

Emergency Evacuation Plan

Eastern Illinois University

Summary

This plan is designed to protect the university's employees during emergencies. The Eastern Illinois University [Emergency Handbook](#) has been provided to establish good practices to follow during an emergency.

Plan Description

The Emergency Evacuation plan is to prevent injuries while an emergency is occurring in the work place.

Employee notification

Several notification methods are in place to inform the campus if an emergency occurs on campus. The list is as follow:

- Classroom popup emergency messaging
- Text messaging for faculty, students, and staff personal phones
- Email notification
- Outdoor siren and loud speaker system
- Indoor sirens and loud speaker system
- Posting of signage
- Departments' phone Trees

Scope

The Emergency Evacuation Plan should include the following topics:

- ✓ Means of reporting fires and other emergencies
- ✓ Evacuation procedures and emergency escape route assignments
- ✓ Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- ✓ Procedures to account for all employees after an emergency evacuation has been completed
- ✓ Rescue and medical duties for those employees who are to perform them
- ✓ Names or job titles of persons who can be contacted for further information or explanation of duties under the plan

Definitions

Administrative Controls - Efforts to limit workers' exposure by modifying work schedules or locations or by modifying the operating schedule to control the hazard.

Campus Citizens Emergency Response Team (CCERT)—Faculty, students and staff trained under the Illinois State and Federal program for citizens emergency response procedure. Training may be provided by Health Studies on campus or Coles County Emergency Management Administration.

Code of the Federal Register (CFR) — Federal Government requirements for an employee to work in a safe work place. CFR has been adopted by the State of Illinois, Department of Labor as an OSHA state.

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Competent Person- An OSHA "Competent Person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them". [[29 CFR 1926.32\(f\)](#)]. By way of training and/or experience, a Competent Person is knowledgeable of applicable standards, capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. The employee's supervisor is a Competent Person.

Department Emergency Plan—a document maintained by the employee host department covering the expectation during an emergency.

Engineering Controls – Any use of engineering methods to reduce or control emergency hazard by modifying or replacing equipment, making any physical changes to the building and campus.

Environmental Health and Safety (EHS) -- Department that supports the University's commitment to providing a safe and healthful workplace; including evaluating workplace noise exposures and taking action to prevent noise-induced hearing loss.

Eastern Illinois University – Emergency Handbook— A booklet addressing emergencies with tabs covering a wide range of emergencies that may occur on campus. The booklet is posted in classroom and other common areas.

Emergency Evacuation Plan—A plan required by OSHA under 29 CFR 1910.38 Emergency Action Plan

Occupational Health and Safety (OSHA) – Federal agency assign to monitor and set standards for a safe work place.

Responsibilities

The goal of the Emergency Evacuation Plan is to ensure that all employees understand the hazards associated with emergency and to allow the employee to perform the necessary steps to protect themselves and their coworkers.

Primary responsibilities include:

Employees

- Are aware of issues in their work place
- Comply with safe operating procedures and departmental procedures when an emergency occurs
- Attend appropriate safety trainings
- Report safety concerns

Supervisors, Managers, Deans and Directors

- Ensure that all authorized or qualified persons have received appropriate levels of training
- Ensure appropriate Personal Protective Equipment is provided to authorized or qualified staff who work if required during an emergency
- Provide departmental training annually on Emergency Evacuation and procedures
- Conduct an evacuation drill annually for the department
- Continue to serve as a Competent Person in the work place
- Correct identified safety hazards to provide a safe work place

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EH&S

- Provide assistance in identifying emergency procedure template
- Employees or supervisors who have questions or concerns about the Emergency Evacuation procedure may contact University Policy Department or EH&S for evaluation of the work area and potential problems.

Means of reporting fires and other emergencies

If you discover a fire:

- Pull the fire alarm to summon help and alert others in the building.
- Notify authorities by calling **911**. Call from a safe location.

Evacuation procedures and emergency escape route assignments

Fire evacuation procedures are:

- Evacuate the building using the nearest exit. Close doors behind you. (Fire requires oxygen to burn, and closing doors will help control the fire.)
- Do not use elevators.
- If need be, crawl under the smoke. Smoke rises; the cleanest air will be near the ground.
- After leaving the building, reassemble at the appropriate assembly point outside the building. Accountability for students, staff, faculty and guests is critical; report any missing person immediately to authorities.

If something (i.e., smoke, heat, flames, and debris) blocks your exit routes:

- Stay in the room with the door closed.
- If possible, signal for help using a bright-colored cloth at a window.
- If you have access to a telephone, call 911 to alert authorities of your situation.

Do not re-enter the building until authorized by police or other emergency response personnel.

The Emergency Handbook covers other types of emergencies and is posted throughout the campus' buildings. Please review your departmental emergency plan.

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate

Currently the campus has not determined that any of the university's employees are critical to the operation of the campus to expose them to a danger. Each Department's Emergency Plan will address the procedure for business continuity.

Procedures to account for all employees after an emergency evacuation has been completed

The Departments' Emergency Plans have established an assembly point for the department. At the assembly point location an accountability check will be conducted by the designated person from the department. Any concerns with employee's safety will be presented to the Incident Commander on scene of the emergency.

Rescue and medical duties for those employees who are to perform them

Rescue and medical aid should be provided by the first responders. Campus Citizen Emergency Response Team trained employees may feel they need to provide aid during an emergency under the "Good Summerton Law".

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Training program

The employer shall train each employee in their department. The annual training should consist of the review of their department's emergency plan and the procedure to evacuate their department and building. Discussion should include what type of evacuation is necessary and what their role is in carrying out the plan. Each department should designate a location outside the building for an exterior refuge or an assembly point. Review the interior refuge or safe haven location and practices for assisting people with disabilities to the interior refuge area.

Recordkeeping

Training Records

All University departments will maintain employees training records for emergency evacuation plans.

Record retention

The employing department shall retain records required in this paragraph for at least two years.

Reference Information

University Emergency Handbook on line at http://www.eiu.edu/alerteiu/emerhandbook_10.pdf

Department's Emergency Plan template online at
<http://www.eiu.edu/~environ/doc123/Department%20emergency%20plan4.pdf>