Administrative Office
and
Classroom Building

Emergency Action Plan
for
Alter Hall
3743 Ledgewood Drive

Xavier University
October 9, 2006
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Emergency Action Plan

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Emergency Action Plan

1. Introduction

In the event of an emergency, this plan will be followed to ensure employee safety and health and to ensure that employees are accounted for following the evacuation of the facility or assembly into a designated indoor shelter. Examples of emergencies include, but are not limited to, fires, explosions, chemical releases, bomb threats, tornadoes and other severe weather (e.g., floods), earthquakes and gas leaks. This Emergency Action Plan (EAP) includes Alter Hall on the campus of Xavier University for all Alter Hall employees. This plan is designed to comply with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38.

2. Responsibilities

2.1 Alter Hall Designee

In an emergency, Alter Hall employees should be evacuated from the building or directed to the designated shelter area. The following individuals are designated to determine when an evacuation or assembly into a shelter is necessary and should be contacted for additional information about emergency procedures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. James Snodgrass III</td>
<td>Associate Dean</td>
<td>745-3172</td>
</tr>
<tr>
<td>Mary Behan</td>
<td>Secretary</td>
<td>745-3171</td>
</tr>
</tbody>
</table>

All building occupants should exit the building by way of a predetermined route of egress and assemble in a predesignated meeting place away from the building or seek shelter in the designated shelter.

2.2 Emergency Numbers

The following is a list of emergency telephone numbers that you should use if you encounter an emergency or potential emergency on the Xavier University campus.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>745-1000</td>
</tr>
<tr>
<td>Fire</td>
<td>745-1000</td>
</tr>
<tr>
<td>Ambulance</td>
<td>745-1000</td>
</tr>
<tr>
<td>Emergency Medical</td>
<td>745-1000</td>
</tr>
</tbody>
</table>
When calling 745-1000 from your location, be prepared to give the following:

- Your building name or address
- Telephone number you are calling from
- Your specific location

2.3 **Incipient Stage Firefighting**

Only those individuals who are specially trained in the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting will be allowed to use available portable fire extinguishers. Personnel must be trained at least annually in the use of these extinguishers. Currently, certain Alter Hall employees have been trained in the use of portable fire extinguishers. They receive annual refresher training from Cintas Fire Protection.

3. **Emergency Escape Routes, Assembly Points and Shelters**

Emergency escape routes and designated assembly points are posted throughout the building in conspicuous locations for Alter Hall employees to follow in case of an emergency. The above noted emergency phone numbers should also be posted on the building evacuation maps for quick reference.

4. **Emergency Procedures**

Instructions for specific types of emergencies are described in the following subsections. These subsections describe the proper procedures to follow in the event of an actual emergency.

4.1 **Fire or Explosion**

In a fire emergency or explosion, your greatest asset will be your ability to remain calm and to have a plan of escape. The following procedures will be followed in the event of a fire or explosion:

- When a fire is detected, Alter Hall employees are to proceed to the appropriate exit (as indicated by the posted evacuation route) and vacate the building. An alternate route is provided in case exits or stairways are blocked. If possible, activate the nearest fire alarm pull station, call Campus Police at 745-1000, and advise them of the situation.
Personnel are to assemble in their designated area on the AX® in front of McDonald Library. A head count should be conducted to ensure that all personnel are accounted for. Should personnel be missing, the Incident Commander or his alternate should be notified, they will confer with fire department or other emergency personnel. Only emergency personnel will be allowed to enter the building.

As you leave the building:

- Before opening a closed door, feel the surface of the door with the back of your hand.
- If the door is hot, do not open it because there is probably fire on the other side. Backtrack and use your alternate escape route.
- If the door is cool, open it carefully.
- Close all doors behind you to help prevent the spread of smoke and fire.
- Do not attempt to use an elevator.
- If you encounter smoke, stay low or crawl if necessary, since there is usually cleaner air close to the floor. If available, place a wet rag over your mouth and nose to help filter the air.
- Assist anyone who appears to be disoriented or injured.
- Once outside the building, proceed directly to your assigned assembly point.
- Do not reenter the building until directed to do so by Campus Police or the Fire Department.

If clothing catches fire:

- STOP-DROP-and ROLL!
- Do not run.
- Smother the flames by wrapping yourself (or a victim) in a blanket, rug, coat, etc.
- Roll on the floor.

If you become trapped during a fire emergency:

- Find a room, preferably with a window.
- Close the door.
- If smoke starts to enter the room, seal the door with rags, clothing, or other materials.
- Look for a phone and try to call Campus Police at 745-1000. Tell the dispatcher that you are trapped and give your location.
- If there is a window, signal rescuers with a rag, piece of paper, clothing, etc.
If there is visible smoke outside the window, do not open it!

If there is no visible smoke outside the window, open the top part of the window a few inches to let smoke out and open the bottom of the window to let fresh air in.

It may be possible to exit the building from a window, however, you should not attempt to jump from any window higher than the second floor from the ground level unless absolutely necessary. Wait as long as you can for rescuers to help you down.

If no window is available, remain calm. Stay near the floor. Shout at regular intervals to alert emergency crews of your location.

4.2 Chemical Spill

Due to the potential for serious personal injury, chemical emergencies require a high level of preparedness so you can respond quickly. Your best method of dealing with emergencies involving chemicals is having adequate knowledge of the chemicals you work with. This means that you know:

- The nature of the product
- Whether it creates hazardous or irritating fumes
- Whether there are any physical contact hazards
- What personal protective equipment you need to work with and to clean up the chemical
- How much of the spilled chemical will create a hazard
- When to evacuate the room/floor/building

Each chemical that comes on campus has a corresponding Material Safety Data Sheet (MSDS). On the MSDS, the chemical manufacturer lists all of the hazardous data and any special emergency procedures you should follow for exposures or spills. The College of Arts and Science Associate Dean=s Office should have a current hard copy MSDS for each chemical used in the building.

Chemical Spill Procedure:

If you are unsure of the emergency procedures regarding the chemical or feel incapable of safely containing and handling the release, proceed with the following instructions:

- EVACUATE the room and close the door behind you.
- CONTACT the Director for Environmental Health and Safety, 745-1923 or 378-0535 or his alternate at 745-2065.
4.2 PROVIDE the following information:

$ Building and room where the spill occurred
$ The name of the chemical, if known
$ Approximate amount of spilled material

Depending on the extent of the spill and the hazardous nature of the chemical released, you may need to evacuate the entire floor or building.

4.3 Tornado

Tornado preparedness means that you know the difference between a tornado WATCH and a tornado WARNING, where the tornado shelters are in your building and when to initiate the appropriate procedures. In Alter Hall, the tornado shelter is the basement hallway and westside classrooms away from glass and windows.

During a TORNADO:

$ If you are in a designated shelter area, curl up on the floor, face down, and cover your head with your arms and hands and stay away from windows and glass.
$ If you are outside, curl up in a drainage ditch or other low-lying area.
$ Once the tornado has passed, if the building was not damaged, you can return to your work area. If the building was damaged, evacuate the building and proceed to your Emergency Assembly Point.
$ Assist anyone who may have been injured. Do not move an injured person unless their life is in immediate danger from fire, leaking gas or some other imminent hazard.
$ Notify Campus Police at 745-1000 of any injured persons and follow their directions.

4.4 Bomb Threat

Treat bomb threats seriously. To help ensure the safety of the building occupants and the public, consider bomb threats real until proven otherwise. In some cases, bomb threats are meant to disrupt normal activities. However, the decision to evacuate the building is for the proper authorities to decide. Whether a bomb threat appears real or not, read and follow these instructions carefully.

Note:

$ Do not use radios or cellular phones, turn them off! Anything that emits a radio or a microwave signal has the potential to detonate a bomb.
$ Do not activate the fire alarm.
Do not evacuate the building until police have arrived and evaluated the threat.
Do not touch or move a suspicious package.

Receiving a bomb threat by telephone:

- Remain calm.
- Try to get as much information as possible from the caller.
- Call Campus Police at 745-1000 immediately after receiving the call.
- Evacuate the building to the designated location(s) for fire emergencies, if directed to do so by Campus Police or fire officials.

4.5 Earthquake

Unlike other emergencies, earthquakes strike without warning, are short-lived and are often violent; therefore, the procedures to deal with them are much less specific. Therefore, you must be prepared to initiate emergency procedures within a few seconds after the initial tremor.

During an earthquake:

- Remain calm and take action immediately.
- If indoors, seek refuge under a desk, sturdy table or a doorway and hold on. Stay away from windows, shelves and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles, overhead wires and other structures.
- Avoid downed power or utility lines as they may be energized.
- DO NOT attempt to enter a building until advised by the proper authorities.

After the initial shock:

- Be prepared for aftershocks. Although aftershocks are usually less intense than the main quake, they can cause further structural damage.
- Take steps to protect yourself from falling debris and other hazards.
- For emergency assistance, call Campus Police at 745-1000.
- DO NOT use anything with an open flame, such as cigarette lighters, matches, torches, lanterns, etc., since gas leaks may be present.
- Open windows and doors to ventilate the building. Watch out for broken glass.
- If the earthquake causes a fire or explosion, implement the Fire Emergency procedures.
- Determine whether anyone is trapped in an elevator or under fallen objects. If so, contact Campus Police at 745-1000 so rescue operations can be initiated.
4.6 Gas Leak

In the event of a gas leak, DO NOT activate the fire alarm. Call Campus Police at 745-1000. Verbally notify other building occupants to evacuate the area.

5.0 Training

Training will be provided to all Alter Hall employees on proper procedures to follow in case of an emergency. This Emergency Action Plan should be reviewed with employees at the following times:

- When the plan is developed
- Whenever the employee=s responsibilities change
- Whenever the plan is changed

6.0 Alarm systems

As shown in the table below, evacuations may be signaled by several different methods depending on the emergency.

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Method of Notification</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Fire Alarm System</td>
<td>Evacuate building</td>
</tr>
<tr>
<td>Tornado</td>
<td>Community Siren</td>
<td>Proceed to designated shelter area</td>
</tr>
<tr>
<td>Chemical Spill</td>
<td>Verbally</td>
<td>Evacuate room if necessary - Contact University Designee</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Verbally</td>
<td>Contact Campus Police</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Verbally</td>
<td>Get under sturdy furniture, such as a table, desk or doorway</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Verbally</td>
<td>Evacuate building</td>
</tr>
</tbody>
</table>

**CAMPUS POLICE 745-1000**

Note: On-campus emergency phones may be used to contact Campus Police directly.