

**Admissions, Financial Aid,  
Faculty Office  
and  
Administrative Building**

**Emergency Action Plan  
for  
Schott Hall  
1525 Herald Avenue**

*Xavier University  
November 17, 2006*

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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, gas leaks and active shooters. This Emergency Action Plan (EAP) includes Schott Hall on the campus of Xavier University for all *Schott 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 Admissions Designee

In an emergency, Schott 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:

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
Pati Haney	Administrative Assistant	745-3721
Donna Salak	Coord. For Admissions Oper.	745-3302

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.

XU Police	745-1000	Explosion	745-1000
Fire	745-1000	Crimes in Progress	745-1000
Ambulance	745-1000	Broken Water Pipes	745-3151
Emergency Medical	745-1000	Power Outage	745-3151

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 Schott Hall employees have been trained in the use of portable fire extinguishers. They receive annual refresher training from Environmental Health and Safety.

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

Emergency escape routes and designated assembly points are posted throughout the building in conspicuous locations for Schott 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, Schott 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 XU Police at 745-1000, and advise them of the situation.

- Personnel are to assemble in their designated area on the “X” on the Academic Mall. A head count should be conducted to ensure that all personnel are accounted for. Should personnel be missing, the Incident Commander or their 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 XU 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 XU 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 to let in fresh air.
- 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 Admissions office should have a current hard copy MSDS for each cleaning 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 Laboratory Support Services Manager, Stephen Nichols at 745-2065, or his alternate at 513-745-1923.

- 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 Schott Hall, the tornado shelter is the hallways and interior rooms on the lower two levels and away from outside doors 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 XU 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 XU 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 XU 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 XU 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 a fire or explosion is caused by the earthquake, implement the Fire Emergency procedures
- Determine whether anyone is trapped in an elevator or under fallen objects. If so, contact XU 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 XU Police at 745-1000. Verbally notify other building occupants to evacuate the area.

#### 4.7 *Active Shooter*

Every active shooter situation is different. It is beyond the scope of this document to provide direction as to what to do in every circumstance. However, being prepared, staying calm, and knowing what actions to take or not take are the keys to survival. We strongly encourage you to:

- Sign up for “XU Alert Me” to receive text and/or voice notification of emergency situations on campus which require your immediate attention
- Take the XU Police Active Shooter training course – it could save your life

If you are ever caught in an active shooter situation:

- Move away from the shooter to a place of safety if you can
- If this is not possible, lock or barricade the door, stay low and spread out, turn off the lights and all radios and cell phones, and wait for the police

### 5.0 **Training**

Training will be provided to all Schott 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.

<b>Emergency</b>	<b>Method of Notification</b>	<b>Required Action</b>
Fire	Fire Alarm System	Evacuate building
Tornado	Community Siren Weather Radio Outdoor Mass Notification System	Proceed to designated shelter area
Chemical Spill	Verbally	Evacuate room if necessary - Contact University Designee
Bomb Threat	Verbally	Contact XU Police
Earthquake	Verbally	Get under sturdy furniture, such as a table, desk or doorway
Gas Leak	Verbally	Evacuate building
Active Shooter	Various – text, word-of-mouth, etc.	Move away from shooter to a place of safety – if this is not possible, shelter in place – lock or barricade doors, spread out, stay low, turn off lights, turn off cell phones and radios

## **XAVIER POLICE DEPARTMENT 513-745-1000**

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