or television for official instructions.

If in a mobile home, check tie-downs and evacuate immediately.

Store valuables and personal papers in waterproof container on the highest level of your home. Avoid elevators.

Stay inside, away from windows, skylights, glass doors.

Keep a supply of flashlights and extra batteries handy. Avoid open flames, such as candles and kerosene lamps, as a source of light.

If power is lost, turn off major appliances to reduce power "surge" when electricity is restored.

Other Weather Events

Family Supply Kit

Flashlight with extra batteries

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food

Enough non-perishable food to sustain you for at least three days (three meals) is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

> Ready-to-eat canned meals, meats, fruits, and vegetables. Canned juices.

High-energy foods (granola bars, energy bars, etc.)

Water

Keep at least one gallon of water per person available for three days, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. You may retain some unscented chlorine to purify water.

Medications

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least a three-day supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

Extra Cash

Have some extra cash in the event ATMs become unavailable, as well as coins or phone cards in case cell phones don't work.

First Aid Supplies

If your employer does not provide first aid supplies, have the following essentials:

(20) adhesive bandages, various sizes. 5" x 9" sterile dressing. conforming roller gauze bandage. triangular bandages. 3 x 3 sterile gauze pads. 4 x 4 sterile gauze pads. roll 3" cohesive bandage. germicidal hand wipes or waterless alcohol-based hand sanitizer. (6) antiseptic wipes. pair large medical grade non-latex gloves Adhesive tape, 2" width. Anti-bacterial ointment. Cold pack. Scissors (small, personal). Tweezers. CPR breathing barrier, such as a face shield

Tools and Supplies m(g(GQB6B>90CB66[))TJETQQ2 0

Homeland Security Advisory Code System and Recommended Actions

SEVERE (Red)	Complete recommended actions Listen to radio/TV for current information/instructions Be alert to suspicious activity and report it to proper authorities immediately Contact business/school to determine status of work/school day Adhere to any travel restrictions announced by local governmental Be prepared to shelter in place or evacuate if instructed to do so by local
	governmental authorities
	Discuss children's fears concerning possible/actual terrorist attacks
HIGH (Orange)	Complete recommended actions Be alert to suspicious activity and report it to proper authorities Review disaster plan with all family members Ensure communication plan is understood/practiced by all family members Exercise caution when traveling Have shelter in place materials on hand and understand procedure Discuss children's fears concerning possible terrorist attacks If a need is announced, donate blood at designated blood collection center
ELEVATED (Yellow)	

Attachment C Epidemic / Pandemic Outbreak

In Advance of an Outbreak

Have sufficient non-perishable food, water, medications and other survival supplies available for as long a period as reasonably possible

In particular maintain an adequate supply of

- o Soap for frequent hand washing
- Face masks, latex gloves, tissue, etc.

Do not travel to any areas where an outbreak is occurring

If an epidemic or pandemic outbreak occurs in the immediate area

Try to avoid contamination by taking the following general precautions:

- Avoid Public Transportation
- o Eliminate all unnecessary travel
- Eliminate shopping, entertainment, etc.
- o Do not allow guests or visitors

Try to avoid contamination by taking the following medical precautions:

- o Wash hands frequently with soap & water
- Do not touch your face with your hands (eyes, nose & mouth are the most likely points of virus entry into the body)
- Cover coughs and sneezes
- Wear face masks
- o Dispose of all used face masks, tissue, etc. and wash hands afterwards
- Stop smoking
- Stay away from others as much as possible, in particular:
 - People with symptoms
 - Children
 - Chronically ill people
- Limit0 g0 G[)]0.00cio112im

History:

10/05/2015: History added to track changes. 08/15/2016: Notes on Warhawk Alerts added. Phone numbers for the CRT.