

The University of Louisiana Monroe

Emergency Response Plan For Faculty & Staff

Revised 1/11/2018

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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 assignments has developed a department Emergency Operations Plan. These department Emergency Operations Plans define the actions of the department during an emergency situation.

All of these plans have important specific purpose and are intended for use in concert to greatly lessen the extent of injuries and limit equipment, material, and property damage.

2. Mission

The University of Louisiana at Monroe will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

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

Note that after the initial emergency is contained and controlled, the recovery efforts will be directed by the ULM President or designee.

* As necessary, the ULM Incident Commander will relinquish command to other Civil Authorities.

4. Emergency Management Group

The university has also designated an Emergency Management Group to oversee and direct the university’s response. Members are as follows:

Emergency Management Group

- **President, Nick J. Bruno**
- **Executive Vice President, Dr. Steve Richters**
- **Vice President for Academic Affairs, Dr. Eric Pani**
- **Chief Business Officer, Dr. Bill Graves**
- **Vice President for Student Affairs, Mr. Camile Currier**
- **Asst. Vice President Marketing/Recruitment, Ms. Lisa Miller**

5. *Crisis Response Team (CRT)*

The university has designated a Crisis Response Team to respond to emergency situations. Team Members and Alternate Members are as follows:

Crisis Response Team

Headed by the ULM Incident Commander, Tom Torregrossa		
Department	Primary Member	Phone Number
Admissions	Mary Schmeer	318-376-3289
Athletics	Nick Floyd	252-714-2684
Auxiliary Enterprises	Tommy Walpole	318-348-7453
Controller	Nicole Walker	318-537-2494
Counseling Center	Karen Foster	318-791-8424
Dean of Students	Pam Jackson	318-732-8931
EH&S	Shane Dykes	318-557-1914
Facilities	Michael Davis	318-342-3459
Financial Aid	Frankie Everett	971-275-6802
Food Services	Thomas Varytimidis	318-366-6864
Human Resources	Melissa Ducote	318-237-5568
Library	Thomas Hoover	310-924-2814
Maintenance	Tim Brown	318-2356321
Marketing & Communication	Lisa Miller	318-348-5579
Physical Plant	Robert Karam	318-290-4459
Registrar	Anthony Malta	318-237-2195
Residential Life	Tresea Buckhalts	318-801-0930
Student Success Center	Barbara Michaelides	318-355-3557
Telecommunications	Ginger Morris	318-376-9738
University Computing	Chance Eppinette	318-376-4721
University Police (Primary)	Tom Torregrossa	318-376-3928
University Police (Secondary)	Mark Johnson	318-376-3659
University Relations	Julia Letlow	318-317-5410

6. Communications

Plan Activation

In case of any type of emergency, individuals making the discovery should first move to a safe location and then contact University Police (1-911). Initial responders should never intervene with any ongoing crime or dangerous event. The Police Dispatch on duty should follow standard operating procedures and contact Civil Authorities (Emergency Medical Services, Fire, etc.), as necessary.

If the emergency warrants, the Police Dispatch should communicate immediately with the ULM Incident Commander. The ULM Incident Commander will assess the situation and direct Police Dispatch to contact and summon the necessary personnel required to contain and control the emergency.

Media Communications

Communication procedures and authorities are detailed in the Business Continuity Plan. Individuals authorized to speak with the news media are designated in the Business Continuity Plan. No one else is authorized to speak with the news media.

Information

For emergency information regarding events that are affecting or may impact normal university operations, visit the ULM website (www.ulm.edu). This information is updated at 6:00 AM and 6:00 PM, or more frequently if necessary, during emergency periods.

Warhawk Alert is an emergency notification system that provides instant notification capabilities during a crisis on campus. UPD will send out Warhawk Alerts as they think necessary. As a member of the ULM community, you are registered with Warhawk Alert through your ULM-issued email account. To best utilize this alert system, we need you to insure Warhawk Alert has your appropriate contact information. For more information refer to <http://www.ulm.edu/ens/>.

7. *Faculty & Staff Responsibilities*

Every employee should familiarize themselves with the emergency procedures and evacuation routes for areas in which they work or use frequently (Paragraph 9). Everyone should also be able to execute Shelter-in-Place / Emergency Lockdown procedures (Paragraph 10). Employees should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. Employees should evacuate to assembly areas in an orderly manner when directed to do so by management, emergency personnel or when an alarm / siren sounds.

8. *Employee Assistance*

In addition to the safety advice provided in the body of this document, home safety information is provided in the Attachments.

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

Evacuation Procedures

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 with the back of your hand. 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.

Special Evacuation Procedures

‘Vertical Evacuation’ is a procedure where individuals in lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors and there is either a danger in passing through the lower floors or if the outside environment is also dangerous. The most likely use of vertical evacuation is if there is a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding or hurricane event.

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 derailling, 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, **do not evacuate the building unless:**
 - 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.

Procedures – Hostile Intruder / Violent Employee or Student

1. Everyone in hallways or open areas are to seek shelter in the nearest room
2. Lock doors
3. Close windows & window treatments
4. Turn off lights
5. Everyone is to remain quiet and not enter hallways or open areas
6. Crouch down in areas that are out of sight from doors and windows
7. Should the fire alarm sound, do not evacuate the building unless:
 - 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.

Procedures – Tornado

1. At the onset of a Tornado Warning:
 - a. Employees in outdoor areas are to seek shelter in secure buildings
 - b. Trailers & Temporary Structures are to be evacuated
2. Go to interior areas / hallways or to designated safe areas of the building
3. Close doors
4. If possible, take cover under a sturdy object
5. Cover your head, neck and face
6. Stay away from windows and objects that might fall
7. Do not seek cover in large open areas
8. Remain quiet

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 characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
 - 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 them of the call, and provides a detailed written text.
3. Everyone will vacate the affected building(s), and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
4. In addition to contacting the ULM Incident Commander, Police Dispatch will advise local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
5. University Police will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
6. Once local emergency service 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.
7. The local emergency services authorities will notify the ULM Incident Commander when reentry to the building can be made. There is no specified time limit for when employees will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR SECURITY OFFICER BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator _____ Time _____ Date _____

Number at which call was received _____

Caller's Identity:

Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS:

___ Loud ___ Soft
___ High Pitch ___ Deep
___ Raspy ___ Pleasant
___ Intoxicated ___ Other

LANGUAGE:

___ Excellent
___ Good
___ Fair
___ Poor
___ Foul

MANNER:

___ Calm ___ Angry
___ Rational ___ Irrational
___ Coherent ___ Incoherent
___ Deliberate ___ Emotional
___ Righteous ___ Laughing

SPEECH:

___ Fast ___ Slow
___ Distinct ___ Distorted
___ Stutter ___ Nasal
___ Slurred ___ Lisp

ACCENT:

___ Local
___ Not Local
___ Foreign
___ Race
___ Religion

BACKGROUND NOISES:

___ Factory ___ Trains
___ Bedlam ___ Animals
___ Music ___ Quiet
___ Office ___ Voices
___ Airplanes ___ Mixed
___ Traffic ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING; QUESTIONS TO ASK:

When will it go off? _____
Where is it located? _____
What kind of bomb is it? _____
Where are you calling from? _____
What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD".
- Immediately contact University Police and advise them of the call.
- Write out the message in its entirety with any other comments.

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.
9. The fire/HAZMAT authorities will notify the ULM Incident Commander when reentry to the isolated area can be made. There is no specified time limit for when employees will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities.
10. If a hazardous release occurs outdoors at a nearby location that may affect the university, the following procedures will be taken:
 - a. A Shelter-in-Place order will be issued
 - b. Physical Plant will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

13. Hostile Intruder / Violent Employee or Student

1. If a Hostile Intruder or Violent Employee is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
2. If gunshots are heard within a building, close, lock and/or barricade room doors and turn off the lights to that area. Try and calm coworker and student fears and keep everyone as quiet as possible. Stay in the locked/barricaded room until informed by University Police personnel that it is safe to come out of the area. Use their cell phones to notify University Police of the situation.
3. Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - 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.
4. University Police will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.
5. Once local emergency service authorities arrive, the ULM Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
6. A senior law enforcement officer on scene will notify the ULM Incident Commander when reentry to the building can be made and office areas are safe to open. There is no specified time limit for when employees will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

Suspect Description

Completed By _____ Date _____

Feature	Suspect 1	Suspect 2	Suspect 3
Male/Female			
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			

14. *Natural Disasters*

The university will close before travel conditions become dangerous and will not reopen until the environment is safe.

Thunderstorms

Observe the following rules if lightning is occurring or is about to commence:

1. Avoid water fixtures, telephone lines, and any electrical conducting materials.
2. Stay inside buildings and off the campus grounds.
3. Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.
4. If you are working outdoors or not at work, depending on your location, keep the following in mind:
 - a. In your home or a building - follow the above-mentioned rules.
 - b. In your car - because cars are low profile and supported on rubber tires (an effective electric insulator) they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
 - c. In an open area - go to the nearest ditch or ravine and drop to your knees. **Do not** do any of the following:
 - i. stand in an open area
 - ii. stand underneath a tall tree (especially if it is in an isolated area)
 - iii. seek shelter in a small structure in an open area
 - iv. stand in or around a body of water
5. In a wooded area - go to a low area of small trees / bushes
6. Stay away from anything metal - farm equipment, golf clubs, wire fences, metal buildings, etc.
7. If you feel your hair standing on end, drop to your knees bend forward putting your hands on your knees. Do not lie flat on the ground.

Flood

The university will monitor the weather on an ongoing basis if the Ouachita River is approaching flood stage and/or if flash floods are forecast.

1. Notification of a pending flood will be announced by siren, voice address systems, loud speaker, e-mail, Warhawk Alert, or telephone - fire/evacuation alarms are not to be activated.
2. Campus will evacuate and close if the need arises, such as in the case of a 100 or 300-year flood.
 - a. *Please refer to Appendix A for Securing Work Area in case of flood.*
3. Stay away from flooded area because the water table will be high, and ground can become unstable and easily wash away.
4. Do not drive through flood waters, find an alternate route.
5. Do not swim in or drink flood water.
6. Stay tuned to radios, televisions, and Warhawk Alerts for instructions on reopening campus.

7. Tornadoes

The university will monitor the weather on an ongoing basis if a tornado watch is issued by the US Weather Service. If a Tornado Warning is issued, the university will designate a spotter to watch the weather. If a tornado is spotted or imminent take the following steps immediately:

1. Notification of a pending disaster will be announced by siren, voice address systems, loud speaker, e-mail, Warhawk Alert, or telephone - fire/evacuation alarms are not to be activated.
2. Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
 - a. Go to the interior area of the building.
 - b. Take cover under a sturdy object.
 - c. Protect your head, neck, and face.
 - d. Stay away from windows, glass and items that might fall.
3. There is not a sufficient warning period to close the university or to effectively protect university assets. Therefore, no special effort should be made to protect university assets; all attention should be directed towards life safety procedures.
4. If you are working outdoors or not at work, depending on your location, keep the following in mind:
 - a. In a house or small building - go to the basement or cellar; if there is no basement; go to an interior room on the lowest level. Take cover under a sturdy object covering your head, neck and face.
 - b. In a school, office, shopping center, etc. - go to an interior hallway on the lowest level.
 - c. Do not seek shelter in Gyms, Auditoriums, and other large open areas.
 - d. In a high-rise - go to an interior hallway on the lowest level possible. Do not take the elevator!
 - e. In a car - if the tornado is nearby, get out. Tornadoes can move swiftly and are often erratic.
 - f. In a mobile home - get out immediately!
 - g. In an open field - lie face down in a ditch or nearest ravine and cover your head with your hands. This procedure is preferable to remaining in a car or mobile home.

Winter / Ice Storms

The university will monitor the weather on an ongoing basis if a winter storm is forecast.

1. Notification of a pending weather conditions will be announced by siren, voice address systems, loud speaker, e-mail, Warhawk Alert, or telephone - fire/evacuation alarms are not to be activated.
2. Prepare work areas for potential power outages due to downed trees.
3. Check contents of refrigerators and set to coldest setting.
4. Empty trash receptacles of items likely to rot.
5. Close and latch all windows. Close and lock all doors.
6. Campus will evacuate and close if the need arises, such as in the case of ice or snow.
7. Limit travel when roads are icy.
8. Stay tuned to the radio/television for additional information, or check the university website.

15. *Terrorist Attack*

Weapon of Mass Destruction – Definition

A Weapon of Mass Destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and where it is used. The university has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify University Police
 - a. Call 911 to dispatch police/bomb-squad and fire/hazmat
 - b. Contact the ULM Incident Commander
 - c. Contact the FBI
 - d. Contact the Local/Regional Office of Emergency Management
 - e. Contact the Local Health Department
2. In most cases Authorities will set-up an Incident Command Center upwind of the hazard
3. Avoid Contamination
 - a. At the point of the release
 - b. By exposed individuals
 - c. Limit access in the area to those responsible for rescue or material/device analysis
4. Do not touch or move any Suspicious Object
 - a. Do not use radios, cell phones, etc. that may trigger detonation
 - b. Evacuate the area
5. If an Unknown Material has been released
 - a. Physical Plant will shut down ventilation systems
 - b. If the release is internal, secure the affected area and evacuate
 - c. Affected individuals should quarantine themselves at a safe location
 - d. If the release is external, secure the perimeter and do not evacuate
6. If a hazardous release occurs off-site
 - a. If the contamination is expected to affect the university, you will be given instructions to remain indoors
 - b. If the contamination is not expected to affect the university, you will be given instructions on avoiding any contaminated areas.

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.

Section IV. Appendices

Appendix A – Securing Work Areas

University Closing Checklist

Flood Threat

1. For information not secured by IT, back-up computer hard drives. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.
2. Unplug computers, printers and other electrical appliances.
3. Ground floor occupants in buildings subject to flooding:
4. Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
5. Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
6. 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).*
7. If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
8. Check contents of refrigerators and set to coldest setting.
9. Empty trash receptacles of items likely to rot.
10. Take home all personal items of value.
11. Close and latch all windows. Close and lock all doors.
12. Stay tuned to the radio/television for additional information, or check the university website.

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.
10. Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*
11. Check contents of refrigerators and set to coldest setting.
12. Empty trash receptacles of items likely to rot.
13. Take home all personal items of value.
14. Close and latch all windows. Close and lock all doors.
15. Stay tuned to the radio/television for additional information, or check the university website.

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		
Other		
Supplies		
Paper		
Forms		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
Other		

Forward completed forms to Property Control

Section V. Attachments

Attachment A– Family Disaster Planning

Family Disaster Planning

1. Find Out What Could Happen To You

Contact your local Red Cross chapter or emergency management office before a disaster occurs. Unlike with a Hurricane or a Flood, there will likely be NO WARNING for a terrorist attack. A Family Disaster Plan is critical and should be in place at all times. Your family's plan should include Emergency Contacts, identification of Rally Points, Disaster Supply Kit, and more.

2. Create Disaster and Communication Plans

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
 - Right outside your home in case of a sudden emergency, like a fire.
 - Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your “family contact.” After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete This Check List

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check if you have adequate insurance coverage.
- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe places in your home for each type of disaster.

Respirators for Preparedness at Home and at Work

Is buying an escape hood or other type of respirator the best way to protect myself, my family, and/or my employees?

If available and used correctly, a respirator can selectively reduce the exposure you might otherwise receive. Respirators have been used for many years in the workplace, where employers have programs to make sure the proper masks are selected and that the respirator fits. When consumers use respirators, they don't have such support, so this fact sheet includes lots of background information to help consumers understand the limitations and cautions that need to be considered. The goal is to avoid unintended problems that might occur through lack of understanding or a false sense of security.

Questions you should ask about any respirator you are considering purchasing:

- What protection (which chemicals and particles, and at what levels) does the escape hood provide?
- Is there more than one size?
- How do I know if the gas mask or escape hood will fit?
- What type of training do I need?
- Has the escape hood been tested against claims for protection such as biological agents, chemical warfare agents, toxic industrial chemicals, and radioactive dust particles?
- Who performed the testing, what were the tested levels, and test durations?
- Is the escape hood certified by an independent laboratory or government agency?
- Are there any special maintenance or storage conditions?
- Will I be able to talk while wearing the respirator?
- Does the hood restrict vision or head movement in any way?
- Can I carry the device in the trunk of my automobile?
- Is a training respirator available?
- Can I use the escape hood more than one time?
- Can children wear the escape hood and get the expected protection?

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

If you are well prepared for a hurricane, you will likely be well prepared for most other rain and wind weather events. For locations that are subject to cold weather events, alternate heating sources should be identified, special cold-weather clothing should be secured and measures to prevent pipe-bursts need to be taken. Additional information can be found at www.redcross.org; select “Disaster Services.”

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

- Emergency "space" blanket (mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

Homeland Security Advisory Code System and Recommended Actions

SEVERE <i>(Red)</i>	<p><i>Complete recommended actions</i></p> <ul style="list-style-type: none"> • 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 <i>(Orange)</i>	<p>Complete recommended actions</p> <ul style="list-style-type: none"> • 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 <i>(Yellow)</i>	<p><i>Complete recommended actions</i></p> <ul style="list-style-type: none"> • Be alert to suspicious activity and report it to proper authorities • Ensure disaster supplies kit is stocked and ready • Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary • If not known to you, contact school to determine their emergency notification and evacuation plans for children • Develop alternate routes to/from school/work and practice them
GUARDED <i>(Blue)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Review stored disaster supplies and replace items that are outdated • Develop an emergency communication plan that all family members • Establish an alternate meeting place away from home with family/friends
LOW <i>(Green)</i>	<ul style="list-style-type: none"> • Obtain copy of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter • Develop a personal disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit • Take a Red Cross CPR/AED and first aid course

This information about Family Disaster Planning has been adapted from materials provided by the American Red Cross (www.redcross.org).

Attachment B – Personal Supplies

Survival Supplies

- Flashlight
 - Extra Batteries
 - Rechargeable
 - Non-battery
- First Aid Kit
- Special Medications (2-week supply)
- Water
 - Ice
 - Bathtub full for general needs
 - 1 Gallon per person for 3-days
 - Unscented bleach (8 drops per gallon)
- Non-perishable Foods enough for 3-days
- Special Dietary Foods
- Cooler
- \$200 - \$300 Cash
- Top Off Gas Tanks
- Hygiene Supplies
 - Personal
 - Dependents
- Toiletries
- Extra Clothes / Work Clothes
- Bedding
 - Blankets
 - Cots
- Cooking Source & Fuel
 - Utensils
 - Pots & Pans
 - Cooking Mitts
 - Manual Can Opener
- Lantern & Fuel & Matches
- Fire Extinguisher
- Pet Food
- Waterproof Tote Bag
- Large Garbage Bags
- Plastic Covers / Drop Clothes
- Whistle or Air Horn
- Insect Spray
- Cell Phone (auto charger)
- Snake Bite Kit
- Insect Repellant
- Sunglasses / Sunscreen
- Spray Paint (for home marking)

Safety Supplies & Equipment

- Safety Glasses
- Gloves
- Hard Hat
- Face Masks & Respirators
- Back Support Belt
- Work Shoes
- Work Clothes

Recovery Supplies & Equipment

- Manual Tools
 - Hammer and Nails
 - Axe / Wreaking Bar
 - Pliers
 - Saws
 - Screwdrivers
- Power Tools
 - Chainsaw
 - Drill
- Camera (disposable 400 film)
- Duct Tape
- Flat Tire Fix
- Valuable Papers
 - Insurance Documents
 - Photo ID with Home Address
 - Treasured Photographs
 - Financial Papers, Jewelry, etc. (store in a safe deposit box)
 - Pencil, paper, etc.

Luxury Supplies & Equipment

- Generator (Plus Gas/Oil/Cords)
- Wet / Dry Vacuum
- Defibrillator
- 2-Way Radio
- Satellite Phone
- Camcorder
- SUV/Truck
- If flooding is a serious treat:
 - Inflatable Raft
 - Life Jackets
 - 100 feet of Rope

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
 - 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
 - Eliminate all unnecessary travel
 - Eliminate shopping, entertainment, etc.
 - Do not allow guests or visitors
- Try to avoid contamination by taking the following medical precautions:
 - 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
 - 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
 - Limit any touching or face-to-face contact
 - Keep children out of school

Symptoms include the sudden onset of a high fever, headache, aches & pains, fatigue & weakness, sore throat, chest discomfort and respiratory problems/failure.

- If infected
 - Do not report to work
 - Quarantine yourself
 - Wear a face mask

Communicate this information to all family members

History:

10/05/2015: History added to track changes.

08/15/2016: Notes on Warhawk Alerts added. Phone numbers for the CRT.