EASTERN ILLINOIS UNIVERSITY

Dear Building Coordinators:

This Building Emergency Plan (BEP) template is to be used by departments to develop a plan that provides direction to employees on what to do in the case of an emergency.

Employees are to be trained on this plan so that common response protocols are understood. While this template has been designed to ensure buildings, and departments within, include basic information in their plan, the plan may warrant additional information based on the specific needs or operational aspects of the department.

Please contact Environmental Health and Safety (581-7068) if you would like assistance with plan development and/or training.

DIRECTIONS/NOTES:

- Sections in red type that are bracketed and italicized [*example*] require the addition of department-specific information. Save the bracketed and italicized text in Red after inserting the relevant information.
- Each building is to assign a Building Coordinator, who will be responsible for updating and sharing plan.
- **If the Coordinator changes, please contact Environmental Health and Safety with the name and contact information of the new Coordinator so that EHS may update its records.**
- On the cover page of the plan, there is an area to list any unique hazards or threats associated with your Building. If you do not have sufficient space to list all hazards, please add an appendix to your BEP, and enter "See Appendix B" on the cover page.
- **Please complete and return an electronic copy of this plan to EHS for review/approval as soon as possible. You may email the document to rdspurgeon@eiu.edu**

- BEPs will then be reviewed on a periodic basis, depending on the risk associated with a department or building.
- At any point, if you have questions about this plan, please contact Kris Phipps at 581-7068 or rdspurgeon@eiu.edu

Sincerely,

Ronnie Spurgeon
Director Environmental Health and Safety

Dept. Building Emergency Plan

Building:

Name

Building Name:

Building Emergency Coordinator:

Evacuation Coordinator:
Primary:
1st back-up:
2nd back-up:

Evacuation Assembly Areas:

Primary:

Secondary:

Department Emergency Contacts:
Names / titles

Other Building & Key Contacts:

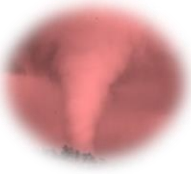
Work Control: 217-581-3416

After Hours: 217-258-4755

Unique Hazards/Threats:

AED Location:

For additional information regarding emergencies on campus, go to:
https://www.eiu.edu/environ/procedures.php





Reporting Emergencies

Campus emergencies are to be reported by calling 911. All 911 calls are answered by CECOM, the county's emergency dispatch center; therefore, the caller should indicate to the dispatcher that the emergency is being reported on the EIU campus.

The emergency blue light kiosk and the elevator emergency phones are activated with a one touch push button operation which places the user of these phones in immediate contact with EIUPD. The emergency blue light kiosks have a blue strobe and will begin flashing once the button is activated.

When reporting an emergency, provide the dispatcher with the following information:

- Your name
- The location of the emergency
- The nature of the emergency - a brief description
- Any additional information they request

Note: **Do not hang up.** Stay on the phone until the dispatcher advises it is okay to end the call.

Campus Emergency Notification

EIU Emergency Alert

The EIU Emergency Alert will be used by the University to notify members of the campus community of an emergency which threatens life or safety on campus.

If you receive an EIU Emergency Alert:

- Immediately respond in accordance with directions provided via the alert, and/or use best judgment on how to respond, based on your specific set of circumstances.
- Communicate by word-of-mouth to others who may have not yet received the alert.
- If possible, check the Eastern Illinois University website at eiu.edu for detailed information and updates.
- Remain calm and make wise decisions relative to your personal safety.

All active Alert EIU Account holders will automatically receive alerts to their university email address. Those that have registered a text enabled mobile phone in EIU Emergency Alert will also have text alerts sent to their mobile phone.

All faculty, staff and students are encouraged to register for EIU Emergency Alerts through the EIU Emergency Alert web portal at https://www.eiu.edu/alerteiu/.

Interdepartmental Communication

An annual review of these plans will be gone over with staff by Supervisor

Emergency Actions

Evacuation

When an evacuation has been ordered or initiated due to a fire alarm, all building occupants are to immediately evacuate.

If you see smoke or fire, immediately evacuate by following the nearest Exit signs:

- If the alarm is not already sounding, pull the nearest fire alarm pull station to alert other building occupants of the fire.
- If nearby, take your cell phone with you.
- Be alert for smoke as you exit the building.
- Before exiting through a door, check the door and handle. If the door or handle are hot to the touch or smoke is present, do not open the door.
- DO NOT use elevators if evacuating due to a fire or fire alarm.
- Evacuate to the designated Evacuation Assembly Area. If you have knowledge of the specific location of the fire, its source or other pertinent information, call 911 once safely out of the building. Assist anyone needing help while not compromising your own safety.
- Advise Emergency Personnel if you are aware of any person taking refuge in an Area of Rescue Assistance.
- After reporting to the designated Evacuation Assembly Area, be prepared to begin the accountability process. If there is any question about an individual's safe evacuation from the building, the accountability process will need to be initiated.
- Advise the Evacuation Coordinator if you believe someone is missing or trapped inside and/or needs assistance. The Evacuation Coordinator will, in turn, inform the police or fire department.
- Stay out of the way of emergency personnel and equipment.
- Do not re-enter the building until you are approved to do so by the University Police, Fire Department or Environmental Health and Safety.

If trapped in the building:

- Try to get as far away from the fire/smoke as you can and take refuge in a room, preferably one with an outside wall and window.
- Attempt to seal the base of your door (wet towel or cloth if possible) to prevent smoke from entering.
- Call 911 and let them know your situation and location.
- If possible, move to a window and signal for help.

Evacuation Assembly Area

The **PRIMARY** Evacuation Assembly Area for: *?* is located *at ?* In the event the primary site is unsuitable based upon the circumstances of the emergency, the Evacuation Coordinator may instruct individuals to move to the **SECONDARY** Evacuation Assembly Area located *at ?*

Accountability

- The Evacuation Coordinator will conduct the accountability process. Unit leads will determine who is not accounted for and may still be in the building and provide those names to the Evacuation Coordinator. The names of departmental employees who work in that building are to be compiled on a list that is to be attached to the Response Plan. The Evacuation Coordinator will use the list to verify that departmental employees have been accounted for.
- The Evacuation Coordinator is to report to University Police, Charleston Fire Department, or other emergency personnel on the scene, anyone who has not been accounted for and is believed to be inside the building.
- Employees may leave the Evacuation Assembly Area when released by the Evacuation Coordinator. It is extremely important that all personnel known to have been in the building have evacuated and are accounted for and that all known information on the emergency has been shared with emergency personnel.

Medical Emergencies

- Call 911.
- Provide aid consistent with your level of knowledge/training.
- Do not attempt to move a person with a suspected head or neck injury unless imminent danger is present.
- Remain with the individual until emergency medical personnel arrive. Be prepared to share pertinent information with Emergency Responders.
- If blood is involved in the incident and you believe you had contact with it, wash the affected area thoroughly. Ask University Police Department for directions regarding whom to contact for blood borne exposure management.
- Automated External Defibrillators (AEDs) should be used in the event of a sudden cardiac arrest emergency. Cardiopulmonary Resuscitation (CPR) can be performed by anyone trained in CPR. (*Note: While the use of an AED by the lay public is typically encouraged, departments who have an AED or are interested in CPR/ AED training should contact Environmental Health and Safety.*)

Tornado Warnings

Tornado Warnings will be issued for the EIU campus when a funnel cloud or tornado has been spotted or RADAR has indicated a tornado threatening the EIU campus. The University Police Department/EHS or Coles County EMA will initiate an EIU Emergency Alert instructing persons to seek shelter. Typically, the Charleston and Campus Outdoor Warning Sirens will also be activated. In either case, the campus community will need to take cover immediately. In the event of a tornado warning, the campus community should:

- **Collect Emergency Equipment**
  Keep a cell phone with you to receive additional emergency information, and to receive the EIU Emergency Alert "All Clear" message. Keep a flashlight and a portable battery-operated radio in a common area, if possible.

- **Take shelter**
  Immediately move to a pre-designated tornado shelter area, for the building go to: If you are unsure of the pre-designated shelter locations, move to inner hallways, stairwells, underground tunnels, rest rooms, or other areas, on the lowest level of the building, which are directly supported and relatively free from exterior windows and glass. If you are outside during a tornado warning and do not have time to move inside for shelter, move to a ditch or other low spot below grade level where you can lie (flying debris causes most deaths and injuries during a tornado).

- **Avoid Dangerous Areas**
  Always avoid the upper floors of a building and areas such as elevators, lobbies, gyms, atriums, auditoriums, any area with windows, or dining centers.

- **Wait for All Clear Before Exiting a Shelter Area**

Following receipt of an "All Clear message" via EIU Emergency Alert, use caution when exiting your shelter area, as storm damage could have caused downed power lines, damaged buildings, fallen tree limbs, etc.

Acts of Violence

This category includes several acts of violence situations:

- Armed robbery
- Person with weapon
- Shots fired
- Active shooter
- Hostage situation

When any of the acts of violence listed above have occurred on or near campus, EIUPD will issue an EIU Emergency Alert. All personnel will need to assess their situation to determine the appropriate course of action. Depending on your situation, you may have to Run, Hide or Fight.

When an EIU Emergency Alert has been issued for an act of violence, you should:

- Remain calm.
- Assess your situation.
- Consider:
    - Your location as compared to the intruder's location.
    - Whether you have a better chance at getting to a safe location by running to another building, other location, or to stay put and take shelter.
- If the decision is to take shelter inside a building:
    - Close and lock windows and doors leading to adjacent areas.
    - Barricade doors if possible.
    - Lower and close window blinds.
    - Turn off room lights.
    - Keep quiet and silence cell phones.
    - Remain out of view from any interior windows or block the view through the window.
- If confronted by the intruder, a decision to overpower him/her may be your only option for survival.

Other Response Actions

Bomb Threats

If you receive a bomb threat by phone you should:

- Keep calm.
- Keep the caller on the phone as long as possible.
- If your phone has caller ID ascertain the caller's phone number.

- Secure as much information as possible.
- Do not hang up the phone the call was received on.
- Call or have someone call the University Police Department (UPD) via 911 immediately from another campus phone.
- Meet with UPD officers when they arrive to the scene and provide them with detailed information regarding the call.

Chemical Spills / Hazardous Material Incident

An EIU Emergency Alert will be sent depending on the significance of the spill or release and the location. A significant spill or release is one that by volume and/or because of its characteristics cannot be cleaned up safely with supplies and equipment immediately available.

- If safe to do so, isolate the area by closing doors to prevent others from entering.
- Notify others in the area/building of the need to evacuate.
- Report to the designated Evacuation Assembly Area.
- Call 911. Identify this as an EIU campus emergency. If known, state the type and amount of chemical spilled.
- Do not attempt to clean up any chemical spill without the proper training or without consulting Environmental Health and Safety at (217) 581-7068.
- Isolate any potentially contaminated person until first responders arrive.

Explosion

- Immediately take cover.
- Remain inside the building until it is considered safe to exit.
- Follow the Evacuation Procedure above once determined it is safe to evacuate.

Earthquake

- Remain calm.
- Seek refuge under a desk, table, or stable item. Face away from windows and glass.
- Cover the back of your neck and head. If outside, get to the nearest open space. Stay away from buildings, overhangs, utility poles, trees, and power lines.

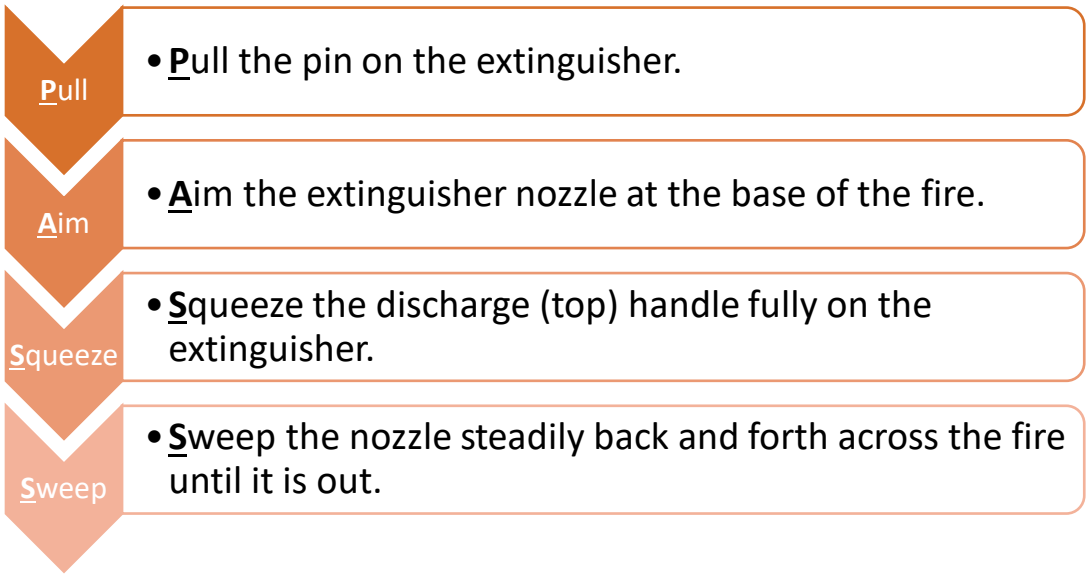
After the earthquake:

- Call 911 only to report any injuries or immediate health hazards.
- If in a building, exit the building (being careful to not take any route that appears to be unstable/unsafe) and report to the designated Evacuation Assemble Area.
- Remain there until released by the Evacuation Coordinator. Advise the Evacuation Coordinator of anyone who may be trapped in the building.

Fire Extinguishers

Portable fire extinguishers are readily available in University buildings and may be used provided the following conditions are met:

- The fire alarm pull station has been activated and the alarm is sounding.
- The observer has been trained on the use of the portable fire extinguisher and feels confident that he/she can safely extinguish the fire.
    - You are not required to fight the fire. If you are uncomfortable, or unfamiliar with usage of a fire extinguisher, you are not required to do so.
- If nearby, take your cell phone with you.
- Before fighting a fire, ensure that the fire does not block your escape path—in other words, position yourself with your back to your escape route when you fight the fire.
- Ideally, there should also be a second person with an extinguisher to act as a backup, and as a lookout.
- To attack a small fire, initially position yourself with the extinguisher 6-8 feet away from the fire, and then work your way closer if necessary, but only if it is safe to do so. Starting too close may scatter the burning contents before the extinguishing agent does its job.
- To use a fire extinguisher, it is helpful to remember the acronym PASS. PASS means:



- Once the fire has been extinguished, ensure that EIU PD has been notified and is en-route, so they can evaluate whether further response is needed.
- Ensure that someone keeps an eye on the extinguished fire until EIU PD arrives, in the event the fire rekindles.

Training

Training is required:

- To be provided to all new employees to the department

- When conditions change within the department that would impact any response efforts
- When changes are made to the Departmental Emergency Response Plan (communicate change to staff and EHS)
- When employees are assigned new responsibilities that would affect their role in an emergency response.

Appendix A

BOMB THREAT PROCEDURE

This checklist is designed to help employees and other decision-makers at Eastern Illinois University respond to a bomb threat in an orderly and controlled manner. For more details, visit www.dhs.gov/what–to-do-bomb-threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information by using the checklist on the right side of this page.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from another phone.
5. If your phone has a display, copy the number and/or any letters from the Caller ID on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, CALL 911 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911
- Handle note as minimally as possible

If a bomb threat is received by email:

- Call 911
- Do not delete the message

If a package/delivery seems suspicious:

DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES—RADIO/CELLULAR SIGNALS MAY DETONATE

Signs of a suspicious package:

No return address	Unexpected delivery
Excessive postage	Poorly handwritten
Stains	Incorrect titles
Strange odor	Foreign postage
Strange color	Restrictive notes (such as,
Strange sounds	"Only to be opened by…"

If a package is determined to be suspicious:

PHONE THREAT CHECKLIST

DATE: _____ TIME OF HANGUP: _____

TIME: _____ CALLER ID #: _____

NUMBER/AREA CALLED: _____

ASK CALLER:

Where is it located? _____

When will it go off? _____

What does it look like? _____

What kind of device is it? _____

What will set it off? _____

Did you place it? [YES] [NO]

Why? _____

_____

What is your name? (and/or) Whom do you represent?

_____

EXACT WORDS OF THREAT:

_____

_____

_____

INFORMATION ABOUT CALLER:

Estimated age: _____ Is voice familiar? _____

Whom does it sound like? _____

Caller's Voice	Background Sounds	Threat Language
☐ **Female**	☐ Animals	☐ Incoherent
☐ **Male**	☐ Household	☐ Reading from Script
☐ **Accent**	☐ Kitchen	☐ Taped/Recorded
☐ Calm	☐ Bar/Restaurant	☐ Irrational
☐ Clearing Throat	☐ Booth	☐ Profane
☐ Coughing	☐ PA System	☐ Well-Spoken

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