EMERGENCY ACTION PLAN

for

Indiana Memorial Union
BL053

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TABLE OF CONTENTS

I. PURPOSE ............................................................................................................ 4

II. SCOPE ............................................................................................................... 4

III. GENERAL PROCEDURES ............................................................................. 4

A. Pre-planning ....................................................................................................... 4
B. Notification of Emergency Warning .................................................................. 4
C. Emergency Alarms and Advisories ..................................................................... 5
   1. Sprinkler Alarm – Smoke Detection – Fire Alarm ............................................. 5
   2. Emergency Sirens ............................................................................................ 5

IV. ASSIGNMENTS AND RESPONSIBILITIES ................................................. 5

A. Establishing the Emergency Control Committee ............................................... 5
B. Responsibilities ................................................................................................... 7
   1. Emergency Control Committee Responsibilities ............................................. 7
   2. Floor Warden Responsibilities .......................................................................... 7

V. EMERGENCY CONTROL CENTER ............................................................... 7

VI. EVACUATION ROUTES & MEETING PLACES ........................................... 8

VII. DISABILITIES ................................................................................................. 8

VIII. RESPONDING TO EMERGENCIES ........................................................... 9

A. To Summon Assistance ....................................................................................... 9
B. Fire Procedures .................................................................................................. 10
C. Tornado or Severe Thunderstorm Procedures .................................................. 11
D. Blizzard Procedures .......................................................................................... 12
E. Earthquake Procedures ...................................................................................... 12
F. Flood Procedures ................................................................................................ 13
G. Hostile Intruder .................................................................................................. 13
H. Active Shooter Procedures ................................................................................ 13

IX. MEDICAL EMERGENCIES .......................................................................... 14

X. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS ...... 15

XI. BOMB or BIOLOGICAL, NUCLEAR, INCENDIARY, CHEMICAL, EXPLOSIVE (B-NICE) THREAT ................................................................. 16

A. Telephone Threat .............................................................................................. 16
B. Written Threat .................................................................................................... 16
C. Suspicious Package ............................................................................................ 16
D. Bomb/B-NICE Threat Evacuation ..................................................................... 17
E. Telephone Bomb/B-NICE Threat Checklist ...................................................... 19

XII. HAZARDOUS SUBSTANCE ...................................................................... 20

A. Incidental Release ............................................................................................... 20
B. Emergency Response Situation .......................................................................... 21
C. Response Flow Chart .......................................................................................... 22

XIII. FIRE PREVENTION AND WORKPLACE HAZARDS .............................. 22

A. Employee Responsibility ..................................................................................... 22
B. Typical Fire and Workplace Hazards ................................................................... 23
C. Housekeeping ...................................................................................................... 23
D. Maintenance of Fire Equipment and Systems .................................................... 23

XIV. NEWS INFORMATION .................................................................................. 24

XV. POST-EMERGENCY EVALUATION ............................................................ 24
I. PURPOSE

The purpose of an Emergency Action Plan is to protect IU employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. SCOPE

For the protection of IU employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disasters or emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others.
2. Inform employees how to communicate in an emergency.
3. Assign specific tasks.
4. Identify employees with specific needs.
5. Provide a building specific plan.
6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.

   - Emergency and accessible exits
   - Evacuation routes
   - Location of fire extinguishers
   - Fire alarm pull station locations
   - Tornado shelters
   - Areas first searched

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, Indiana University stations: WFIU 103.7 FM and WTIU Channel 30, NOAA radio, building smoke detection or sprinkler system,
emergency siren, web/internet, private citizen, or Indiana University Police Department (IUPD). It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUPD. (e.g. In case of fire, Yell, “Fire!”, pull building alarm, call other offices, etc.) Inform immediate supervisor who will continue notification up the Chain of Command. The building emergency alarm system is reserved for total evacuation of the building.

C. **Emergency Alarms and Advisories**

1. **Sprinkler Alarm – Smoke Detection – Fire Alarm**

   In the event of a fire, sprinkler and/or HVAC smoke detection systems will activate the alarm automatically. The Ademco dialer will send a notification to IUPD/Control Center. Manual alarms are located on each floor.

2. **Emergency Sirens**

   *When you hear a steady wail* it means that a tornado has been sighted in Monroe County or the National Weather Service has issued a tornado warning. Take cover immediately. Tune to local cable TV or radio stations.

   *When you hear a fast wail* it means that some type of unusual emergency has occurred, such as a hazardous chemical spill. Go indoors. Tune to a local cable channel or radio station for further instructions.

IV. **ASSIGNMENTS AND RESPONSIBILITIES**

A. The Building Manager shall obtain volunteers to perform the duties of the Emergency Control Committee and floor wardens. Emergency Control Committee will report to the Emergency Control Center (See Section V), unless the prevailing situation dictates otherwise. **Communication will be by two-way radio or voice with the ranking member in charge.**

   Emergency Control Committee shall consist of one warden from each area and currently includes:

   - Mara Dahlgren – Chairperson
   - Ryan Clemmons- West End
   - Rob Meyer – SAC Tower
   - Chris Gray – Food Service (Kitchens)
   - Joe Bender – Bookstore
   - Matt Roig – Hotel Tower
   - Hollie Lutz – East End
   - Gary Chrzastowski
   - Jack Kannady
   - Thom Simmons
Area Wardens currently are:

**Daytime**
*Lobby Level (Lobby, East Lounge, Business Office, Custodial and Maintenance Areas, Kiva, Unit 5)*
- Cheryl Crouch
- Anita Douglas
- Fred Webb

*East End of Building Main Areas Mezzanine, 1st, 2nd (Tree Suites, DO, Sugar and Spice, Georgian, Tudor, Federal, State East and West)*
- Mara Dahlgren
- Hollie Lutz (C)
- Thom Simmons

*West End of Building Main Floors Mezzanine and 1st (Rec Center, 900 Hair Salon, Computer Areas, Market, Commons, Alumni Hall, South Lounge, IMUG)*
- Ryan Clemmons (C)
- Tyler Boyd
- Marlene Gardner

*SAC Tower (2nd-8th)*
- Cassidy Sansone
- Rob Meyer (C)
- Program Advisor

**Bookstore**
- Joe Bender (C)

**Food Service (Kitchens)**
- Chris Gray (C)
- Tracy Wright
- Holly Parient

**Hotel Tower**
- Jeff Poling
- Matt Roig (C)
- Donna Brown
- Matt Morris

**Night and weekends**
Staff members who can be called upon to coordinate efforts during the nights and weekends:
- Assistant Building Manager(s) on duty
- Custodial Team Leaders
- Maintenance Personnel in Building
- Catering Captain
- Front Desk Supervisor
C = Emergency Control Committee

B. Persons providing help to those requesting assistance:

1. Emergency Wardens
2. Laundry Area Workers
3. Market Manager

C. Responsibilities

1. Emergency Control Committee
   - Review plan annually, revise as necessary, and make copies available to building employees and the Office of Risk Management.
   - Plan training exercises to test evacuation plan.
   - Instruct personnel of their duties.
   - Determine method of monitoring for emergency situations.
   - Determine method of notifying building occupants of emergency.
   - In any emergency situation, the ranking member of the IMU Building Emergency Control Committee present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
   - Report missing or injured occupants to emergency personnel.
   - Assess nature and extent of all emergencies.
   - Assume initial control of all emergency actions until IUPD arrives, then:
     - Obtain volunteers to carry out specific actions.
     - Develop system to assist persons who need assistance.
     - Order evacuation, if deemed necessary.
     - Take any other action necessary to protect life.

2. Floor Wardens
   - Obtain recommended training: First Aid/CPR, Warden Training, Fire Extinguisher and additional training as necessary.
   - When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone they see of the need to evacuate.
   - Assist persons who need assistance.
   - Once out, advise building ECC and/or emergency personnel of anyone remaining in the building.
   - Keep occupants from reentering building until advised by ECC or emergency personnel that reentry is allowed.

Note: Often times, Emergency Control Committee members receive Floor Warden training and perform the duties of both positions.

V. EMERGENCY CONTROL CENTER
When sheltering in place, emergency actions should be coordinated from the Emergency Control Center located in the Hotel Lobby or an area designated by the ECC if not available. (1st Backup will be Activities Desk on First Floor; Outdoor location shall be Parking Lot 1 booth. The location will be designated by the Chairman of the Emergency Control Committee.

Communication among the Area Wardens and the ECC during an emergency will take place on the Operations channel of the IMU radio system. All wardens and committee members will turn their radios to the single frequency mode and will turn to the Building Manager channel to assure efficient communication.

VI. EVACUATION ROUTES & MEETING PLACES

A. Maps of evacuation routes are displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. The building manager shall verify that the signs are in place and up to date. It will be the responsibility of the first-line supervisor to inform employees of evacuation routes.

B. Meeting to account for individuals: The meeting place will depend on which end of the building you normally work in or where your main office/check in area is located.

1. Primary meeting places (based on departments):
   a. Parking Lot I past the ticket booth - Hotel Staff, Housekeeping, Administrative Services, Director’s Office, Board of Trustees, Conferences, IU Credit Union, and the UPS Store.
   b. Crescent near Owen Hall - Back Alley, Student Technology Center, SAC Tower, and Card Services.
   c. Dunn Meadow across the bridge extending from the Commons - Maintenance, Custodial, Building Services, Dean of Students, Veteran Support Services, 900 Hair Design, and Dining & Catering.
   d. Parking Lot Across from the Whittenberger Entrance - Bookstore and University Club
   e. Beck Chapel – Meeting Support Services and Setups

2. Inclement weather meeting place: HPER Building (Key for building in DO Key Box).

C. All employees shall report to the primary meeting place for their department. Supervisors will take role of all staff present at the time of the emergency. Supervisors will communicate by available means to the ECC chair or ranking member that either all staff is accounted for, or any staff that are missing. The ECC chair will then inform emergency personnel of any missing persons. Floor Wardens may also inform emergency personnel of missing persons if emergency personnel are close at hand.

VII. DISABILITIES

In an emergency, each person has different skills and abilities. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to
assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

A. Assign a designated area for persons who may need assistance when evacuating, (e.g. hearing, mobility, vision or speech impaired, the elderly and children). The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples in this building:

1. Hotel Stairwell Landings
2. Tree Suites Conference Lounge.
3. Whittenberger Lobby.
4. Hotel Lobby.
5. SAC Tower Stairwell

B. Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate. (For further information go to: http://www.eeoc.gov/facts/evacuation.html)

Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. The information it contains is confidential and will be made available only to the person’s immediate supervisor, the building manager, the Office of Risk Management, and/or the chairperson of the building’s ECC. It is not to be posted on the web as part of this Emergency Action Plan.

C. If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location.

D. Hotel Rooms for persons with disabilities are as follows: 100, 101, 120, 133, 220, 320, 356, 420. Fire Fighters should be notified to check these rooms for guests.

E. IU employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with a mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. (If possible, leave a two-way radio with those in an area awaiting rescue assistance.)

VIII. RESPONDING TO EMERGENCIES

Each emergency requires a different response. In bomb threat, hazardous material spill or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

A. To summon immediate assistance, using a building or cell phone, to report an accident, serious injury or a crime in progress call:

FIRE, POLICE, AMBULANCE…………………………..911
911 or 9-911 from IU building phones connects to IUPD.
911, the only emergency number for cell phones, connects to City Dispatch.

PHYSICAL PLANT/OPERATIONS
(Utilities, Building Services, etc.)…………………………..5-8728

C. Fire Procedures: To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

a. Alarms
   1. When fire alarm sounds, evacuation procedure should begin immediately. IUPD and fire department will automatically be notified.
   2. Maintenance or an Assistant Building Manager should locate the spot of the alarm with help of PBX and investigate. If the investigator determines there is a fire or smoke in the alarm area, evacuation procedures should continue. Call 9-911 to confirm an emergency situation.
   3. If there is no fire or smoke in the alarm area, and everything is determined to be safe and clear, the alarm can then be silenced and reset if maintenance is present.

b. Evacuation for Fire/Smoke
   1. Verbally warn employees in the immediate area, (such as yelling, “FIRE!”) and activate alarm upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
   2. DIAL 911 from a telephone in a safe area to report the incident to IUPD. (There may be a 4 second delay before the operator answers.) The IU dispatcher is responsible for contacting the appropriate department or agency.
   3. Give your name, building room number and type of emergency.
   4. Stay on the line until you have given all necessary information.
   5. CLOSE THE DOORS AS YOU LEAVE.
   6. Use Stairways. When out, move away from building to a prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders.
   7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
   8. Notify:
      a. Fire fighters if you suspect someone may be trapped inside the building.
      b. Immediate supervisor, the ECC Chairperson (or highest ranking member present), and proper agencies for any needed services.
C. Tornado or Severe Thunderstorm Procedures

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1. Listen for latest advisories on commercial and/or weather radio. (WTTS, 92.3 FM is the local Emergency Alert System station for Bartholomew, Brown, Decatur, Jackson, Lawrence and Monroe Counties.)

   a. Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.

      Post spotters (any employee) at window to observe and report imminent weather changes during a tornado watch. Inform supervisor and/or building manager if deteriorating weather occurs or if tornado warning is issued. (Training is available from the National Weather Service to become an official severe weather spotter.)

   b. Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or is sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound and the weather radio will flash “red” and play an announcement.

      In the event of a warning:

      a. Notify all area wardens of warning by two-way radio, phone or email.

      b. Post extra spotters to look for danger signs. Spotters can be any staff members. They should observe from a safe location and in the direction the storm is coming from. Monitor weather radio and radar (weather.com).

      c. Move guests and staff away from windows, especially in Commons, Market, East Lounge, Solarium and Tudor Room.

      d. All guests should be informed of a tornado warning, including hotel guests, meeting room patrons, and general customers. We cannot force guests to evacuate to a safe area but should encourage them to do so.

      e. All TV’s in public areas should be tuned to an Emergency Broadcast Station (Channel 2 on campus).

      f. Staff should be posted near doors to inform guests of tornado warning and request they stay indoors in the safe areas.

      g. Guests with physical disabilities staying in hotel should be identified and be informed immediately of warning, and asked if they need assistance in moving to a safer area.
h. Evacuate Student Activities Tower. Floor Monitors in tower
should walk each floor to notify occupants to leave for the main
levels of the building.

i. Parking attendants should be called inside until warning has
passed.

If a funnel cloud is spotted or confirmed in area:
  a. Guests should be moved to interior areas of the building, using
empty rooms without windows if necessary (for example, a
restroom, stairwell, hallway or office). Hotel guests should be told
to move into their bathroom. Announcement can be made using
megaphone in manager’s office.
  b. Hotel should print off a complete guest list and notify guests to
take cover in lower levels or hallways.

2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries. ECC should do a
preliminary assessment of damages and take further actions as necessary.
4. Report injuries and damage to IUPD via 911, then Risk Management.

D. **Blizzard**

1. If indoors:
   a. Stay calm and await instructions from the designated official.
   b. Stay indoors!
   c. If there is no heat:
      - Close off unneeded rooms or areas.
      - Stuff towels or rags in cracks under doors.
      - Cover windows at night.
   d. Eat and drink. Food provides the body with energy and heat. Fluids
      prevent dehydration.
   e. Wear layers of loose-fitting, lightweight, warm clothing, if available.

2. If outdoors:
   a. Find a dry shelter. Cover all exposed parts of the body.
   b. If stranded in a vehicle:
      - Stay in the car or truck.
      - Run motor about ten minutes each hour. Open the window a
little for fresh air. Make sure exhaust pipe is not blocked.
      - Make yourself visible to rescuers.
      - Exercise to keep blood circulating and to keep warm.

E. **Earthquake**
An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. Standing in a doorway is not recommended. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.

F. **Flood**

1. If outdoors:
   a. Climb to high ground.
   b. Avoid walking or driving through floodwater.
   c. If car stalls, abandon it immediately and climb to higher ground.

2. If indoors:
   a. Be ready to evacuate as directed by the designated official.
   b. Time permitting, move vital material and equipment to higher ground.

G. **Hostile Intruder**

If a person is observed acting unusual, engaged in an illegal activity, or seems out of the ordinary the observer should dial 911 and report it to the police. At that time, the caller will be given information and instructions concerning the circumstances.

H. **Active Shooter Procedures**

There are two types of situations in which an active shooter event may occur on campus. Each is listed below with the recommended procedure following. It should be noted that active shooter types of incidents are unpredictable. The below guidelines are suggestions based on past experiences, so depending on the situation, you may have to alter your course of action.

1. Active shooter is in the IMU
   a. Notification
      - Upon indication of active shooter, IUPD should be contacted as soon as possible.
      - **DIAL 911** from a telephone in a safe area to report the incident to IUPD. (There may be a 4 second delay before the operator
answers.) The IU dispatcher is responsible for contacting the appropriate department or agency.

- Give your name, building room number and type of emergency.
- Stay on the line until you have given all necessary information.
- Staff with access to the IMU radio system should turn their radios to the Operations channel and alert all individuals of the danger by stating that there is an active shooter in the building and where in the building, if known.

b. Take action. Consider the phrase, “Run, Hide, Fight” to guide your next steps. The philosophy behind the phrase is that the best options in an active shooter event are to run, hide, or fight, in that order. That is, if there is an accessible escape path, attempt to evacuate the building. If evacuation is not possible, find and hide in a place where the active shooter is less likely to find you. At last resort, attempt to disrupt and/or incapacitate the active shooter.

- Evacuate. Leave your belongings behind. When outside, move away from the building and prevent others from entering an area where the active shooter may be. Leave walks and drives open for emergency responders and keep your hands visible.
- Hide. Be out of the active shooter’s view. Block entry to your hiding place. Lock doors, turn off lights, and silence cell phones and radios, as you are able.
- Fight. As a last resort and only when your life is in imminent danger, act with physical aggression and throw items at the active shooter. Commit to your actions and attempt to incapacitate the active shooter.

2. Active shooter is on campus (not in IMU)
   a. Notification
      - Upon receiving warning of emergency, staff should alert guests in the immediate areas. Warning can come from a number of sources (as indicated in Section III, Part B).
      - Building manager should report to the Emergency Control Center and communication among the Area Wardens and ECC will occur on the IMU radio system (as outlined in Section V).
      - Announcement can be made using megaphone in manager’s office.
   b. Lockdown
      - Guests should be moved to interior areas of the building, using empty rooms without windows if necessary (for example, a restroom, stairwell, hallway or office).
      - Hotel guests should be told to move into their bathroom.

IX. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid
in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

A. Call **911** immediately if the injury is life threatening. Provide the following information:

1. Nature of medical emergency.
2. Location of the emergency (address, building, room number).
3. Your name and the phone number from which you are calling.

B. Do not move victim unless absolutely necessary.

C. Most floor wardens are trained in CPR/AED and First Aid, and can provide assistance to guests in need. During the night and weekend hours, the Assistant Building Manager on duty can assist guests in an emergency. All Assistant Building Managers are trained on Adult CPR/AED, First Aid and Biohazard Cleanup.

D. The First Aid Kits are in various locations throughout the building. A listing of First Aid Kit locations is available from the Building Manager.

E. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

   1. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
   2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.

F. When rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call **911** and refer to Hazardous Substance Spill section of this document.

X. **PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS**

An emergency shutdown of the IMU can be ordered by the building manager or the ranking member of the IMU Building Emergency Control Committee in concert with: Physical Plant, law enforcement, the Office of Risk Management or local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.

B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of: main controls for gas, steam and electrical supply leading into the building. For utility or building service emergencies, call 855-8728.

C. **Critical Operations** will be shut down by assigned personnel.

1. In the event of a building evacuation, all retail area employees should secure all cash in their registers or cash boxes and secure the retail area before leaving the building (i.e., lock the door) unless there is imminent danger.
2. In any other emergency situation, any employee with an Emergency ID tag may remain in the building to ensure operations during the emergency situation. This includes hotel, maintenance, dining, and building management staff.

XI. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE (CBRNE) THREAT

Indiana University policy is to evaluate bomb/B-NICE threats in order to determine the appropriate action that must be taken. The threat that a bomb/CBRNE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

A. Telephone Threat: The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by completing the following checklist at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, immediately call 911. Give all available information. Notify IUPD, then immediate supervisor.

B. Written Threat: Written threats can come in the form of a note, letter, or fax, through the U.S. mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. Therefore, it is extremely important.

1. DO NOT handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.

2. Immediately call 911 to notify the campus police or persons with the safety/security responsibility at any IU facility.

3. Safeguard the received material until it is given to the proper authority.

C. Suspicious Package: If a suspicious package or device is found, immediately notify the police. Do not touch or handle any suspicious item! Do NOT use the fire alarm. Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. Appearance

a. Powdery substance felt through or appearing on the package or envelope.

b. Oily stains, discoloration, or odor.

c. Lopsided or uneven envelope.
2. **Handling Suspected Packages or Envelopes**
   
a. Do not shake or empty the contents of any suspicious package or envelope.
b. Do not carry the package or envelope, show it to others or allow others to examine it.
c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
d. Alert others in the area. Leave the area. Close any doors and assemble outside the room’s entrance. Take actions to prevent others from entering the area.
e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
f. Notify IUPD, by calling 911, and your supervisor.
g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
h. Await arrival of assistance.

D. **Bomb/CBRNE Threat Evacuation:** A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/CBRNE threat, the building manager, her/his designee or the ranking member of the IMU Building Emergency Control Committee will cordon off the area, wait until IUPD arrives, and then consult with the University Police for an evacuation decision. The University Police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.
TELEPHONE BOMB/B-NICE THREAT CHECKLIST

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
  - What building?
  - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

EXACT WORDING OF THREAT

____________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Sex of caller: M / F Race:______________ Approximate age:_______ Length of
call:___________ Telephone # at which call received:_______________________________
Time received:___________ Date call received:___/___/___ Nationality:______________________

CALLER’S VOICE

____ Calm  ____ Nasal  ____ Soft  ____ Angry  ____ Stutter
____ Loud  ____ Excited  ____ Lisp  ____ Laughter  ____ Slow
____ Raspy  ____ Crying  ____ Rapid  ____ Deep  ____ Normal
____ Distinct  ____ Slurred  ____ Whispeering  ____ Clearing Throat  ____ Ragged
____ Deep Breathing  ____ Disguised  ____ Cracking Voice  ____ Accent

BACKGROUND SOUNDS/NOISES

____ Street Noise  ____ Voices/Talking  ____ Wildlife Sounds  ____ PA System  ____ Music
____ Static  ____ Motor  ____ Factory Machinery  ____ Clear
____ Radio/TV  ____ Long Distance  ____ Local  ____ Office Sounds  ____ Weather
____ Cell Phone  ____ Restaurant Sounds  Other (Specify) _____________________________

CALLER’S ATTITUDE & LANGUAGE

____ Well Spoken (education)  ____ Incoherent  ____ Profane/Foul  ____ Irrational
Taped Message  Message Being Read

REMARKS

Your name: ___________________________ Your position: ___________________________

Your telephone: _______________________ Date checklist done: _______________________

(Keep this checklist near your phone.)
XII. HAZARDOUS SUBSTANCE

The following are the locations of:
Material Safety Data Sheet (MSDS): Employee break room and Supervisor Offices.
Personal Protective Equipment (PPE): Maintenance, Custodial and Housekeeping Offices.
Spill Containment and Security Equipment: Custodial Office and Housekeeping Closets on each floor.

Chemical Spill
Introduction: The HAZardous Waste Operations and Emergency Response standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“Hazardous substances” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties. “Location” means any place on the IU campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc.
Releases are either incidental or emergency response situations.

A. Incidental Release
An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.
B. **Emergency Response Situation**

A release that requires an *emergency response* regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

Whether a situation is incidental or requires an *emergency response* must be determined on a case-by-case basis, however, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact the Department of Environmental Health and Safety’s (DEHS) Emergency Response Team at 855-6311 or by dialing 911 after hours.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS’s Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.
C. Response Flow Chart

IF YOU HAVE: HAZARDOUS SUBSTANCES

TRAIN FOR INCIDENTAL RELEASE CLEAN-UP & HAZWOPER 1ST RESPONDER AWARENESS LEVEL FOR EVACUATION AND COMMUNICATION OF SPILL

INCIDENTAL RELEASE

HAZWOPER EMERGENCY RESPONSE RELEASE

CLEAN-UP SPILL AS PER HAZCOM STANDARD OR OSHA LAB STANDARD

EVACUATE AS REQUIRED BY EMERGENCY ACTION PLAN & CONTACT EH&S EMERGENCY RESPONSE TEAM

XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.

2. Smoking is not allowed in Indiana University buildings or within 30 feet of any walkway. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards
Call the Office of Risk Management, 855-9758, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
   a. Fire and smoke doors blocked open.
   b. Storage and trash in stairways and hallways.
   c. Storage closer than 18 inches to sprinkler heads.

6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Housekeeping

Good housekeeping will be the responsibility of ALL employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible for keeping their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, 911, will be posted on all telephones.
7. Each supervisor will be responsible for properly training their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Operations Center/Control Center (855-8728).
XIV. NEWS INFORMATION

Information to the news media will only be released through the Office of the Vice President for University Relations: 855-0850 or cell phone: 812-360-0909.

XV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XVI. FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

The Building Manager, Mara Dahlgren, her designee or any member of the IMU Building Emergency Control Committee listed below:

- Gary Chrzastowski   855-6699   gchrzast@indiana.edu
- Thom Simmons       855-5650   tsimmons@indiana.edu
### XVII. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ademco</td>
<td>Brand name for automatic telephone dialer.</td>
</tr>
<tr>
<td>Assembly Area</td>
<td>Designated safe area for gathering groups of people during an emergency.</td>
</tr>
<tr>
<td>BTFD</td>
<td>Bloomington Township Fire Department.</td>
</tr>
<tr>
<td>DEHS</td>
<td>Department of Environmental Health and Safety.</td>
</tr>
<tr>
<td>Emergency Control Center</td>
<td>Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.</td>
</tr>
<tr>
<td>Emergency Control Committee (ECC)</td>
<td>Building occupants with authority to make decisions affecting the university in an emergency.</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Service.</td>
</tr>
<tr>
<td>Floor Warden</td>
<td>Person who assists Emergency Control Committee during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>Includes every known chemical.</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation and Air Conditioning.</td>
</tr>
<tr>
<td>HSAS</td>
<td>Homeland Security Advisory System.</td>
</tr>
<tr>
<td>IDLH</td>
<td>Immediately Dangerous to Life and Health.</td>
</tr>
<tr>
<td>IUPD</td>
<td>Indiana University Police Department.</td>
</tr>
<tr>
<td>LEL</td>
<td>Lower Explosive Limit.</td>
</tr>
<tr>
<td>MSDS</td>
<td>Material Safety Data Sheet.</td>
</tr>
<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator.</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment.</td>
</tr>
<tr>
<td>Ranking Member</td>
<td>Member of Emergency Control Committee with superior rank or knowledge.</td>
</tr>
</tbody>
</table>
Appendix A

Emergency Procedure Reference

This handout is designed to give IMU employees a basic knowledge of what to do in an emergency.

Important numbers to know:
Police – 9-911
Building Manager – 855-1222 (weekdays) or by radio (nights and weekends)

Fire/Building Evacuation
- In the event that the IMU is evacuated due to fire or any other reason, your meeting space is:
  o Parking Lot 1 (By the second line of parking) – Hotel Staff, Housekeeping, Administrative Services, Director’s Office, Board of Trustees, Conferences, IU Credit Union, and the UPS Store.
  o Crescent near Owen Hall (south of Alumni Hall) – Back Alley, Student Technology Center, SAC Tower, Card Services, and Student Activities Desk.
  o Dunn Meadow by the bridge leading from the Commons – Maintenance, Custodial, Building Services, Dean of Students, Veteran Support Services, 900 Hair Design, and Dining & Catering.
  o Parking Lot across from Whittenberger Entrance – Bookstore and University Club
  o Beck Chapel – Meeting Support Services and Setups

- As you exit the building, remain calm and advise guests to exit the building.
- At your safe meeting space, employees will be accounted for and further instruction will be given.
- Always go to your designated meeting space regardless of your exit location.
- In extreme weather conditions, all employees will first gather at initial meeting places and then, upon word from the Emergency Control Committee, will move to the HPER Building as a group.

Tornadoes/Severe Thunderstorms
- In the event of a tornado warning, move at least 6 feet away from windows to an interior part of the building, preferably on the lowest floor.
- For customer and guest safety, advise them to do the same.
- Remain calm and await any instruction from the Building Management Staff or Director’s Office.

Medical Emergency
- Remain calm and keep the victim calm.
- Notify the Building Management Staff or Director’s Office of the injury/problem. If the injury is life threatening, call 9-911 first.
- When calling 9-911, give the following information:
  o Nature of medical emergency
  o Location of emergency (address, building, room number/area)
  o Your name and phone number from where you are calling
- Apply first aid or if you are not trained, contact someone who is (all Building Managers are trained). Automatic Early Defibrillator (AED), which is located at the Front Desk, can be used but only by trained staff members.

**Armed Robbery**
- **Remain calm**, follow the robber’s orders, do not make any sudden movements and give the robber what he/she wants.
- After the robber leaves, immediately call the police (9-911) and the Building Manager on shift (weekday - 5-3562; night/weekend - by radio or 5-1222).
- If possible, note the robber’s characteristics (height, weight, eye color, hair color, etc.), and the direction which the robber exited.

**Bomb Threat**
- **Remain calm** and ask questions. (i.e. When is the bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb and why?)
- Make note of the caller’s voice (gender, accent, slow, raspy, etc.) and any background noises (cars, animals, music, other voices, etc.) as well as the time and length of the call.
- After hanging up, immediately call the police (9-911) and the Building Manager on shift (by radio or 855-1222).
Appendix B

Warden Roles and Responsibilities

Roles:

**Communicator** – During an emergency situation, wardens are expected to provide accurate and prompt feedback/information to the Emergency Control Committee so the committee can make well-informed decisions.

**Coordinator/Director of Emergencies** – If an emergency should occur within a warden’s designated area, the warden is expected to make the initial decisions on scene until the Emergency Control Committee can convene to make further decisions.

**Helper** – Wardens are expected to assist those who request help in an emergency situation. This includes any fellow employees or guests of the IMU.

**Reviewer** – Wardens are expected to provide feedback or suggestions for the Emergency Action Plan or other emergency protocol.

**Trainer** – Wardens are expected to educate other employees and clarify questions that arise about the Emergency Action Plan.

Responsibilities:

**Evacuation Situation (i.e. fire alarms)**
1. Assist direction of employees and guests out of the building
2. At designated meeting space, account for all employees.
3. Notify the Emergency Control Committee of any missing employees and/or guests that need assistance.
4. Inform the Emergency Control Committee of any other information which may be important for decision making.
5. Help to keep employees and guests clear from the building.
6. Follow and help to execute any directions given by the Emergency Control Committee.

**Tornado Procedure**
1. Notify employees and guests in designated area of the tornado warning.
2. Advise all people to stay away from windows, move to the interior of the building, and try to go to the lowest floor possible.
3. If a tornado does hit the building, assess the situation in designated area and notify the Emergency Control Committee.

Consult the Emergency Action Plan for more detailed protocol for the emergencies described above as well as for emergencies not mentioned on this handout.

In an emergency situation, all communication will take place on the Operations channel of the IMU radio system. Please turn radios to single channel reception and use that channel only for emergency communication.

Contact Mara Dahlgren at mdahlgre@indiana.edu or 855-1222 if you have any questions or concerns about the IMU Warden position.