

**Information Systems and Services
Mailing Services**

**Emergency Action Plan
For
Campus Services Building
1630 Musketeer Drive**

*Xavier University
Date
December 6, 2021*

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Emergency Action Plan

1. Building Specifics

- Located at: 1630 Musketeeer Dr. Cincinnati, Oh 45207
- Campus Services Building is a 2 story building that houses the Mail Center and Information Technologies.
- The Mail Center is located on the lower level.
- IT is located on the upper and lower levels of the building and houses the server room.
- The server room is equipped with a halon system in case of fire.

2. 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. This plan is designed to comply with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38.

3. Emergency Escape Routes, Assembly Points and Shelters

In an emergency, Campus Services Building occupants should be evacuated from the building or directed to the designated shelter area. If evacuation is necessary, all building occupants should exit the building by way of the predetermined route of egress and assemble lobby of Fenwick Place. During a threat of severe weather occupants should be moved to eastside of the Mail Center. Rooms with glass and exterior windows should be avoided. Depending on the type of emergency shelter points may be changed. This will be relayed to employees via mass notification (RAVE).

4. Responsibilities

4.1 Campus Services Building Designees

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:

| CODE | NAME | Phone Number | Cell Phone Number | Email |
|---------------------------|---------------|--------------|-------------------|--|
| Building Coordinator | Erik Ball | 513-745-1970 | 513-379-0418 | ball@xavier.edu |
| Alt. Building Coordinator | Mark Brockman | 513-745-4842 | 513-607-1268 | Brockmanm1@xavier.edu |
| Back-Up | | | | |

4.2 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 campus of Xavier University.

| Xavier University Police Department 513-745-1000 | Xavier University Physical Plant 513-745-3151 |
|--|---|
| Crime in Progress | Power Outage |
| Fire | Broken Water Pipe |
| Medical Emergency | Maintenance Issues |
| Explosion | |

When calling one of these numbers be prepared to give the following:

- Name
- Specific Location
- Telephone Number

5. 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.

5.1 Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Xavier University utilizes the “Run, Hide, Fight” motto for training on this topic.

RUN and escape, if possible

- Getting away from the shooter is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent others from entering an area where the active shooter may be.
- Call XUPD when you are safe. Be prepared to describe the shooter, location and weapon.

HIDE, if escape is not possible.

- Get out of the shooters view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off all lights.
- Don't hide in groups, spread out along a wall or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in the window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding spot should be out of the shooters view and provide protection if shots are fired in your direction.

FIGHT, as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause serious or lethal injury to the shooter.
- Throw items and improvised weapons to distract and disarm the shooter.

What to expect when law enforcement arrives:

Law enforcements purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which shots are heard.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may shout commands or shove individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow officer's instructions.
- Put down any items in your hands (e.g. bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers; such as holding on to them for safety.
- Avoid screaming and yelling.
- Do not stop to ask officers for help or direction when evacuating. Proceed in the direction from which officers are entering the area.

Information to provide the dispatcher:

- The location of the shooter/s.
- The number of shooters.
- Physical description of the shooter/s.
- Number and type of weapons held by the shooter/s.
- The number of potential victims at the location and type of injury, if known.

Notes: The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon non-disabled individuals to assist in removing the wounded from the area. Once you have reached a safe location or an Emergency Assembly Point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

5.2 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.

- Do not use radios or cellular phones, **TURN THEM OFF!** Anything that emits a radio or microwave signal could detonate the 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 the 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 513-745-1000 immediately after receiving the call.
- Evacuate the building to the designated location for fire emergencies, if directed to do so by police or fire officials.

5.3 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.

Chemical Spill Procedure:

Employees of the Campus Services Building, are generally knowledgeable about all chemicals used in the building. However, 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 Xavier Police who will determine whether it is appropriate to contact the fire department.
- PROVIDE the following information:
 - Building and room where the spill occurred.
 - The name of the chemical, if known.
 - Approximate amount of the 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.

5.4 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. 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 cover under a desk, sturdy table or a doorway. 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 513-745-1000.
- DO NOT use anything with an open flame, such as a cigarette lighter, matches, torches, lanterns, etc. since gas leaks may be present.
- Open windows and doors to ventilate the building, be aware of possible 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 police at 513-745-1000 so rescuers can respond to assist.

5.5 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, Campus Services Building occupants are to proceed to the appropriate exit, as indicated by posted evacuation signs, and vacate the building. An alternate is provided in case exits or stairways are blocked. If possible, activate the nearest fire alarm pull station, call Campus Police at 513-745-1000, and advise them of the situation.

- Building occupants are to assemble at the assembly point, the lobby of Fenwick Place.
- A head count should be conducted to ensure all personnel are accounted for. Should any 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 as you leave the building; this will help prevent the smoke and fire from spreading.
- Do not attempt to use an elevator.
- If you encounter smoke, stay low or crawl if necessary, since the air near the floor is usually cleaner. If available use a wet rag to filter the air by placing it over your mouth as you escape.
- 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 proper authorities.

If clothing catches fire:

- STOP DROP and ROLL.
- Do not run.
- Smother the flames by wrapping yourself, or 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 police, 513-745-1000. Tell the dispatcher that you are trapped and provide them with your location.
- If there is a window, signal rescuers with a rag, piece of paper, clothing, etc.
- If there is visible smoke outside do not open the window.
- 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.

5.6 Gas Leak

In the event of a gas leak, DO NOT activate the fire alarm. Contact the Office of Physical Plant at 513-745-3151 immediately, and then call Campus Police at 513-745-1000. Verbally notify other building occupants to evacuate the area.

5.7 Tornado

Tornado preparedness means that you know the difference between a tornado WATCH and a tornado WARNING. Building occupants need to know where the tornado shelters are in Campus Services Building and when to initiate the proper procedures. In Campus Services Building, the tornado shelter is in the eastside of the Mail Center and away from 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, exit 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 imminent danger.
- Notify Campus Police of injured persons and follow their direction.

6. Training

Training will be provided to all Campus Services Building 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.

7. Alarm Systems

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

| EMERGENCY | METHOD OF NOTIFICATION | REQUIRED ACTION |
|------------------|-------------------------------------|--|
| Fire | Fire Alarm System/RAVE notification | Evacuate building |
| Tornado | Community Siren/RAVE notification | Proceed to designated shelter area |
| Chemical Spill | Verbally/RAVE notification | Evacuate room if necessary - Contact University Designee |
| Bomb Threat | Verbally/RAVE notification | Contact Campus Police |
| Earthquake | Verbally/RAVE notification | Get under sturdy furniture, such as a table, desk or doorway |
| Gas Leak | Verbally/RAVE notification | Evacuate building Contact Physical Plant/Campus Police |

CAMPUS POLICE 745-1000

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