Emergency Action Plan

In compliance with:
California Code of Regulations
Title 8, Section 3220

Implementation Date: February 14th, 2020
Annual Review Date*: Feb 24th 2020

*Reviewed and initialed by Department Safety Coordinator

Revised February 2020
Introduction

An Emergency Action & Evacuation Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. Cal-OSHA regulations require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation types, procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

How to Complete This Plan Successfully:

This document includes a template for creating a departmental EAP, as well as additional incident and emergency response training that should be incorporated into the annual training for the EAP. As you read through the document, click on the gray shaded areas and type in the information requested.

Example: Enter Department Name

This template was designed to help the Department Safety Coordinator (herein referred to as “DSC”) create an EAP, with the understanding that not all departments will have the same structure or protocols during an emergency. As the creator of your department’s plan, you have the flexibility to adjust it to fit your needs to best assure the safety of your colleagues in an emergency.

EAPs are often lengthy documents filled with explanations of the intended actions of every conceivable building occupant. When an event actually occurs, such plans are seldom used efficiently for three reasons: 1) people lack knowledge of the plan, 2) people do not understand the plan, or 3) the plan fails to address the varied physical locations where it must work.

In order for your EAP to be successful, there are essential elements that need to be implemented. These essential elements are detailed on page 8, Responsibilities of the Department Safety Coordinators.

If you have questions or suggestions regarding this document, please direct those to the UC Davis Office of Emergency Management and Mission Continuity at prepare@ucdavis.edu.

Revised February 2020
# Contact Information

This EAP has been prepared for UC Davis Agricultural and Resource Economics. The plan complies with California Code of Regulations, Title 8, Section 3220.

<table>
<thead>
<tr>
<th>Enter Department Name</th>
<th>Agricultural and Resource Economics</th>
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<tr>
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<th>Enter Department Email</th>
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<tr>
<td>530-752-1540</td>
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<td>(Phone)</td>
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<th>Enter Department</th>
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<tr>
<td>Director/Dean/Chairperson</td>
<td>Number 530-754-7812</td>
<td><a href="mailto:goodhue@primal.ucdavis.edu">goodhue@primal.ucdavis.edu</a></td>
</tr>
<tr>
<td>(Director/Dean/Chairperson/Lead)</td>
<td>(Phone)</td>
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<table>
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<tr>
<th>Enter Safety Contact Person</th>
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<th>Enter Email</th>
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<tbody>
<tr>
<td>Sara R.J. Mitchell</td>
<td>Number 530-752-9286</td>
<td><a href="mailto:srjmitchell@ucdavis.edu">srjmitchell@ucdavis.edu</a></td>
</tr>
<tr>
<td>(Department Safety Coordinator)</td>
<td>(Phone)</td>
<td>(email)</td>
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<tr>
<th>Enter Alternate Safety Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Laurie Warren</td>
<td>Number 530-752-5357</td>
<td><a href="mailto:Laurie@primal.ucdavis.edu">Laurie@primal.ucdavis.edu</a></td>
</tr>
<tr>
<td>(Alternate Safety Contact)</td>
<td>(Phone)</td>
<td>(email)</td>
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This Emergency Action & Evacuation Plan will be reviewed annually in: January

Revised February 2020
Emergency Protocols-Alert and Notification

Reporting Emergencies:

In the event of an emergency, UC Davis employees should contact UC Davis Dispatch by dialing 9-1-1 from a land line or from a cell phone call 530-752-1230.

You should call 9-1-1:
- In the event of a medical emergency
- To report all fire incidents, even if the fire is extinguished
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

Provide the following information to UC Davis Dispatch upon calling
- Where you are
- The address or location of the event

Alert and Notification of Employees:

The university has a variety of ways to alert employees and students to emergencies and provide direction. These include:
- Audible alarms
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe / Aggie Alert
- Social media

Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.

The department itself will use the following methods to provide alerts and notifications to its employees:

Primary Method: Audible and Visual Alarms

Additional notifications: UC Davis WarnMe/Aggie Alert, Phone Tree, verbal notifications, social media

Revised February 2020
Emergency Protocols-Evacuation

Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. The type of evacuation or protective measure may be specified as part of the notification. Please refer to Policy & Procedure 390-10 for more information on Campus Emergency Policy.

Evacuation Types

- **Evacuation**: Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.

- **Controlled Evacuation**: Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified.

- **Shelter-in-Place**: Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.

- **Lock Down**: Lockdown is the temporary sheltering technique utilized to limit exposure to an armed intruder or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room or office.

Prior to Exiting

After being notified to evacuate, stop all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the UC Davis Fire Department has keys to campus buildings and rooms if access is necessary). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway, if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the FireNet Emergency Evacuation Signs.

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Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the FireNet Guidelines to Emergency Evacuation Procedures for Employees/ Clients with Disabilities.

Assembly Area
After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The Department Director/Dean/Chair should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

<table>
<thead>
<tr>
<th>Building(s)</th>
<th>Assembly Area(s)</th>
<th>Assembly Area Manager(s)</th>
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<tbody>
<tr>
<td>Social Science and Humanities</td>
<td>Across East Quad St. in front of the UCD Bookstore</td>
<td>Laurie Warren</td>
</tr>
</tbody>
</table>

All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Manager, or Responder Liaison.

Assigned Job Responsibilities

Assembly Area Manager Duties:
It is recommended that the senior employee or their designee acts as the Assembly Area Manager. The Assembly Area Manager should be responsible for taking roll call and therefore it is imperative that prior to an emergency the Department Safety Coordinator (DSC) and Assembly Area Manager work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Assembly Area Manager should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to ARE's Departmental Chair, Rachael Goodhue.

The Assembly Area Manager is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Manager should not leave the assembly area; therefore it is suggested the Assembly Area Manager assign a liaison to the First Responders.
**Responder Liaison Duties:**
The Responder Liaison ensures important communication and information exchange between the First and Second Responders (e.g. Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison (whom may be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known)

- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

If needed, the Responder Liaison should recruit volunteers to help direct and contain evacuees to the Assembly Area.

After a major incident, building occupants may not re-enter buildings until cleared by a campus official.

**Procedures for Employees Who Remain to Operate Critical Operations**

Safety is a top priority at UC Davis, and there are no critical operations worth risking one’s welfare to perform. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), please contact [UC Davis Office of Emergency Management and Mission Continuity](#) to develop this section of the plan.

**AED / CPR Training**

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical assistance. It may be useful to document employees in your department who have specialized medical training.

The individuals listed above should not practice outside their scope of training and are not expected or required to assist in any emergency or medical situation.
Responsibilities of the Department Safety Coordinator

DSC, or Responsible Person is responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the Emergency Call List to the UC Davis Dispatch Center.
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. Document all training.
- Train the Assembly Area Managers, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.
- Exercise your department’s EAP annually. It is recommended you exercise your plan in the following order:

1. **Conduct a Tabletop Exercise.** This will allow departments to use their training on the EAP, as well as to work through any inefficiencies prior to an emergency. Contact the UC Davis Office of Emergency Management and Mission Continuity for training or assistance with your tabletop exercise.

2. **Schedule a Building Evacuation.** The UC Davis Fire Department can perform a limited number of building evacuations each month. Advanced notice and coordination between the departments that share your building before the exercise is critical. The Fire Department will not conduct the exercise if coordination between department DSCs has not occurred. Please contact your Department Safety Coordinator to schedule an exercise. Evacuations will be scheduled on a first come first serve basis and times and dates will be decided based on the Fire Department’s availability. To schedule a fire drill, please contact the UC Davis Fire Department.
Signatures

This EAP has been reviewed and approved by the following individuals:

[Signature]
(Department Chair, or other Responsible Person)  2/20/20
(Date)

The Safety Contact and Alternate are aware of their responsibilities, as described in this plan:

[Signature]
(Department Safety Coordinator)  2.14.2020
(Date)

[Signature]
(Alternate Safety Contact)  19 Feb 2020
(Date)

Additional Comments:
Assembly Area is in front of the Memorial Union and is highlighted in purple. Please take the closest, unobstructed exit to the assembly area and report to the site manager.
Evacuation Maps

SS&H BUILDING, 3rd FLOOR
EVACUATION ROUTE(S)

- Fire Alarm
- Fire Extinguisher
- First Aid
- Evacuation Route(s)

SS&H BUILDING, 4th FLOOR
EVACUATION ROUTE(S)

- Fire Alarm
- Fire Extinguisher
- First Aid
- Evacuation Route(s)

Revised February 2020
Roll Call Sheet
Agricultural and Resource Economics
Office Location: See List in SS&H 4101 or in BOX in UC Ready - Phone Tree

Dept. Safety Coordinator and Alternate Safety Contact are responsible for maintaining a current list of personnel in the department. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Assembly Area Managers and DSCs should have a copy to complete roll call during an emergency.

<table>
<thead>
<tr>
<th>Employee Name</th>
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<th>Cell/Other Phone</th>
<th>Building/Room</th>
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Revised February 2020
Additional Training:

Communications for Campus-Wide Emergencies

In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Familiarize the individuals in your department with these communication methods:

- **Sign up in advance to receive UC Davis WarnMe messages**
  This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe can send alerts by e-mail, text, telephone and cell phone messaging. To deliver messages, WarnMe uses employees’ work contact information from the university’s online directory, students’ e-mail addresses and personal contact information you voluntarily provide. Register and update your information at [http://warnme.ucdavis.edu](http://warnme.ucdavis.edu).

- **Check the University homepage** [www.ucdavis.edu](http://www.ucdavis.edu)

- **Check official UC Davis social media channels**
  UC Davis posts emergency information on its official social media channels. These channels include Twitter, Facebook, Instagram and Snapchat. You can subscribe to updates from UC Davis by liking or following the channels. You can find all of the University’s official social media channels at [https://www.ucdavis.edu/social-media](https://www.ucdavis.edu/social-media).

- **Call the Emergency Status Line (530) 752-4000**
  The Emergency Status Line provides a brief recorded telephone message about the status of the Davis campus in an emergency. Messages will indicate the emergency’s nature, and provide brief instructions. As more information becomes available, messages will point to additional information sources, such as the UC Davis home page.

- **Follow reports in the news media**
  UC Davis works with the news media to share information about emergencies and provide direction to the university community. KFBK Radio in Sacramento (93.1 FM / 1530 AM) is the primary station for the federal Emergency Alert System for several area counties.

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*In a campus-wide emergency, the campus may communicate using one or all of the above methods of communication depending on the incident.*

*You will not be notified of every incident to which the UC Davis Police or Fire departments responds.*

Revised February 2020
Additional Training:

Sheltering-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department’s employees.

General Guidelines on how to Shelter-in-Place

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).

- Close and lock all windows and exterior doors.

- Review your EAP, inspect your workplace emergency kits if you have them.

- Do not exit the building until instructed to do so by campus officials.

- Check for status updates using the resources detailed in the section, “Communications for Campus Wide Emergencies.”

Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems.

- If possible, seal all cracks around the door and any vents into the room.

- If you are in your car, close windows and turn off vents and air conditioning.

In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.
Additional Training:

Community Survival Strategies for an Active Shooter

The UC Davis Police Department hosts workshops for members of the campus community on strategies to increase the likelihood of surviving an active shooter incident. The workshop covers five steps for increasing your chances of surviving an active shooter incidents and also provides demonstrations for attacking the attacker.

It is recommended that departments allow two hours release time for employees. Community presentations are available on the Davis and Sacramento campuses throughout the year. To locate or schedule a workshop visit the UC Davis Police Department website.

In the training, Community Survival Strategies for an Active Shooter participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.
In the Event of an Earthquake

- Take cover under a desk or table, or in a doorway or corner. Stay away from windows, display cases and outside walls. If you are in a crowded public area DO NOT RUSH for doorways!

- After the shock subsides, do not evacuate unless instructed to do so. If the decision is made to evacuate, follow the instructions given earlier in this plan. Stay clear of buildings and trees.

- Notify the Fire/Police Communications Center at 9-1-1 if there are serious injuries or hazards.

- Notify the Facilities Service Call Center (530-752-1655) if there are water leaks, the smell of gas or smoke, flooding, or any other damage that requires immediate attention – DO NOT ENTER flooded areas.

- Stay away from area where aftershocks could dislodge loose debris.

- If the earthquake was small and/or it has been determined it caused no serious damage, you may resume normal activities.
In the Event of Fire

At the first sign of fire or smoke:

- Close the door to the room where the fire is located but DO NOT lock it.
- Notify the Fire Department either by sounding the building alarm or by calling the Fire/Police Communications Center at 9-1-1.

    NOTE: The pull alarms will work even if the electricity is out.

- If you sound the building alarm, follow through with a call to 9-1-1 to provide additional information.
- Do not hang up until the dispatcher instructs you to do so.
- Notify the Department Safety Coordinator, Sara Mitchell, Facilities Manager, Laurie Warren or Department Chair, Rachael Goodhue.

If the fire is small (i.e. confined to a wastebasket, etc.) it may be possible to fight the fire with a fire extinguisher or fire hose. However, if the fire is large, smoky or spreading rapidly, default on the side of safety and follow the instructions below.

Evacuate if the building alarm sounds or if the department is notified by a safety coordinator to evacuate.

    If time permits and it is safe to do so-

    - Turn off your computer and monitor
    - Collect your valuables and keys
    - Leave lights on
    - Close windows
    - Close doors but leave then unlocked

- Follow directions, if any, given by the safety coordinator
- Walk to the nearest exit or to an alternate exit if the designated one is not safe.
- DO NOT USE THE ELEVATOR!
- After exiting the building proceed to the arranged Assembly Area at the **SIDEWALK ON EAST SIDE OF MU BUILDING JUST NORTH OF THE EAST ENTRANCE** (refer to the Evacuation Maps on the previous pages). Remain at least 100 feet away from buildings or farther, if so directed by emergency personnel.
- **Report to Safety Coordinator, Sara Mitchell, or CAO Ellen Barnes** to let them know you are safe. If you become aware of others who were in the building but do not now see in the roll call area, inform the safety coordinator or CAO.
- Do not leave the area or reenter the building until instructed it is safe to do so by the safety coordinator, CAO, or emergency personnel.
In the Event of a Medical Emergency

Severe Medical Injury or Emergency

- If a person is severely injured, suffers a serious illness or medical emergency, or is unconscious:
  - Clear the immediate area around the victim. Do not move the victim unless there is a
    life-threatening situation. In case of illness, ask the victim if he/she has medication.
  - Call 9-1-1 to request assistance. Give your name and location, describe the situation, and
    tell the dispatcher someone will meet emergency personnel at the base of the free-
    standing stairway/elevator shaft on the west side of the SS&H building or another
    designated area.

- If the victim is unable to communicate or is unconscious, etc., look for a Medic Alert tag around
  the wrist or neck. If there is a tag, convey its information to the dispatcher.

- If immediate emergency care is necessary, a trained person may administer emergency medical
  care until emergency personnel arrive.

Minor Injury

- If necessary, a person trained in first aid may administer immediate care.

- If the injured person is a University employee, refer him/her to Employee Health Services (530-
  752-2330) and arrange transportation if necessary.

- If the injured person is a student, refer him/her to Cowell Student Health Center (530-752-2300)
  and arrange for transportation if necessary.

- If the injured person is neither a University employee nor student, suggest that they seek private
  medical arrange for transportation if necessary.
In the Event of a Criminal Act Occurring

- Do not confront the individual committing the act, or attempt to restrain him/her unless it is for self-protection.

- If it is safe to do so, photograph the person with a smartphone or take the time to get a good description of the person.
  - Gender
  - Race
  - Age (approximate)
  - Height (approximate)
  - Weight (approximate)
  - Type of build
  - Color and style of hair
  - Clothing
  - Distinguishing marks or mannerisms

- If the person is leaving the area, note:
  - Direction of travel
  - Means of travel

- If the person is leaving by vehicle, note:
  - License plate number
  - Make and model of the vehicle
  - Color of the vehicle

Call the Fire/Police Communications Center at 9-1-1. Give them your name and location, describe the situation, and remain where you are until contacted by emergency personnel.

Notify the safety coordinator or CAO so they can inform employees in the department. Anyone who has seen the person should call the UCD Police Department.
In the Event of Civil Disturbance

Civil Disturbance

The building/safety coordinator and CAO are usually given advance notice of a planned civil disturbance, such as a demonstration or protest, and will advise the department as information is received. Campus spokespersons are designated to communicate with the demonstrators and to manage the situation, based on the type of demonstration.

Most demonstrations will remain peacefully outside the building. The building will normally be open to the public during normal business hours, 8:00 AM to 5:00 PM, and closed as is customary in the evenings, weekends and holidays.

Should there be disruptive behavior or anticipated disruption, the coordinator may order a lockdown in consultation with the UC Davis Police Department. Any decision to evacuate will be made by the safety coordinator or CAO in consultation with the Police Department.

Demonstration Outside of the Building

- Continue with your normal routine
- Remain away from doors and windows
- Lock interior offices and stairwell doors to prohibit entrance, if necessary
- If the building is locked to prevent entrance, employees may enter through the corner northwest entrance door.
- If the decision is made to evacuate, follow the evacuation procedures given in this plan.

Disruption Inside the Building

- Ensure your safety first
- Notify the police if the disruption is in or near the building, or call 9-1-1.
- Contact your supervisor if you are in a state of anxiety and wish to request to work at an alternative site.
- If the decision is made to evacuate, follow the evacuation procedures given earlier in this plan.
In the Event of a Bomb Threat

If you receive a bomb threat on your telephone:

- Signal a co-worker via a prearranged signal
  - The co-worker should immediately call 9-1-1 and say:
    “Emergency! We have a bomb threat being called in on phone # ____________”. If the caller has Caller ID, give the phone number being displayed.

- If you have Caller ID, write down the number on the display

- DO NOT HANG UP

- Use the Bomb Threat Checklist to obtain as much information as possible from the caller. Record the information on the Checklist. Try to keep the caller on line as long as possible.

- Notify the safety coordinator, CAO or department chair.

- DO NOT SEARCH for the bomb, but do report any unusual or suspicious object to the police. Do not touch any unfamiliar objects.

- DO NOT EVACUATE the building. The decision to evacuate will be made by the CAO, safety coordinator, or department chair in consultation with Police.

- If the decision is made to evacuate, follow the evacuation procedures given earlier in this plan.
BOMB THREAT CHECKLIST

Questions to ask the Caller:

When is the bomb going to explode? _________________________________

Where is it right now? ____________________________________________

What does it look like? __________________________________________

Did you place the bomb? _________________________________________

Why? __________________________________________________________

What is your address? ____________________________________________

What is your name? _____________________________________________

Background Sounds

________ Office Machines ___ Radio
________ Street Noises ___ Children
________ Dishes ___ Factory Machines
________ Voices ___ Animals
________ PA System ___ Static
________ Music ___ Phone Both
________ Household ___ No Noises
________ Other: ______________________________________

Caller’s Voice

________ Male ___ Distinct
________ Female ___ Stuttered
________ Normal ___ Bass
________ Soft ___ Tenor
________ Loud ___ Nasal
________ Fast ___ Lisp
________ Slow ___ Raspy
________ Calm ___ Deep
________ Excited ___ High
________ Angry ___ Cracking
________ Laughing ___ Stutter
________ Crying ___ Ragged
________ Accent [Type?] ___ Familiar [Who?]

Threat Language

________ Educated ___ Incoherent
________ Foul/Obscene ___ Read Message
________ Irrational ___ Taped
________ Other: ______________________________________

EXACT WORDING OF THREAT

________________________________________________________________
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IMMEDIATELY REPORT ALL BOMB THREATS TO THE POLICE DEPARTMENT
From all phones dial: 9-1-1

Revised February 2020
Training Sign-in Sheet

**All Employees need to have documented training **

Training Topic: Emergency Action & Evacuation Plan          Date: ____________

Instructor/Trainer: ____________________________________________

1. See training sheets located in SS&H 4101
2. _________________________________________________________
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Revised February 2020