

I. AUTHORITY

Authority for this Action Plan is contained in OSHA regulations as promulgated in 29 CFR 1910.160.

II. MISSION

The mission of the University of Notre Dame, within this Plan, is to minimize the local effects of a disaster or other emergency situation upon the University community through the appropriate use of available personnel, facilities, and equipment.

The objective is to outline a plan of action so that emergencies can be dealt with immediately in a logical and coherent manner. The intention of the Emergency Action Plan is not to establish policy, but to create a framework which will allow an immediate response to an emergency without impeding the initial response or requiring policy decisions to be made first. It provides a mechanism to identify and coordinate available University resources to most effectively respond to the anticipated needs generated by an emergency situation.

III. THE ACTION PLAN

The Emergency Action Plan (EAP) designates Security as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies.

Upon receiving the initial contact the Security Officer in Charge (OIC) will make an initial judgment about the level of response necessary and communicate with the appropriate personnel as outlined in the attached plan.

Emergency Situations Included:

- Fire
- Weather Emergency
- Medical Emergency
- Structural Failure
- Utility Emergency
- Bomb Threat
- Intruders
- Chemical/Biological/
Radiological Hazards
- Disturbance
- Catastrophic/Terrorist Attack-Event
- Missing Person

These are general guidelines. Each emergency situation will dictate the type of emergency response needed.

EMERGENCY REPORTING AND EVACUATION PROCEDURES:

All building occupants should be aware of emergency reporting and evacuation procedures. They should learn the location and operation of fire alarms and fire extinguishers in the work area. Employees are authorized and have responsibility to use them in an actual emergency. Each employee should know the location of at least two exits in the building. These are identified through floor plans, demarcation of doors marked "EXIT" and discussion with supervisor or Security Department Representative.

Risk Management and Safety Department in conjunction with the Notre Dame's Fire and Security/Police Departments has developed these general emergency evacuation procedures and each department should supplement these procedures with department specific information. These procedures should be posted in every department and distributed to all building occupants.

Each department is responsible for ensuring that their employees and students are aware of the proper emergency evacuation procedures. Each department is also required to develop procedures to account for activities being conducted in the department, establish designated assembly location to account for individuals after evacuation, etc. Risk Management and Safety can assist departments in developing and reviewing these procedures.

With the exception of personnel and crowd evacuation, most operations on campus are not deemed critical to have personnel remain at their work sites. Exceptions will be noted as necessary.

General Procedures: All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given. Fire doors should **never** be blocked open and doors and stairwells should not be obstructed. **fire, smoke, chemical spill or other emergency situation should:**

1. Notify Security Dispatch (911 or 574-631-5555) and provide:
 - a. Your name
 - b. Building
 - c. Exact location of emergency
 - d. Type and extent of emergency
2. Close all the doors to the room of the fire origin or other hazard when leaving.
3. Activate the fire alarm at the nearest manual station located in the hallway, if necessary.
4. **NEVER USE AN ELEVATOR IN THE CASE OF SMOKE OR FIRE.**

5. Leave the building through the nearest exit. Some buildings have evacuation routes posted in the hallways.
6. Meet at the designated location outside the building. Do not assemble in the fire lanes or near the building.
7. Do not re-enter the building until given clearance from the Notre Dame Fire Department or its designee.

B. If you are trapped in a building because of smoke, heat, flames, or other hazard and cannot find an escape route:

1. Leave the room door closed. Seal door cracks and ventilation grills with cloth or wetted towels or clothing, if possible.
2. Contact Security at 911 and give your exact location to the Dispatcher.
3. Smoke accumulates at the ceiling and works its way down. Stay close to the floor where the air is fresh.
4. Remain calm, help is on the way.

C. Persons Needing Assistance

During both evacuation drills and actual emergency, persons needing assistance should be helped to the nearest fire escape window or door or stairway door for their increased protection and to make rescue easier for trained emergency personnel. In no case should emergency action obstruct the exit routes for others or subject the participants to injury.

D. Rescue/Medical Response

To the best extent possible, rescue and/or medical duties should be performed only by qualified persons including but not limited to: ND Security Police, ND Fire Department or other trained medical personnel, including Red Cross.

WEATHER EMERGENCIES

Flood - In the event of a flood in or around a building, all occupants should evacuate to the highest level of the building with points of exit. Evacuate quickly, quietly, and in an orderly fashion as directed by Security Department or its designee.

Lightning - A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

If you are inside:

1. Avoid windows during an electrical storm.
2. Avoid using electrical appliances and stay away from all metal objects during a storm.
3. Do not go outside.

If you are outside:

1. Avoid electrical lines.
2. Stay away from flag poles, towers, trees and metal fences.
3. A closed automobile provides a protective metal shell -if car is struck, don't touch anything metal in the interior.
4. If you are caught out in the open, stay low. If your hair begins to stand on end, crouch low to the ground and balance yourself on the balls of your feet. Do not touch the ground with your hands, knees, etc.

Tornadoes - A tornado warning is issued when a tornado has been sighted and UND is in its path.

If you are inside:

1. Do not leave the building during a tornado warning.
2. All occupants should move to an interior room or hall on the lowest level avoiding windows and large rooms, auditoriums or gymnasiums.
3. Get in a crouched position, head between knees with hands protecting the back of the head.

If you are outside:

1. Take shelter in the nearest substantial building immediately, avoiding windows.
2. If time does not permit, seek shelter in a ditch or ravine.

If you are in your vehicle:

1. Never try to outrun a tornado in your vehicle.
2. Drive to the nearest building or seek shelter in a ditch or ravine.

Warning Sirens - Are designed for notifying persons outdoors of imminent severe weather.

All Clear - The siren will not issue an "All Clear". The signal comes from the Weather Bureau via radio or television.

**Warning sirens are tested at 11:30am
1st Thursday of each month.**

**In case of emergency or severe weather:
Seek shelter inside a building, away from
windows and on the lowest level available.**

**In the event of a tornado: seek shelter in the
basement levels of Fitzpatrick/Stinson Remick
Halls.**

**Electrical Engineering Assembly area:
In the event that the building has to be
evacuated, occupants should leave the building
through the nearest exit and meet northeast of
the building toward O'Shaughnessy Hall.**

**Nearest automated external defibrillator (A.E.D)
in Cushing:
Across from 149 Cushing Hall (Engineering
Library)**



**Nearest automated external defibrillator (A.E.D)
in Stinson Remick (SR):
SW corner of SR, between rooms 104 & 138,
directly across from the stairwell**



Emergency Action Plan

Fitzpatrick / Cushing/Stinson Remick Halls

For Faculty, Staff, Students
and Guests

March 2015