Emergency Action Plan

For

Health United Building (HUB)

1723 Cleneay Ave.

Xavier University

Date

August 13, 2019
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Emergency Action Plan

1. Introduction

In the event of an emergency, this plan will be followed to ensure the safety and health of students, employee and guests. This plan will also ensure that all students, employees and guests 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 The Health United Building (HUB) on the campus of Xavier University. Building occupants include, but are not limited to the following departments/areas:

- Counseling Services
- Health Services (operated by) Tri-Health
- Health Services Administration
- Nursing
- Occupational Therapy
- Radiologic Technology
- Recreational Sports and Aquatics
- Sports Studies
- Student Wellbeing Services (facilitated by) Tri-Health
- The Center for Population Health

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

2. Responsibilities

In an emergency, all HUB students, employees and guests 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>CODE</th>
<th>NAME</th>
<th>Phone Number</th>
<th>Cell Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Coordinator</td>
<td>Glenn Arnold</td>
<td>513-754-3671</td>
<td></td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
</tr>
<tr>
<td>Alt. Building Coordinator</td>
<td>MaryBeth Sullivan</td>
<td>513-745-3041</td>
<td>513-509-1157</td>
<td><a href="mailto:Sullivanm25@xaiver.edu">Sullivanm25@xaiver.edu</a></td>
</tr>
<tr>
<td>Back-Up</td>
<td>TBD</td>
<td></td>
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</tr>
</tbody>
</table>
All building occupants should exit the building by way of a predetermined route of egress and assemble in the Smith Hall (Williams College of Business) parking lot 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>Number</th>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>745-1000</td>
<td>Explosion</td>
<td>745-1000</td>
</tr>
<tr>
<td>Fire</td>
<td>745-1000</td>
<td>Crimes in Progress</td>
<td>745-1000</td>
</tr>
<tr>
<td>Ambulance</td>
<td>745-1000</td>
<td>Broken Water Pipes</td>
<td>745-3151</td>
</tr>
<tr>
<td>Emergency Medical</td>
<td>745-1000</td>
<td>Power Outage</td>
<td>745-3151</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.

3. Emergency Escape Routes, Assembly Points and Shelters

Emergency escape routes and designated assembly points are posted throughout the building in conspicuous locations for HUB students, employees and guests to follow in case of an emergency. HUB students, employees and guests should familiarize themselves with these routes and assembly areas as soon as possible in case of an emergency.

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...
In addition to this building plan, Tri-Health has additional emergency procedures based on the scope of their work. A link to that plan is below:

**Tri Health Services Emergency Plan**

### 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, HUB students, employees and guests 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.
- HUB personnel are to assemble in their designated area in the Smith Hall (Williams College of Business) parking lot. 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.

**Chemical Spill Procedure:**
Certain HUB employees 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 XUPD at 513-745-2000. XUPD will in turn notify the Office of Physical Plant and other emergency service providers as needed.
- 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. A tornado WATCH means that weather conditions are favorable for the creation of a tornado. A tornado WARNING means that a tornado has been spotted on the ground and has potential for causing injuries and damage.

In the event of a tornado WARNING, please move to the lowest possible floor of the structure and into interior rooms that have no glass windows or glass panels. Remain in that area until confirmation that the tornado has moved out of our area or dissipated.

**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 the Smith Hall (Williams College of Business) parking lot.
- 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. Every attempt should be made to place this call from a landline or a campus assistance phone rather than a cellphone.
  • 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 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 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.

4.7 Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people
in a confined and populated area; in most cases, active shooters use firearms(s), and there
typically is no pattern or method to their selection of victims. 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 has adopted the “Run, Hide, Fight” model for training on this topic.
RUN and escape, if possible.
• Getting away from the shooter or shooters 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 individuals from entering an area where the active shooter may
be.
• Call 911 when you are safe, and describe shooter, location, and weapons.

**HIDE**, if escape is not possible.
• Get out of the shooter’s 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 lights.
• Don’t hide in groups - spread out along walls 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 a window.
• Stay in place until law enforcement gives you the all clear.
• Your hiding place should be out of the shooter's 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 severe or lethal injury to the shooter.
• Throw items and improvise weapons to distract and disarm the shooter.

What happens when law enforcement arrives?
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
• Officers may be armed with rifles, shotguns, handguns
• Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:
• Remain calm and follow officers’ 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 toward officers such as holding on to them for safety
• Avoid pointing, screaming and/or yelling
• Do not stop to ask officers for help or direction when evacuating; proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:
• Location of the active shooter
• Number of shooters, if more than one
• Physical description of shooter/s
• Number and type of weapons held by the shooter/s
• Number of potential victims at the location and types of injuries 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 premises. 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.

5.0 Training
Training will be provided to all HUB 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 employees 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/RAVE notification</td>
<td>Evacuate building</td>
</tr>
<tr>
<td></td>
<td>Community Siren/RAVE</td>
<td>Proceed to designated shelter</td>
</tr>
</tbody>
</table>
### Tornado
- **Notification**: Verbally/RAVE notification
- **Area**: Evacuate room if necessary - Contact University Designee

### Chemical Spill
- **Notification**: Verbally/RAVE notification
- **Area**: Evacuate room if necessary - Contact University Designee

### Bomb Threat
- **Notification**: Verbally/RAVE notification
- **Area**: Contact Campus Police

### Earthquake
- **Notification**: Verbally/RAVE notification
- **Area**: Get under sturdy furniture, such as a table, desk or doorway

### Gas Leak
- **Notification**: Verbally/RAVE notification
- **Area**: Evacuate building

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**CAMPUS POLICE 745-1000**

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