

INDIANA UNIVERSITY

EMERGENCY ACTION PLAN

for

Cyberinfrastructure Building (CIB)
BL578

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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, 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.

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.

Please note that the Emergency Action Plan is **not** concerned with recovering or restoring business process or Information Technology (IT) services. Its sole purpose is for the protection of IU employees, students, and visitors.

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 evacuation.

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:
 - a. Emergency and accessible exits
 - b. Evacuation routes
 - c. Fire extinguishers
 - d. Fire alarm pull stations
 - e. Tornado shelters
 - f. Evacuation assistance areas (areas first searched)
 - g. Automated External Defibrillators (AEDs)
 - h. First Aid kits
 - i. Emergency telephones

Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: IU Notify, commercial radio or television, Indiana University stations: WFIU 103.7 FM and WTIU Channel 30, NOAA radio, building smoke detection or sprinkler system, emergency siren, web/Internet, private citizen, or Indiana University Police Department (IUPD). It is recommended that several sources be monitored by the Emergency Control Committee (ECC) and/or building occupants 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” (e.g. in case of fire, yell “Fire!”, pull building fire alarm, call IUPD) to notify building occupants and responders, and then inform her/his immediate supervisor who will

continue notification up the Chain of Command. The building fire alarm system should **only** be activated in the event of a fire, and should not be activated for any other reason (e.g., a bomb threat, tornado).

Emergency Alarms and Advisories

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 fire alarm pull stations are located on each floor.

Building Audio Alerts

Public Address (PA) and/or building fire alarm systems will be used, as necessary, to communicate audio warnings to building occupants. These audio alerts will supplement, not replace, other building alarms and advisories.

Trained weather spotters and amateur radio operators will monitor NOAA radios, AM/FM radios, and other communication channels from the “cyber shack” located within the building. In the event of a weather emergency, the front desk receptionists can make an announcement over the building audio system. Trained weather spotters, member of the Emergency Control Committee, and those with a weather radio can initiate such an announcement.

The actual announcements made over the building audio system will adhere to university standards for such messages. Examples of such messages include:

Weather Emergency - "Attention. Attention. Attention. A weather emergency has been reported in the area. Please move to a designated severe weather shelter immediately and await further instruction. Do not delay." (repeated three times)

All Clear - "Attention. Attention. Attention. The building condition has been cleared. You may resume normal activities." (repeated three times)

Evacuation - "Attention. Attention. Attention. An immediate evacuation of this building has been ordered. Please walk to the nearest stairway exit and move to the designated outdoor assembly area. Do NOT use the elevators. Walk to the nearest stairway exit and move to the designated outdoor assembly area." (repeated three times)

Homeland Security Advisory System

The Homeland Security Advisory System (HSAS) is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts. For more information go to: <http://www.nationalterroralert.com/homeland-security-alert/> or type “National Terror Alert” into the web search engine.

Monroe County 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 a local cable TV channel or radio station.

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 TV channel or radio station for further instructions.

ASSIGNMENTS AND RESPONSIBILITIES

Assignments

The Building Manager shall obtain volunteers to perform the duties of the Emergency Control Committee. The Emergency Control Committee will report to the Emergency Control Center location (See EMERGENCY CONTROL CENTER section below), unless the prevailing situation dictates otherwise. The Emergency Control Committee shall consist of one staff member and one alternate from each wing on each floor as well as the basement. Please see *ADDENDUM A: BUILDING AND CONTACT INFORMATION* for the list of Emergency Control Committee members. Committee members will communicate by two-way radio, public address system, or voice, with the ranking member in charge.

Faculty and staff on duty shall provide help to persons requesting assistance.

Responsibilities

The Emergency Control Committee shall:

- Review plan annually, revise as necessary, and make copies available to building employees and Emergency Management & Continuity.
- 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.
- In any emergency situation, the ranking member of the 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.
- Report missing or injured occupants to emergency personnel (i.e., Fire, Police).
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions:
- 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.

The Floor/Wing Wardens shall:

- Obtain recommended training: First Aid/CPR, Warden Training, Fire Extinguisher and additional training as 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.

EMERGENCY CONTROL CENTER

When sheltering in place, emergency actions should be coordinated from the Emergency Control Center located in the CIB basement room 009.

EVACUATION ROUTES & MEETING PLACES

Maps of evacuation routes are displayed in the building wings and on the CIB web site. Each map shows the way to an exit, depending on where employees are located in the building. The Building Manager shall verify 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.

The following meeting places will be established to account for individuals:

- **Evacuation Primary Meeting Location:** The parking lot east of the Innovation Center (in front of Stone Belt), away from arriving emergency vehicles.
- **Shelter In Place Meeting Location:** CIB basement room 005.

The procedures for accounting for building occupants during an evacuation as well as those for reporting to emergency personnel missing, trapped or injured individuals can be found in *ADDENDUM A: BUILDING AND CONTACT INFORMATION*.

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, in addition to appropriate ECC member(s), 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.

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:

- Enclosed central stairway landing on second and third floors (by elevators). Position the person so they do not obstruct the exit.
- Balcony area on second and third floors (by elevators).

Managers and supervisors 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: <http://www.eeoc.gov/facts/evacuation.html>)

Those who indicate they may need assistance can be found in *ADDENDUM C: EVACUATION ASSISTANCE*. The information it contains is confidential and will be made available only to the person's immediate supervisor, the Building Manager, Emergency Management & Continuity, 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.**

If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location.

IU employees are not expected to endanger their own lives to assist with the evacuation of any person. 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.)

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.

Summoning Immediate Assistance Procedures

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 from IU building phones (e.g., desk, Voice over IP (VoIP), emergency) connects to IUPD. 911, the only emergency number for cell phones, connects to City Dispatch.	
PHYSICAL PLANT/OPERATIONS (Utilities, Building Services, etc.).....	812-855-8728
UNIVERSITY EMERGENCY MANAGEMENT & CONTINUITY	317-278-8362

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 a fire alarm pull station 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 four-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 the prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders.
7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
8. Notify:
 - Fire fighters if you suspect someone may be trapped inside the building.
 - Immediate supervisor, the ECC Chairperson (or highest ranking member present), and proper agencies for any needed services. Please see *ADDENDUM A: BUILDING AND CONTACT INFORMATION* for contact information for the Building Manager and ECC Chairperson.

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 have someone monitor the situation and notify others if conditions deteriorate.

Post spotters (any employee) at window to observe and report imminent weather changes during a tornado watch. Inform supervisor and/or Building Manager if deteriorating weather occurs or if tornado warning is issued. (Training is available from the National Weather Service to become an official severe weather spotter.)

- 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. Then immediately move personnel to the designated safe assembly area, such as the lowest level of your building without windows (e.g., a restroom, center stairwell, hallway or office). Close the door. The siren typically sounds for five minutes. There is no "all clear" signal. Stay sheltered until the National Weather Service gives the "all clear". **Occupants will move to interior rooms without windows, such as bathrooms and coat closets, or the basement, when not evacuating the building.** If you are outside when you hear the siren, take cover in a building close by.

NOTE: The North stairwell (wing A) does NOT lead to the basement. Therefore, the center and east stairwells must be used to access the basement shelter locations.

NOTE: The preferred shelters within the building are those in the basement. However, the upper floor shelters can be used if time is of the essence (e.g., you look out and see a tornado heading right for the building and you don't have time to make it to the basement).

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, Emergency Management & Continuity.

Blizzard Procedures

1. If indoors:
 - a. Stay calm and await instructions from the designated official.
 - b. Stay indoors!
 - c. If there is no heat:
 - close off unneeded rooms or areas.
 - stuff towels or rags in cracks under doors.
 - cover windows at night.
 - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
 - a. Find a dry shelter. Cover all exposed parts of the body.
3. If stranded in a vehicle:
 - a. Stay in the car or truck.
 - b. Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - c. Make yourself visible to rescuers.
 - d. Exercise to keep blood circulating and to keep warm.

Earthquake Procedures

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. Standing in a doorway is not recommended. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation. Physical Plant should inspect the building for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.

Flood Procedures

1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through floodwater.
 - c. If car stalls, abandon it immediately and climb to higher ground.
2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

Hostile Intruder Procedures

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.

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.

The UITS HR office coordinates First Aid/CPR training once per semester, typically in October/November and April/May time frames. These classes are open to appointed staff.

1. Call 911 immediately if the injury is life threatening. Provide the following information:
 - a. Nature of medical emergency.
 - b. Location of the emergency (address, building, room number).
 - c. Your name and the phone number from which you are calling.
2. Do not move victim unless absolutely necessary.
3. Call those individuals trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help. Please see *ADDENDUM A: BUILDING AND CONTACT INFORMATION* for contact information for individuals trained in CPR and First Aid.
4. The First Aid Kit(s) location can be found in *ADDENDUM A: BUILDING AND CONTACT INFORMATION*.
5. The Automated External Defibrillator (AED) unit(s) location can be found in *ADDENDUM A: BUILDING AND CONTACT INFORMATION*.

6. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - a. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - b. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
7. When rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (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.

PROCEDURE FOR EMERGENCY SHUTDOWN OF UTILITIES

An emergency shutdown of the Cyberinfrastructure Building utilities (e.g., water, electrical) can be ordered by the Building Manager or the ranking member of the Emergency Control Committee in concert with Physical Plant, IUPD or other law enforcement agencies, Emergency Management & Continuity, or local fire department.

Once ordered, Utility Controls will be shut off by maintenance personnel who will know the location and operation of main controls for gas, steam and/or electrical supply leading into the building. For utility or building service emergencies, call 812-855-8728.

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.

Telephone Threat

The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by completing the following **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 (or next in command if immediate supervisor is unavailable).

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.

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.

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 Emergency Control Committee will cordon off the area, wait until IUPD arrives, and then consult with IUPD for an evacuation decision. IUPD is responsible for ordering this type of evacuation. If a decision to evacuate is made the building audio alert system may be used to notify occupants of the decision to evacuate. Alternatively, a uniformed police officer may go room-by-room. 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?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____ Telephone # at which call received: _____
Time received: _____ Date call received: ___ / ___ / ___ Nationality: _____

CALLER'S VOICE

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

BACKGROUND SOUNDS/NOISES

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

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education) ___ Incoherent ___ Profane/Foul ___ Irrational
___ Taped Message ___ Message Being Read

REMARKS

Your name: _____ Your position: _____
Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

HAZARDOUS SUBSTANCE

The locations of the Material Safety Data Sheet (MSDS), Personal Protective Equipment (PPE), and Spill Containment and Security Equipment can be found in *ADDENDUM A: BUILDING AND CONTACT INFORMATION*.

The HAZardous Waste Operations and Emergency Response standard, 29 CFR 1910.120 Paragraph (q) covers the following regarding chemical spills:

“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.

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 clean up. 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.

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:

- 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.)
- The release required evacuation of employees in the area.
- The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
- The release requires immediate attention because of imminent danger.
- The release may cause high levels of exposure to toxic chemicals.
- 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.
- The situation is unclear or data are lacking on important factors.

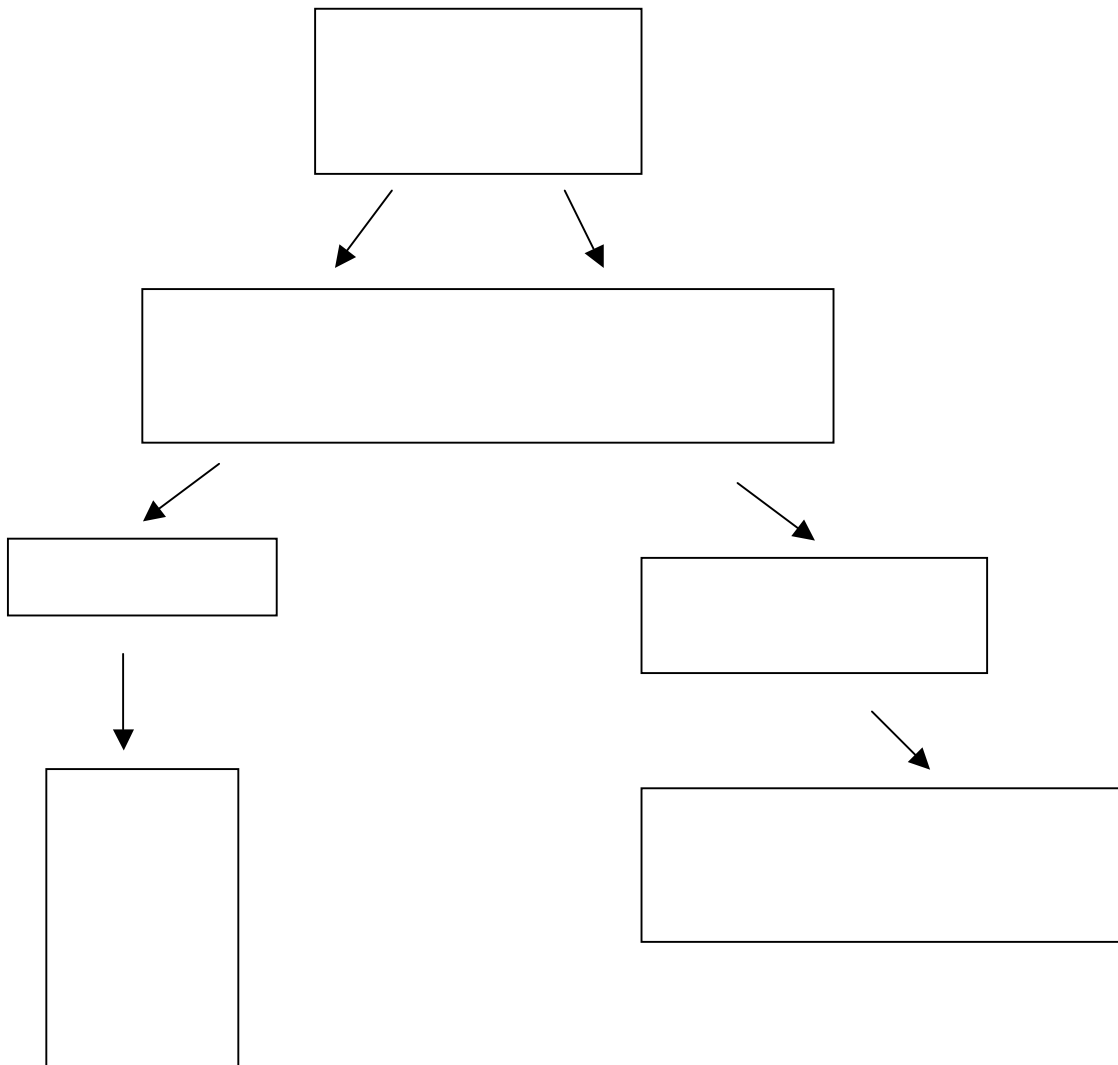
Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis, however, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what

INCIDENTAL RELEASE STANDARD OR OSHA
 HAZWOPER 1ST RESPONDER
 HAZCOM FOR EVACUATION AND COMMUNICATION OF SPILL
 IF YOU HAVE: HAZARDOUS SUBSTANCES
 EVACUATE AS REQUIRED BY EMERGENCY ACTION PLAN & EMERGENCY RESPONSE RELEASE CONTACT EH&S EMERGENCY RESPONSE TEAM

Under these circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the spill 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.

Response Flow Chart



FIRE PREVENTION AND WORKPLACE HAZARDS

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:

- Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
- Smoking is not allowed on Indiana University property. Extinguish all cigarettes in proper receptacles.
- Do not put any type of hot object, such as cigarette butts, in trashcans.
- All employees will know the evacuation routes and exits, and will proceed to them when instructed.

Typical Fire and Workplace Hazards

Call the Office of Risk Management, 812-855-9758, with specific fire/safety questions.

- **Electrical circuits**, wiring and extension cords worn and frayed.
- **Electrical appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
- **Flammable solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
- **Flammables & combustible liquids** not stored in a designated area or storage cabinet. Refer to laboratory safety standards.
- **Impaired fire controls:**
 - fire and smoke doors blocked open.
 - storage and trash in stairways and hallways.
 - storage closer than 18 inches to sprinkler heads.
- **Oil-soaked rags.** Store dirty rags in a metal container with a lid.

Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

- Waste materials are to be discarded in their proper places.
- No personal heat producing items (e.g., space heaters, candles) is to be inside the building, except in designated areas.
- Personnel are responsible for keeping their work areas neat and orderly.
- All aisles and exits will be kept clear.
- Access areas to fire extinguishers will be kept clear.
- Emergency telephone number, 911, will be posted on all telephones.
- Each supervisor will be responsible for properly training their employees who are required to handle, store and maintain hazardous materials.
- All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

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 Physical Plant Operations Center/Control Center (855-8728).

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.

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.

FOR FURTHER INFORMATION REGARDING THIS PLAN

The Building Manager, her/his designee, or any Emergency Control Committee member is available to discuss this plan. See Addendum A for contact information.

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.
Building Manager	Chief source of information for building occupants and the liaison between building occupants and various campus services.
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.

ADDENDUM A: BUILDING AND CONTACT INFORMATION

BUILDING NAME: Cyberinfrastructure Building (CIB)
BUILDING NUMBER: BL578

Building Specific Information

1. To summon immediate assistance, to report an accident, serious injury or a crime in progress, call:

FIRE, POLICE, AMBULANCE.....911
911 from IU building phones connects to IUPD
911, the only emergency number for cell phones connects to City Dispatch
Physical Plant/Operations
(Utilities, Building Services, etc.).....812-855-8728
Physical Plant/Control Center.....812-855-9514

2. Evacuation Route Maps ARE posted in the building.
3. The building has:
- a. NOAA Radio(s) in Room(s): Basement room 092
 - b. AM/FM Radio(s) in Room(s): Basement room 092
 - c. Television that receives outside stations in Room(s): Basement room 003
 - d. Building Smoke Detection AND/OR Sprinkler System? YES
 - e. THEY WILL automatically activate the fire alarm
 - f. The Ademco dialer WILL send a notification to IUPD/Control Center
 - g. There ARE manual fire alarms on each floor
4. In an emergency communication will be by (choose all that apply):
- a. Two-way radio: YES
 - b. Public address system: YES
 - c. Voice: YES
 - d. Building Audio Alert System: YES

5. The Building Manager is:

Name	Office Phone	Cell Phone	Email
Don Brock	812-855-7684	812-327-5321	dbrock1@indiana.edu
Doug Chambers	812-855-8251	812-320-4756	drchambe@indiana.edu

6. Emergency Control Committee Chairperson is:

Name	Office Phone	Cell Phone	Email
Tom Davis	812-855-7451	812-797-9223	tdavis@iu.edu

7. Emergency Control Committee Members are:

Name	Office Phone	Cell Phone <i>(optional)</i>	Email
Don Brock	812-855-7684	812-327-5321	dbrock1@indiana.edu
Doug Chambers	812-855-8251	812-320-4756	drchambe@indiana.edu
David Bickel	812-855-6346		jdbickel@indiana.edu
Rebecca Cooksey	812-855-7702		rgribble@indiana.edu
Sandra Cunningham	812-855-4848		scunning@indiana.edu
Tom Davis	812-855-7451	812-797-9223	tdavis@iu.edu
Sherrie Denney	812-855-7366		sdenney2@indiana.edu
Julie Dreesen	812-855-7676		jbdreese@indiana.edu
Mike Egolf	812-855-7683	812-345-7703	megolf@indiana.edu
Ray Foster	812-855-9983		fosterr@indiana.edu
Justin Glass	812-855-5983		jglass@indiana.edu
Nathan Heald	812-855-9860		nheald@indiana.edu
Tina Jessee	812-855-7181		cgolini@indiana.edu
Rich Knepper	812-855-9574		rknepper@indiana.edu
Matt Link	812-855-6339		mrlink@indiana.edu
Tammy Pardue	812-855-7992		tjpardue@indiana.edu
Adam Smith	812-856-1955		adwsmith@indiana.edu
Jonny Sweeny	812-855-4194		jsweeny@iu.edu
Suzi White	812-855-2598		switzers@indiana.edu

8. Persons providing help to those requesting assistance are ECC members and other building occupants as necessary.
9. When sheltering in place, emergency actions will be coordinated from: Basement room 009.
10. During an emergency evacuation of the building, occupants should go to:
 - a. The primary meeting place, which is the parking lot east of the Innovation Center (in front of Stone Belt), away from arriving emergency vehicles.
 - b. During inclement weather the meeting place is the lobby of the Innovation Center.
11. The procedures for accounting for building occupants during an evacuation is:

Floor Wardens will “sweep” their designated areas as they evacuate the building, to ensure everyone is notified to leave and to check for closed doors. Once at the designated meeting place, Floor Wardens will attempt to account for all individuals from their area and report the results to the ranking member of the Emergency Control Committee.

12. The procedure for reporting to emergency personnel missing, trapped or injured individuals is:

Floor wardens and others providing assistance during the evacuation will report missing, trapped, or injured building occupants, including those who remain in the building (i.e., refuse to leave or require assistance), to emergency personnel (i.e., fire and police).

First Aid/CPR (May 2008):

- Ann Edmonds
- Kenn Dunn
- Swetha Enaganti

First Aid/CPR (Nov. 2009):

- Julie Thatcher
- Stephanie Louraine
- Rod Kates
- Tiffany McCormick

CPR/AED Refresher (Nov. 2010):

- Ann Edmonds
- Julie Thatcher
- Rudeana Honeycutt

CPR Renewal (May 2008):

- Thomas Hehner
- Emily Redenbarger

- Jonny Sweeny
- Jan Kreager
- Kathy Sterrett

- Janice Kreager
- Jonny Sweeny

13. For those needing assistance, the building has the following areas which would be searched first (choose all that apply):

- a. Enclosed stairway landing within a smoke proof enclosure (middle stairwell by balcony on floors 2 and 3).
- b. Portion of a balcony located near an exit stairway (middle balcony area on floors 2 and 3).

First Aid/CPR (Jan. 2009):

- Julie Dreesen
- Julie Thatcher
- Kelley Cantrell
- Stephanie Louraine
- Al Kamarauskas
- George Turner
- Jennifer Foutty
- Tak Noguchi
- Tiffany McCormick
- Marie Ambern

- Ann Edmonds
- Kelley Cantrell
- Ralph Zuzolo
- Teresa Southerland
- Jacob Farmer

- Sherry Barnhart
- Jan Kreager
- Dan Miller
- Alicia Martin
- Ann Edmonds
- Marjorie Young
- Patrick Keenan
- Toni Usrey
- Chris Hayden

14. Those trained in CPR/Mentor are:

First Aid/CPR (May 2010):

- Julie Dreesen
- George Turner
- Rod Kates
- Bonnie Smith
- Kristy Kallback-Rose
- Chris Hayden
- Ralph Zuzolo
- Ray Foster
- Kathryn Propst
- Toni Usrey

CPR/AED Refresher (May 2011):

- Tammy Pardue
- George Turner
- Julie Thatcher
- Jonny Sweeny

CPR Renewal (Jan. 2009):

- Rod Kates
- Rudeana Honeycutt
- Teresa Southerland

First Aid/CPR (Nov. 2010):

- Natasha Panteleyeva
- Matthew Davy
- Richard Owens
- Kenneth Dunn
- Ray Foster
- Anurag Shankar

First Aid/CPR (Nov. 2011):

- Bonnie Smith
- Julie Dreesen
- Momi Ford
- Ken Dunn
- Rodney Kates
- Jeff Ambern
- Al Kamarauskas
- Tina Jessee

15. First aid kits are located near drinking fountains on each wing/level. Please see evacuation route maps for specific locations.
16. This building has which of the following utilities:
- Gas: NO
 - Steam: YES
 - Electricity: YES
 - Water: YES
17. This building DOES NOT have critical operations that must be shut down by designated personnel.
18. Those designated personnel are: N/A.
19. If emergency conditions prevent those personnel remaining in building, contact the following office(s):
Name/Location: IU Office of Emergency Management & Continuity
Phone: 812-855-2004
20. The locations of the following are:
- Material Safety Data Sheets: NONE
 - Personal Protective Equipment: NONE
 - Spill Containment & Security Equipment: NONE
21. Training that has been taken by at least some of the building occupants (check all that apply):
- Critical Incident Response Training: Yes
Date Taken: January 2012
 - First Aid/CPR: Yes
Date Taken: Various
 - Emergency Preparedness: Yes
Date Taken: Various
 - Fire Extinguisher Training: Yes
Date Taken: Various
22. EMERGENCY CONTACTS:
- Emergency Medical Service (on campus): 911
 - Police/Fire: 911
 - IU Office of Emergency Management & Continuity: 812-855-2004
 - IU Office of Emergency Management & Continuity (24x7 Duty Officer): 317-278-8362
 - IU Environmental Health & Safety: 812-855-6311
 - Non-emergency/off-campus calls to IUPD: 812-855-4111

- Campus Facility Services/Utility Failure: 812-855-8728
- Safety Escort: 812-855-6838 or 812-855-7488
- Current Campus Status/Emergency Weather Closing Info: 812-855-4111
- CIB “Cyber Shack” (CIB 092) for monitoring weather radios, etc.: 812-855-8911

ADDENDUM B: ANNUAL CHECK LIST

- Remind UITS Human Resources to provide new employees an overview of EAP.
 - show employee example evacuation route maps
 - inform employee that maps are posted in each building wing and are online (location TBD)
 - show employee her/his office location in building (if assigned)
 - inform employee she/he should know at least two evacuation routes
 - inform employee she/he should know shelter locations
 - inform employee the evacuation route maps also include other useful information (e.g., location of first aid kits, AEDs, emergency phones)
 - ask employee if she/he has any specific needs, such as assistance, during evacuation or shelter in place; make sure to tell them providing information is voluntary
 - if employee indicates she/he needs assistance, notify them of designated areas for "rescue assistance", tell them they need to notify evacuating occupants of her/his location, and ask them what type of assistance they need
 - if employee indicates she/he needs assistance, HR must notify chair of ECC
 - inform employee she/he should become aware of ways of assisting others (e.g., if notified by a person remaining in the building, evacuee must notify emergency personnel or building reps) by reviewing EAP
 - inform employee she/he should become aware of ways to communicate in an emergency (e.g., yell "fire!", pull fire alarm, contact IUPD), then inform immediate supervisor) by reviewing EAP
- Email current employees and provide them overview reminder of EAP.
 - *same topics as HR provides new employees, see above*
- Ensure employees are notified if EAP changes.
- Ensure Emergency Management & Continuity is notified if EAP changes.
- Ensure EAP is published.
- Ensure evacuation route maps are accurate and published.
- Ensure ECC member list and contact information in Addendum A in the EAP is up to date.
- Ensure list of individuals who have taken CPR/First Aid training in Addendum A in the EAP is up to date.
- Review ECC duties as outlined in the EAP.
- Review Floor/Wing Warden duties as outlined in the EAP.
- Review and ensure ECC members have adequate First Aid, CPR, AED, Fire Extinguisher, and Building Incident Management Training.
- Remind ECC members and Floor wardens the Evacuation Assistance Addendum is confidential.
- Ensure ECC members have brightly colored vests and whistles.
- Review EAP Evacuation Assistance addendum and ensure it is accurate.
 - *please note the information sharing restrictions as described in the Evacuation Assistance Addendum*
- Inspect and replace batteries in AEDs and weather radios (in lobby, VPIT suite, call center, support center).
- Ensure weather radios are in working order and operators are trained appropriately.
- Ensure ECC and receptionists have the building audio announcements and have the wording handy.
- Inventory and replenish supplies in First Aid Kits.
- Schedule annual fire drill with Emergency Management & Continuity and the Office of Risk Management.
- Schedule annual tornado drill with Emergency Management & Continuity and the Office of Risk Management (usually combine this with statewide severe weather test/drill in March of the year).

ADDENDUM C: EVACUATION ASSISTANCE

Cyberinfrastructure Building, BL578, BL

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuating the building. **This list is confidential** and will be available only to the individual's immediate supervisor, the Building Manager, the Chairperson of the building's Emergency Control Committee and the Emergency Management & Continuity office. **It is NOT to be posted on the Internet as part of this building's Emergency Action Plan.**

NAME

BUILDING FLOOR AND ROOM #

1. **At this time, no one indicates they need assistance.**