



Building Emergency Action Plan

2024

BSSRs (primary, secondary)

Name

Title



Name

Title



Floor Coordinators

Name

Title



Name

Title



Emergency Action Plan

An all-hazard plan that details the emergency procedures specific to your building

- Fire
- Suspicious Person/Object
- Evacuation
- Medical Emergency
- Power Outage
- Tornado
- Hazardous Materials/Chemicals
- Active Threat/Shooter

Helps ensure the safety of students, faculty, staff, and visitors of the campus in the event of an emergency

Locations & Emergency Numbers

- **Exits**

- North Door
- South Door
- East Door
- West Door

- **Fire Alarm Systems**

- 1st Floor: Next to ____
- 2nd Floor: Next to ____
- 3rd Floor: Next to ____

- **Fire Extinguishers**

- 1st Floor: Near ____
- 2nd Floor:
- 3rd Floor:

- **911**

- **UND Public Safety**

- (701)777-3341

- **Grand Forks Fire Department**

- (701)746-2566

- **Evacuation Locations:**

- **Indoor:** _____

- **Outdoor:** _____

Fire Emergency Response

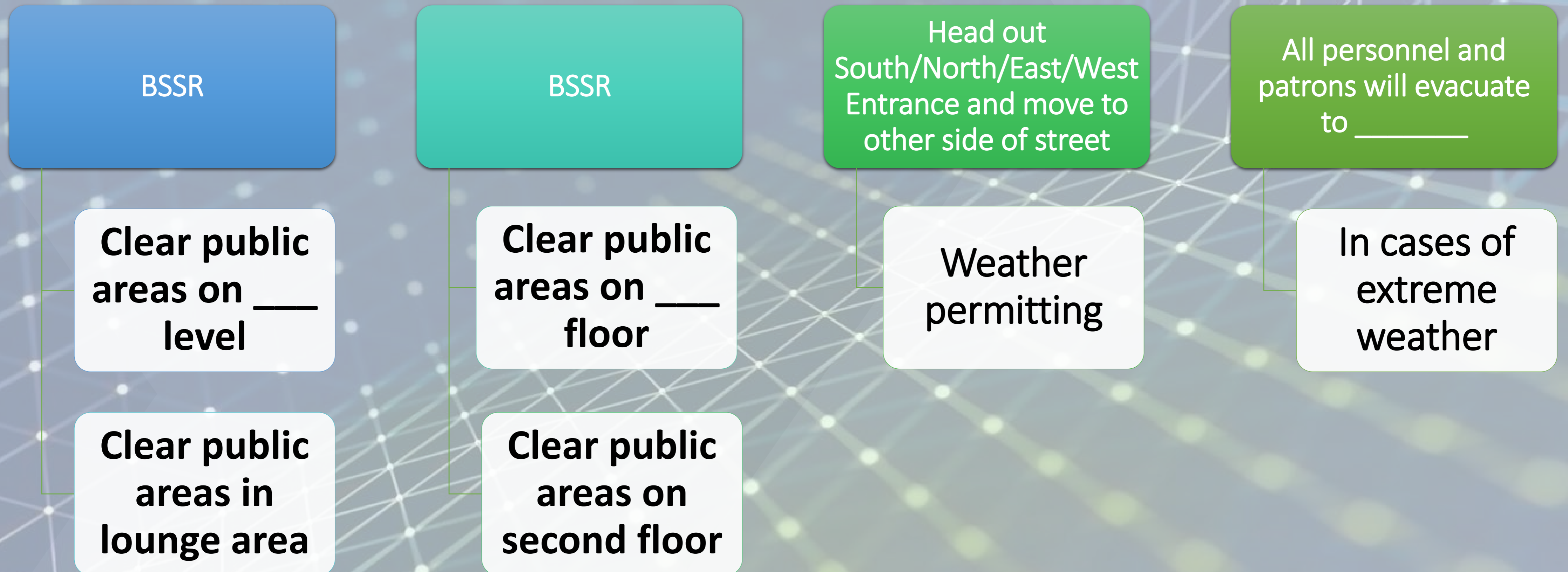
- Step 1: Pull nearest fire alarm and call **911**

- Step 2: Alert others to evacuate

- Step 3: Use stairwells to vacate building (**Do NOT use elevators**)

- Do NOT re-enter the building until directed by emergency personnel

Evacuation Procedure



Evacuation (Assisting with Functional Needs)

Alerting Visually Impaired Persons

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going and the obstacles you encounter
- When you reach a safe location, ask if further help is needed

Alerting Hearing Impaired Persons

- Turn lights on/off to gain attention
- Indicate directions with gestures
- Write a note with evacuation directions

Evacuating People Using Crutches, Canes, or Walkers

- Use the same standard as injured persons
- Assist and accompany to evacuation site if possible
- Use a sturdy chair with wheels to move person OR help carry individual to safety

Evacuating Wheelchair Users

- Needs and preferences vary (if unable to get out of building, bring them to area of refuge and wait for first responders)
- Remove them from smoke and vapors as best as possible
- Advise first responders of special evacuation cases
- Wheelchair users with electrical respirators get priority assistance

Evacuation procedures for Research Areas:

- Close fume hood sashes.
- Secure hazardous materials.
- Turn off all non-essential electrical devices. Leave refrigerators and freezers on and make sure doors are closed. Check the disconnects of large LASERs, radio frequency generators, etc. It may be necessary to check to ensure that essential equipment is plugged in to the power outlets supplied by the emergency generator.
- Turn off all gas cylinders at the tank valves. Note: If a low flow of an inert gas is being used to "blanket" a reactive compound or mixture, then the lab worker may want to leave the flow of gas on. This should be part of a pre-approved, written, posted standard operating procedure for this material or process. Cylinders should be labeled for status (ex-open, closed valves).

Research Areas continued...

- Check all cryogenic vacuum traps (Nitrogen, Carbon dioxide, and solvent). The evaporation of trapped materials may cause dangerous conditions. Check all containers of cryogenic liquids to ensure that they are vented to prevent the buildup of internal pressure.
- Check all pressure, temperature, air, or moisture sensitive materials and equipment. This includes vacuum work, distillations, glove boxes used for airless/moisture-less reactions, and all reactions in progress. Terminate all reactions that are in progress, based on the known scope of the emergency.
- If experimental animals are in use, special precautions may need to be taken to secure those areas such as emergency power, alternative ventilation, etc.
- It is important to remember that some equipment does not shut down automatically, such as large cryogenic magnets, sources of radioactivity, and other pieces of equipment.

Suspicious Person - Emergency Response

- Step 1: Do NOT allow a stranger into locked or secure areas for any reason

- Step 2: Do NOT confront or attempt to stop any person from leaving the building

- Step 3: Move to a safe location and call **911**

Suspicious Object - Emergency Response

Step 1: Do NOT disturb, touch or use electrical devices near object

Step 2: Move at least 100 yards away from object and keep others away

Step 3: Assess the situation and determine if the object belongs to someone in the building

Step 4: Call **911** if owner is unknown

Medical Emergency

Check	Call	Care
<p>Check on injured person</p> <ul style="list-style-type: none"> • Questions to ask if conscious: <ul style="list-style-type: none"> • Are you okay? • Where does it hurt? • Unconscious <ul style="list-style-type: none"> • Determine if injured person has pulse/is breathing • If possible, determine where the injury is located and relay that to first responders 	<p>Call 911</p> <p>Dispatchers will talk you through first aid steps</p>	<p>Care for injured person by administering first aid or CPR</p> <ul style="list-style-type: none"> • ONLY if certified AND if you feel comfortable in providing care

Medical Emergency Response

Step 1: Conduct
Check, Call,
Care process

Step 2: Call **911**
immediately

Step 3: Do NOT
move injured
person

Step 4: Render
first aid or CPR
if you are
certified and
are comfortable
doing so

Step 5: Send a
designee to
direct
emergency
responders

Power Outage - Emergency Response

Step 1: Remain calm and offer assistance to others

Step 2: Secure any equipment/hazards before leaving

Step 3: Take the nearest marked exit

Step 4: Call Ops Center (701) 777-2591 to report outage

Extreme Weather

Watch vs. Warning

Watch-

Conditions are favorable for severe weather (**be prepared** to engage in the Emergency Action Plan if necessary)

Warning-

Severe weather is imminent or already occurring in the area (this is when you would **implement** the Emergency Action Plan)

Tornado- Emergency Response

Step 1: Notify all students and fellow staff to seek shelter

Step 2: Go to the lowest floor in the building

Step 3: Assist in keeping students away from windows, doors, and outside walls

Step 4: If outside, lie in a ditch or low spot

Step 5: Stay put until the danger has passed

Hazardous Materials- Emergency Response

Step 1: Call **911** and indicate:

- location, injuries, chemical type, and amount of material

Step 2: Notify affected personnel and evacuate the contaminated area

Step 3: Move at least 100 yards away from the contaminated area

Step 4: Assist in keeping students away from the contaminated area

Step 5: Wait for instructions from emergency personnel

Active Threat - Emergency Response

Step 1: RUN (Leave the area quickly and quietly if safe to do so)

Step 2: HIDE (go to an area that can be locked or secured)

Step 3: Silence phones, stay low, and remain hidden

Step 4: FIGHT (If found, be prepared to engage in self-defense using objects around you)

Step 5: When safe to do so, call **911**

- Note: If you encounter police, follow their commands and don't make sudden movements

Other Threats

- **Suspicious Mail:**

- Handle with care. Do not shake or bump
- Isolate it immediately
- Don't open, smell, touch, or taste
- Treat it as a suspect and call **911**

- **Bomb Threat Types:**

- By Handwritten Note:
 - Call **911**
 - Handle the note as minimally as possible
- By Email:
 - Call **911**
 - Do NOT delete the message
- By Phone:
 - Remain calm and do NOT hang up
 - Listen carefully and try to obtain as much information as possible
 - Notify colleague to call **911** through gestures or a note
 - Copy numbers on the landline display and complete the Bomb Threat Checklist immediately



Questions?