Emergency Action Plan

Wright Education Building
BL 245

Emergency Contacts

Emergencies: 9-1-1
IUPD-Bloomington: 812-855-4111
Safety Escort: 812-855-SAFE (7233)
Sexual Assault Crisis Line: 812-855-8900
Crisis and Suicide Hotline: 812-855-5711

Building Emergency Contacts

Amber Hill 812-856-8068
Jeffrey Buszkiewicz 812-856-8070
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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, active shooter 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.

In addition to our school specific plan, here is a link to the University’s Emergency Procedures website:
https://protect.iu.edu/emergency-planning/procedures/

There are excellent instructions and videos on this website.

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 (in Jeff Buszkiewicz’s office), building smoke detection or
sprinkler system, emergency siren, web/internet, private citizen, IU Notify, 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 pull station alarms are located on each floor.

2. The National Terrorism Advisory System (NTAS) replaces the color-coded Homeland
   Security Advisory System (HSAS). When there is credible information about a threat,
   an NTAS Alert will be shared with the American public.

   For more information go to: http://www.dhs.gov/national-terrorism-advisory-
   system or type “national terrorism advisory system” into the web search engine

3. 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 bullhorn, whistle (during a tornado warning) or voice with the
ranking member in charge.
The Emergency Control Committee (ECC) consists of the individual’s names below and includes of one staff member and one alternate from each floor (if applicable):

- Jeff Buszkiewicz  Co-Chairperson
- Amber Hill  Co-Chairperson
- Lisa Dovenbarger
- Jane Kaho
- Donna Stevens
- Terrence C. Mason, Dean
- Elizabeth Boling, Interim Executive Associate Dean

Note: In any emergency situation, 9-1-1 and/or campus authorities and the Co-Chairs of the ECC are to be notified immediately. If there is not immediate notification to the School (i.e. fire alarm, tornado whistles) the ranking member of the ECC will send an email to the listserve of the entire School. Upon receipt Floor Wardens will be expected to ensure that employees in their areas are aware. It is also expected that the emergency would activate the IU-Notify system for employees and other concerned parties not actually in the School at the onset of the emergency.

B. Persons providing help to those requesting assistance: **Members of the Emergency Control Committee.**

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.
   - 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.

   NOTE: In any emergency situation, the ranking member of the Wright Education 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.

2. **Floor Wardens**
   - Obtain recommended training: First Aid/CPR, Warden Training, Fire Extinguisher and additional training as necessary.
   - When receiving listserve notification of an emergency ensure that employees in their
areas are aware

- Maintain a complete listing of employees and graduate students in their areas in case an evacuation and roll call accounting is 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 Room 4105 (the Dean’s Office). (The location will be designated by the Chairman of the Emergency Control Committee.)

VI. EVACUATION ROUTES & MEETING PLACES

A. Maps of evacuation routes are displayed on each level near all stairwells of the building. 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. Meeting places will be established to account for individuals. If the building needs to be evacuated for any reason, employees should proceed to the primary meeting place.

Primary meeting place: Bottom floor of Jordan Avenue parking garage. After roll call, evacuees shall proceed to the Auditorium on 7th Street.

B. To account for employees in departments and/or floors: Once an evacuation has begun all occupants of the building are to proceed to the primary meeting place. Once there, Floor Wardens are to take a roll call and then seek out those on the Emergency Control Committee and report to them the status of their department members. Class instructors should also seek out Committee members and report to them the status of their students.

C. Once all departments have reported the status of their people, the ranking member of the Emergency Control Committee will report to emergency personnel anyone who is injured, trapped or missing (including their location in the building, if known).

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. One-hour fire-resistive hallway adjacent to an exit.
2. Vestibule located next to an exit enclosure.
3. Portion of a balcony located near an exit stairway.
4. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.

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: https://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. 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
B. **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):

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.
7. If necessary for a safe, orderly evacuation, activate fire extinguishers. 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.

   - Building Manager: **Jeff Buszkiewicz** 812-856-8070
   - ECC Co-Chairperson: **Jeff Buszkiewicz** 812-856-8070
   - ECC Co-Chairperson: **Amber Hill** 812-856-8068

9. Leave walks and drives open for fire and emergency responders. It is not safe to return to the building until you are notified by your floor warden that an all clear has been given. Please wait for and follow instructions of your floor wardens.

**Please note:** The main entryway for fire and other emergency responders is through the main entrance off Rose Avenue. If you leave the building via this exit you cannot congregate in front of the main entrance. This is meant to give free access to the building for responding personnel, but also for the safety of the evacuees since there could be a large amount of traffic as emergency responders get to the building.

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 floor wardens should continue to monitor the situation and notify others if conditions deteriorate.

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.

The warning siren is a steady wail. It sounds when there is a tornado in the area. If you hear the siren, check your floor to make sure that everyone has heard the siren. Members of the Emergency Committee and Floor Wardens will generate a long whistle blast. This long whistle blast indicates that you should seek shelter immediately. Move personnel to the designated safe assembly area, such as the lowest level of your building without windows. For example, a restroom, center stairwell, hallway or office. Close the door. The siren typically sounds for five minutes.

Occupants will move to restrooms, center stairwells, hallways, offices or classrooms, all of which should be inside rooms without windows and located on the lowest level of the building (See Appendix on pages 24 and 25) when not evacuating the building. There are a handful of rooms on other levels of the buildings designated as Tornado Shelters. These are typically non-lab classrooms on the interior with no windows. Nonetheless it is always preferable to get to the lowest level possible. Emergency Committee members will generate a series of three short whistle blasts which designates an all clear for the School. Stay sheltered until you hear the three short whistle blast or have been notified by a member of the Emergency Committee that it is safe to return to your classroom or office.

Remember:
- One long whistle blast indicates that you should seek shelter immediately.
- Three short whistle blasts indicate that it is safe to return to your classroom or office.

If you are outside when you hear the siren, take cover in a building close by.

2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries.
4. Report injuries and damage to IUPD via 911, then Risk Management.

D. Earthquake

1. If indoors:

   Drop - Cover - Hold on

   Drop to the floor under a sturdy desk or table, Cover your head and face with your arms, and … Hold on.
• If suitable furniture is NOT nearby, sit on the floor against an interior wall and cover your head and face with your arms.

• Stay clear of windows, bookcases, shelves, mirrors and fireplaces.

• Do not use elevators!

• If possible, extinguish any open flames or sources of ignition immediately.

2. If you are outside

• Get into an open area away from trees, buildings, walls and power lines.

• If driving, pull over to the side of the road, stop, and stay inside the vehicle until the shaking is over.

• Avoid overpasses, bridges, and power lines.

• If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses or damaged sections of road.

3. After the earthquake

• Check for injuries, starting with yourself. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.

• Keep phone lines open. Do not use the telephone except for genuine emergency calls, such as a serious injury, fire or gas leak.

• If you suspect or know that someone is trapped in the building call the IU Police Department at 911 from a campus phone or see below from a non-campus phone, or, if the phone lines are out, have one person go to the specific headquarters for IUPD see below. Have someone post a message at the front of the building noting the time, date, number of victims and their last known location in the building.

• Check for gas and water leaks, broken electrical wiring, and broken sewage lines in your area. Check building for cracks and damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area. Call Physical Plant (IU Bloomington) or Campus Facilities Services (IUPUI) or other facility offices for assistance immediately. If there is damage, report it to the campus facility office and IUPD at 911 from a campus phone, or see below from a non-campus phone. Attempt to block off damaged areas to keep people away from the hazard until additional help can arrive.

• Do not touch downed power lines or damaged building equipment.

• Check for hazardous materials spills and releases. If any are discovered, follow the procedures in this guide.

• If the building is damaged, evacuate and attempt to secure the building against entry. Notify IUPD by calling 911 from a campus phone or see below from a non-campus phone and the campus facility office (see below) of the damage and evacuation. Do not reenter damaged buildings.
• If you have to evacuate, post a message in clear view stating where you can be found. List reunion points so that others looking for you later can find you. If you have a university pager, radio or cellular phone, take them with you along with batteries and chargers if available. This may be your only method of communication for several hours.

• Turn on a battery powered radio for damage reports and information. Check local news sources for campus information.

• Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles. Be prepared for aftershocks.

• Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during earthquakes.

E. 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.

1. If you are in a threatening situation and need the police: Call 911 from your desk (not cell phone unless you have GPS activated).

2. If you believe someone is in a threatening situation and needs the police, you may ask the person a question using the safe words established by the department.

F. Active Shooter

Active shooters or aggressors may use other weapons and/or improvised explosive devices (IED) or vehicles to cause additional harm and mayhem and to impede law enforcement and emergency services responders. There may be no pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, so it’s important that you act quickly and that you remember Run Hide Fight.

The following recommendations are options to be considered and should not be thought to be sequential. Select the best course of action according to the situation in which you find yourself.

1. RUN
   • If a safe path is available, run
   • Always try to escape or evacuate even if others insist on staying
   • Encourage others to leave with you but don’t let their indecision slow down your escape
   • Try to prevent others from entering the danger zone.
   • Keep your hands visible for law enforcement
   • Call IUPD from either a non-campus phone or 911 from a campus phone to report the incident and description/location of shooter(s)
If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Also:

- Do not attempt to carry anything while fleeing
- Move quickly
- Keep your hands visible and follow the instructions of any police officers you may encounter
- Notify authorities of the location of wounded people as soon as possible
- Do not try to drive off until advised it is safe to do so by police or campus administrators

2. **HIDE**
   - If you can’t escape, find a place to safely hide and be silent
     - Turn out lights, close window blinds/curtains, lock doors if possible and silence your cell phone ringer and vibration mode
     - Barricade doors and windows if able to with furniture and other objects
     - Stay low to the ground but don’t sit down; be prepared to move
     - Gather items to use for self-defense
     - Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells or windows)
     - Render first aid to the injured if safely able to do so
     - If unable to evacuate, remain in place until the “All Clear” is released through IU-Notify or by law enforcement in the area
     - If safe to do so, call IUPD and report your location. If shooter is in the area and able to be heard, call and keep the line open for dispatchers to listen

3. **FIGHT**
   - As a last resort, act with aggression and use improvised weapons to distract and/or disarm the shooter
   - Throw objects at the shooter’s head – aim for their eyes
   - Work together as a team if others are present
   - Upon use of a distraction device, immediately attempt to escape or take down the shooter
   - Commit to action as your life is at risk
   - Remove the weapon from the shooter’s reach and safely hide it – do not handle it because law enforcement may perceive you to be a threat
   - If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives

**Expect responding police officers to:**

- Be dressed in regular patrol uniforms or wearing tactical equipment.
• Stop the shooting as quickly as possible before rescue teams can aid injured people.
• Detain everyone until the situation is fully under control and all witnesses have been identified and questioned.

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. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caree Jent</td>
<td>1000</td>
<td>856-8520</td>
<td>Charlene Conner</td>
<td>4042</td>
<td>856-8322</td>
</tr>
<tr>
<td>Matt Boots</td>
<td>2100</td>
<td>856-8032</td>
<td>Cyndi Herrera</td>
<td>4070</td>
<td>856-8033</td>
</tr>
<tr>
<td>Vicky Lewis</td>
<td>2276</td>
<td>856-8455</td>
<td>Maria Jensen</td>
<td>4228</td>
<td>856-8370</td>
</tr>
<tr>
<td>Chanel Stickles</td>
<td>3044</td>
<td>856-8284</td>
<td>Cindy Wedemeyer</td>
<td>4228</td>
<td>856-8371</td>
</tr>
<tr>
<td>Amber Hill</td>
<td>4156</td>
<td>856-8068</td>
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<td></td>
<td></td>
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<tr>
<td>Donna Stevens</td>
<td>4150</td>
<td>856-8530</td>
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</tbody>
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D. First Aid Kits and Defibrillator

There are four Automated External Defibrillator (AED) in the School one on each level above the lowest ground floor. The AED’s are centrally located near the atrium or directly above it on the higher levels. The First Aid Kits are located:

- **Teacher Education – Suite1000 – Front Desk**
- **SoE Library – Room 1163 – Front Desk**
- **Duplicating Office/ETS – Room 1238**
- **Center for Human Growth – Room 0001**
- **Center for Research on Learning and Technology – Room 2048**
- **Instructional Systems Technology (IST) – Room 2276**
- **Curriculum and Instruction (C&I) – Room 3140**
- **Language Education – Room 3044**
- **Educational Leadership and Policy Studies (ELPS) – Room 4228**
- **Office of Graduate Studies – Room 2128**
• Dean’s Suite – 4105
• Counseling and Ed Psychology (CEP) – Room 4003

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 Wright Education Building can be ordered by the building manager or the ranking member of the Wright Education 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 all programs 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, fuel oil and electrical supply leading into the building. For utility or building service emergencies, call 812-855-8728.

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

Designated personnel involved in critical operations may remain on the site. Maintenance personnel will shut down per their plan.

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

Indiana University policy is to evaluate bomb/CBRNE 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.

A. Telephone Threat: The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by completing the 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. It therefore 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.
   d. Excessive packaging material such as masking tape, string, etc. e.
   Excessive weight.

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 Wright Education 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/CBRNE 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?

RECORD THE EXACT WORDING OF THE THREAT (use back if necessary)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  

Sex of caller: M / F   Race: ___________   Approximate age: _____   Nationality: ________________
Date of Call: _____   Time of Call: _____   Length of call _____
Telephone # where called received: _______________

CALLER’S VOICE

___ Calm   ___Crying   ___Angry   ___ Normal
___ Loud   ___ Slurred   ___ Laughter   ___ Ragged
___ Raspy   ___ Soft   ___ Deep   ___ Accent
___ Distinct   ___ Lisp   ___ Clearing Throat   ___ Stutter
___ Nasal   ___ Rapid   ___ Cracking Voice   ___ Slow
___ Deep Breathing   ___ Whispering   ___ Disguised   ___ Excited

BACKGROUND SOUNDS/NOISES

___ Street Noise   ___ Voices/Talking   ___ Wildlife Sounds   ___ Local
___ Static   ___ Motor Running   ___ Factory/machine   ___ Music
___ Radio/TV   ___ Long Distance   ___ PA System   ___ Weather
___ Cell Phone   ___ Restaurant Noise   ___ Office Sounds
___ Other: (Specify) __________________________________________________________________

CALLER’S ATTITUDE & LANGUAGE

___ Well spoken   ___ Incoherent   ___ Profane/Foul
___ Taped message   ___ Msg Being Read   ___ Irrational

YOUR NAME: _________________________   POSITION: _________________________
XII. HAZARDOUS SUBSTANCE

The following are the locations of:
Material Safety Data Sheet (MSDS): Education 3105
Personal Protective Equipment (PPE): Education 3105
Spill Containment and Security Equipment: Education 3105.

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 cleanup. 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 Immediate Danger 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 on Indiana University property. 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. Each supervisor will be responsible for properly training their employees who are required to handle, store and maintain hazardous materials.
7. 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 (812-855-8728).

XIV. **NEWS INFORMATION**

Information to the news media will only be released through the Office of the Vice President for University Relations: 812-855-0850 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, Jeff Buszkiewicz, 812-856-8070, jsbuszki@indiana.edu, his designee or any member of the Wright Education Building Emergency Control Committee listed below:

Amber Hill 812-856-8068 ambehill@indiana.edu
Jane Kaho 812-856-8019 mkaho@indiana.edu
Lisa Dovenbarger 812-856-8065 brameier@indiana.edu
XVII. DEFINITIONS

Ademco ............................................Brand name for automatic telephone dialer.

Assembly Area ..........................Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.

BTFD .................................Bloomington Township Fire Department.

DEHS .................................Department of Environmental Health and Safety.

Emergency Control Center ........Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.

Emergency Control Committee (ECC) ..........................Building occupants with authority to make decisions affecting the university in an emergency.

EMS .................................Emergency Medical Service.

Floor Warden .............................Person who assists Emergency Control Committee during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.

Hazardous Substances ..................Includes every known chemical.

HVAC .................................Heating, Ventilation and Air Conditioning.

HSAS .................................Homeland Security Advisory System.

IDLH .................................Immediately Dangerous to Life and Health.

IUPD .................................Indiana University Police Department.

LEL .................................Lower Explosive Limit.

MSDS .................................Material Safety Data Sheet.

NOAA .................................National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.

PI .................................Principal Investigator.

PPE .................................Personal Protective Equipment.

Ranking Member .........................Member of Emergency Control Committee with superior rank or knowledge.
IVIII. ADDENDUM

This page is intentionally left blank for confidentiality purposes. To obtain information regarding persons who need assistance, please contact the building manager, senior member of the Emergency Control Committee or the Office of Risk Management.