

**Missouri University of Science and
Technology (Missouri S&T)**

**Student Design and
Experiential Learning Center**

**Emergency Action Plan
January 2010**

**Date Revised: January 5, 2010
Revised By: Richard Dalton**

**Department Emergency Action Plan
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Quick Reference – Department / Campus Emergency Contact Information

Department Emergency Contact & Duty Information

Title	Name/Department	Work Number	Home Number	Cell Number	Duties
Primary Department Emergency Coordinator	Richard Dalton	573-341-6104	573-364-5175	573-578-2074	Manager, safety and shop operations
Secondary Department Emergency Coordinator	Bob Phelan	573-341-6782	573-364-0960	573-201-8080	Project Manager
Department Primary Contact	Richard Dalton	573-341-6104	573-364-5175	573-578-2074	Manager, safety and shop operations
Department Secondary Contact	Bob Phelan	573-341-6782	573-364-0960	573-201-8080	Project Manager
Department Third Contact	Paul Hirtz	573-341-4029	573-364-0760	573-578-1408	Center Director

Campus Emergency Contact Information		
Department		Phone Number
University Police	Emergency	573-341-4300
	Non-Emergency (General Info)	573-341-4111
Environmental Health and Safety	During Normal Working Hours (8:00 a.m. – 4:30 p.m.)	573-341-4305
	After Hours	573-341-4300
Campus Facilities	Utility Outages (Electric, Steam, Water) During Normal Working Hours: 8:00 a.m. – 4:30 p.m.)	573-341-4252
	General Information (after hours)	573-341-4300

ABBREVIATION INFORMATION

SUMMARY OF ABBREVIATIONS:

Missouri University of Science and Technology (Missouri S&T)

Emergency Action Plan (EAP)

Emergency Operations Plan (EOP)

Emergency Operations Director (EOD)

Emergency Operations Center (EOC)

Primary Emergency Coordinator (PEC)

Secondary Emergency Coordinator (SEC)

Business Policy Manual (BPM)

University of Missouri (UM)

Standard Operating Procedures (SOP)

Rolla City Fire Department (RFD)

PURPOSE

UNIVERSITY EMERGENCY OPERATIONS PLAN

Missouri S&T, in accordance with state and federal guidelines, has developed an Emergency Operations Plan (EOP) which will be implemented in the event of a disaster. A disaster is defined for purposes of the EOP as any type of situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation.

This Department Emergency Action Plan (EAP) is a subset of the EOP. It is designed to assist University departments in developing plans to be implemented during emergency situations. There are input fields provided for the departments to add specific information. No other alterations should be made. Specific EAP information concerning unique activities within a department can be added as an attachment.

In the event that a disaster does occur, the Director of University Police or his/her designee will act as the Emergency Operations Director (EOD) and will coordinate the implementation of the EOP in responding to and recovering from the disaster. All activities and decisions relating to the disaster will be made from the Emergency Operations Center (EOC). The EOC is located at University Police Headquarters in the Campus Support Facility building – Room #G29. The EOP can be reviewed at <http://police.umr.edu/eop/index.html>

EMERGENCY PREPAREDNESS

When dialing emergency phone numbers on campus from a campus phone, pick up the phone and dial the number desired. As an example, when reporting an emergency, call University Police at **4300**. When making phone calls off-campus from a campus phone, the number three (3) will have to be dialed first, followed by the number desired. Other important numbers are listed in **BOLD** font throughout this plan.

- Know the location of **FIRE ALARM PULL STATIONS, FIRE EXTINGUISHERS and EXITS**.
- Know evacuation routes for your area.
- Personnel working with petroleum or hazardous materials should keep spill clean-up supplies readily available.
- Get an all-weather radio with battery and audible alarm back-up.
- Discuss preparedness plans with personnel in your area.

EMERGENCY INFORMATION

Two phone lines have been set up to provide information during a campus-wide disaster. In the event of a disaster, faculty and staff should call **341-7888 (7888 from a campus phone)** and students should call **341-MINE (6463) (6463 from a campus phone)**. These numbers will feature a recording with information relevant to the current situation.

EMERGENCY PROCEDURES POSTER

This poster is displayed in all campus buildings. It should be used as an easily accessible tool in responding to various campus emergencies. The emergency scenarios listed below are reviewed in greater detail in the EAP.



EMERGENCY PROCEDURES

REPORT ALL EMERGENCIES TO UNIVERSITY POLICE

DIAL 4300

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked)
- Do not use elevators
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving
- Follow directions given by emergency personnel
- Assist persons with disabilities

FIRE

- Set off fire alarm and call 4300 to report the location of fire or smoke
- Evacuate building if necessary and assist persons with disabilities
- Close doors when leaving the building
- **DO NOT USE ELEVATORS**
- **HEAVY SMOKE**, stay close to floor, air will be less toxic
- Reenter building **ONLY** when told "all clear"

WEATHER EMERGENCY

- Tune radio to KTTR AM 1490 for weather conditions
- Be prepared to shelter in place until you are notified by Missouri S&T officials that it is safe to leave

TORNADO

- A. Tornado Watch - Weather conditions are right for a tornado
 - Encourage occupants to remain inside
- B. Tornado Warning - A tornado has been sighted
 - Stay away from windows
 - Seek refuge on lower floors (interior corridors) of buildings
 - Get under desks or tables and protect your head
 - Outdoors- seek refuge in ditches
 - Cars- evacuate car, seek refuge in ditch
 - Administer first aid to the injured

SUSPICIOUS OBJECT/PACKAGE

- Do not touch or disturb the object or package
- Call University Police at 4300
- Notify your supervisor

SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building or office
- Do not block the person's access to an exit
- Call University Police at 4300
- Provide as much information as possible about the person and their direction of travel

EMERGENCY PREPAREDNESS

- Know the location of **EXITS** and **FIRE EXTINGUISHERS**
- Know evacuation procedures for your area
- Personnel working with petroleum or hazardous materials should keep spill clean-up supplies readily available
- Get battery-operated weather radio
- Discuss preparedness plans with personnel in your area
- Call EHS for fire extinguisher training

FLOODING

- Do not walk through flowing water or drive through flooded areas
- Stay away from electrical lines

MISSOURI S&T EMERGENCY PROCEDURE Revised 10/07

STUDENT DESIGN AND EXPERIENTIAL LEARNING CENTER

ENGINEERING RESEARCH LABS - 112 ERL, 500 W. 16TH STREET - 573-341-7546

EMERGENCY CONTACTS/CALL TREE AND DUTIES

➤ **Primary Emergency Coordinator (PEC): Richard Dalton**

- Responsible for the implementation and updating of this plan.
- All emergencies will be reported to the Emergency Coordinator by telephone or by runner.
- Responsible for ensuring that employees are notified of the emergency.
- Perform survey of those present to determine whether anyone is potentially missing and possibly still in the building.
- Meet Emergency Responders when they arrive at the building to provide additional information as needed.
- Communicate potential issues to Emergency Responders, i.e. occupants who might still be in the building, location of fire, known dangerous situations, etc.
- Work with the University Public Relations Office to handle communications with the news media. The Public Relations Office is responsible for coordinating all communications with the news media.
- Within 48 hours following the end of the emergency, meet with all involved parties to discuss the occurrence and to document the details.

➤ **Secondary Emergency Coordinator (SEC): Bob Phelan**

- Assist the Primary Emergency Coordinator in the execution of the plan during a disaster.
- Assist in surveying those present to determine whether anyone is potentially missing and possibly still in the building.
- Assume all responsibilities of the Primary Emergency Coordinator (PEC) in the absence of the PEC.

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RESPONSE PROCEDURES FOR EMERGENCIES

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures please call the University Police (573-341-**4300**) (**4300 from a campus phone**)

I. CAMPUS VIOLENCE

An emergency whistle signal will be sounded when a severe violent campus event is taking place. The emergency campus whistle is used only as an attention-getting device. If you hear the whistle sound, immediately seek information through text messages, radio, e-mail, campus web site or by calling (573-341-7888)(7888 from a campus phone) for faculty / staff or (573-341-mine (6463) (6463 from a campus phone)for students to gain further information about the threat level. If emergency warrants leave the campus immediately if safe to do so.

No all-clear whistle will be sounded; the whistle is used only for warnings. Verbal notification, text messages, radio, e-mail, or campus web site will be used for an all-clear signal.

If you are involved in a situation where someone has entered the area and started shooting a firearm, or is threatening to detonate an explosive device, the following is a list of recommended actions:

- In the event of an explosive device threat, if possible, exit the building immediately and stay at a distance of 500 feet or about the length of two football fields. In the event of an active shooter, if it is not possible to exit the building, lock yourself in an office or room (see steps below).
- Notify anyone you may encounter to exit the building immediately.
- Notify University Police at (573-341-**4300**) (**4300 from a campus phone**) as soon as possible.
- Give the Dispatcher the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or physical description of shooter (if known)
 - Number of persons who may be involved
 - Your location

If you are directly involved and **exiting the building is not possible**, or if the **violence is occurring outside a building**, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- Avoid being near doors or windows.
- Keep quiet and act as if no one is in the room.
- **DO NOT answer the door.**
- Notify University Police at (573-341-**4300**) (**4300 from a campus phone**) as soon as possible.
- Give the Dispatcher the following information:
 - Your name
 - Your location (be as specific as possible)
 - Number of shooters (if known)
 - Identification or physical description of shooter (if known)
 - Number of persons who may be involved
- Wait for University Police or local authorities to assist you out of the building.

II. ORAL OR WRITTEN THREAT TO PEOPLE OR FACILITIES - BOMB THREAT

- Record time and date of call or receipt of message.
- If caller, keep on line as long as possible and attempt to determine the following:
 - Who or what are you attempting to harm?
 - What is to happen?
 - When is it to happen?
 - Where is it to happen?
 - How is it to happen?
 - Listen closely for background noises
 - Listen closely for voice type (male, female, voice quality, accents etc.)
 - Why are you making the threat?
 - Note if caller knows area by description of location.
 - Note caller's phone number if you have a display phone.
- When the caller hangs up, call University Police (573-341-**4300**) (**4300 from a campus phone**) and report the above information.
- Notify your immediate supervisor and the Department PEC.
- A decision will be made by the Department Chair, Department PEC and/or University Police on whether a building evacuation is warranted. If evacuation of the building occurs, exit the building immediately and stay at a distance of 500 feet or about the length of two football fields.

You should not touch any suspicious or unfamiliar objects. **DO NOT conduct any type of search until police personnel arrive on scene.**

III. VIOLENCE IN THE WORKPLACE

Missouri S&T strives to provide a safe and secure work environment for all employees. Toward this end, intimidation, threats and acts of violence, with or without the presence of a weapon, will not be tolerated. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination.

➤ **Definitions**

For purposes of this policy:

- Workplace environment is defined as all University facilities or other locations where an employee is engaged in University business.
- Employee is defined as faculty, staff and student employees.
- Intimidation is defined as an act towards another person, the result of which could reasonably cause the other person to fear for his or her safety or the safety of others.
- Threat of violence is defined as a communicated intent to inflict physical or other harm to any person or to property.
- Violence is defined as the deliberate and wrongful abuse or damage of other persons, self, or property.

➤ **Procedures**

Employees, who are the victims of violence, believe they may be the recipients of violence, or who have knowledge of potential violence against others, are encouraged to promptly notify an appropriate administrator, University Police and/or Human Resources.

IV. THREATENING OR POTENTIALLY DANGEROUS INDIVIDUALS WITH MENTAL HEALTH ISSUES

A person whose behavior has become threatening, disruptive, or violent requires a different kind of approach. A very small number of people become aggressive when they are extremely frustrated by a situation that seems beyond their control. Although most individuals rarely become violent, it does occur and it is important to know how to respond. Here are some guidelines:

- **If in doubt with any situation, call University Police for assistance (573-341-4300) (4300 from a campus phone).**
- **What are the Signs of a Person in Distress?**
 - Marked Changes in Academic/Work Performance or Classroom/Work Behavior
 - Poor performance or lack of preparation / excessive absences or tardiness
 - Repeated request for special consideration, especially when this represents a change from previous functioning
 - Unusual or changed pattern of interaction
 - Avoiding or dominating discussions
 - Excessive anxiety when called upon in class
 - Disruptive behavior
 - Exaggerated emotional response obviously inappropriate to the situation
- **Unusual Behavior or Appearance**
 - Depressed or lethargic mood
 - Hyperactivity or very rapid speech
 - Unexplained crying
 - Irritability or angry outbursts
 - Swollen or red eyes
 - Change in personal hygiene or dress
 - Dramatic weight loss or gain
 - Strange or bizarre behavior
- **References to Suicide, Homicide or Death**
 - Expressed thoughts of helplessness or hopelessness
 - Overt references to suicide
 - Isolation from friends or family
 - Homicidal threats
- **If You Feel Uneasy About a Individual's Behavior**
 - Respect your feelings of unease and discuss them with a colleague, your department chair, administrator, or consult with the Counseling Center.
 - Identify exactly what is making you feel uneasy (individual is rude, speaks in a loud or threatening manner, or makes threats)
 - Meet with the individual and ask him/her to change the behaviors that are causing a problem
 - Make sure that other staff or faculty members are nearby when you meet with the individual
 - Refer the individual for help with whatever might be causing the problem (e.g. stress, learning difficulties, or personal problems)
- **If a Threatening or Violent Situation Occurs During Class**
 - Ask the student to accompany you to discuss the situation in the department office or somewhere where help is available
 - Avoid being alone or isolated with the student
 - Seek help from the University Police and consult with the Counseling Center staff as needed

- **If You are Alone with an Angry, Verbally Abusive, or Physically Threatening Person**
 - Acknowledge the person's anger and frustration calmly (e.g. "I can see how upset you are because you feel your rights are being violated and no one is listening to you.")
 - Allow the person to vent his or her feelings and frustrations
 - Calmly tell the person that verbally abusive behavior is unacceptable (e.g. "When you yell at me, I find it hard to listen to you.")
 - Avoid arguing, shouting, becoming hostile or threatening (e.g. "I'll have you expelled from school," or "I'll have you fired.")
 - Don't touch the person
 - Leave the situation if possible

V. FIRE

- If you discover a fire, you should activate the Fire Alarm System.
- From a safe location call University Police (573-341-**4300**) (**4300 from a campus phone**). Give the nature and location of the fire. **DO NOT HANG UP UNTIL UNIVERSITY POLICE STAFF HAVE ALREADY HUNG UP!**
- Evacuate the building utilizing the escape routes outlined by the Department PEC. You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed but not locked upon evacuating. **DO NOT use elevators unless directed by emergency personnel.**
- If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist those individuals in evacuating the building, if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open the window if possible but do not break it, hang something from/in the window (HELP) to let fire personnel know you are there and put something in cracks around the door, phone University Police at (573-341-**4300**) (**4300 from a campus phone**) if possible.
- Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being.
 - Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
 - When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
 - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
 - Remember the acronym **P.A.S.S.**
 - **P**ull the pin.
 - **A**im at the base of the fire.
 - **S**queeze the discharge handle.
 - **S**weep from side to side.
- If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the Department PEC who will notify the Fire Department Officer in charge.
- The Department PEC will attempt to conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not re-enter the building, go to another area of campus or leave the campus, until advised to do so by the Department PEC.
- Report to your supervisor.

VI. ACCIDENTS AND INCIDENTS

➤ Accidents and Incidents Involving Students, University Personnel* and the General Public:

In the event an injured party is discovered on University premises by University personnel, all reasonable care should be provided to the injured party. This assistance would include, but not be limited to:

- rendering of first aid only by persons qualified to do so;
- requesting of emergency medical aid on behalf of the injured party.

Transportation should **NEVER** be performed by anyone other than trained medical personnel unless an ambulance is unable to respond to a life-threatening situation.

➤ Medical attention for injured person(s)

Any injured individual(s) should be urged to seek medical attention:

- Students - report to Student Health Services
- Members of the general public - report to the physician of their choice

A "Student and General Public" injury form from the University of Missouri (UM-200) should be completed (See BPM-707 of the Business Policy Manual). The form may be obtained from the Environmental Health and Safety office or from this website:

www.umsystem.edu/ums/departments/fa/management/records/forms/risk/um200.pdf. This form is to be forwarded immediately to the office of Environmental Health and Safety.

*Please refer to UM Business Policy Manual, BPM-704, regarding Worker Compensation reporting and refer to the following websites for forms and approved medical facilities:

Forms

http://ehs.UMR.edu/insuranceworkerscomp/workerscomp/work_comp_forms.html

Approved Medical Facilities

http://ehs.UMR.edu/insuranceworkerscomp/faq/work_comp.html

VII. WEATHER

➤ **OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE**

- Specific information regarding the actual nature of the emergency will be broadcast by the local media. The following radio stations serve the area in broadcasting local emergency information;
 - **KMST – 88.5 FM**
 - **KZNN – 105.3 FM**
 - **KTTR – 1490 AM**
 - **KDAY – 103.1 FM**
 - **KKID – 92.9 FM**
- **No all clear signal siren will be sounded; sirens are used only for warning.**
- When notified of a thunderstorm warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
- The Department PEC should provide a list of potential tornado shelter locations for department personnel.
- Upon notification of a Tornado Warning, take shelter in one of the areas designated by your Department PEC.
 - This is typically the lowest area of your building. Stay away from windows.
 - If you are unable to seek shelter in one of the designated areas, move away from windows. Stay away from auditoriums, gymnasiums, areas having a wide, free span roof, or the upper levels of a building. Take cover under heavy furniture.
 - If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the Tornado at a right angle.
 - If you live in a campus residence hall, avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail
- If you come into contact with a student or visitor you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter you should assist the individual in getting to or taking shelter.
- After the danger has passed you should report to the Department PEC so he/she can take a survey of all present to determine if anyone is potentially missing.
- Report to your supervisor.

VIII. HAZARDOUS MATERIALS

- Immediately inform all in the area to leave the area.
- Contact University Police at extension (573-341-**4300**) (**4300 from a campus phone**).
- Inform University Police of the type and amount of material involved so they may in turn notify Environmental Health & Safety.
- For a small spill, use absorbent material to try and contain it.
- **DO NOT attempt to clean up a large chemical spill on your own without permission of the Environmental Health & Safety Department.**
- If the chemical comes into contact with any person:
 - Remove all contaminated clothing.
 - If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
 - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.

IX. RADIOLOGICAL

- Contact University Police at extension (573-341-**4300**) (**4300 from a campus phone**); give details about the emergency.
- Follow the University's radiation emergency protocol (posted in each authorized area) and standard Operating Procedures (SOP 501) – for the Missouri S&T Reactor.
- Remember to prevent the spread of contamination, **DO NOT leave the area and limit movement until those affected can be determined, evacuating those not affected.**
- **DO NOT attempt to clean up any radioactive spill on your own without permission of the Radiation Safety Office.**

X. EARTHQUAKE

- Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks.
- Stay indoors if already there.
- If indoors take cover. Suggested locations inside buildings that provide cover include:
 - Standing in a doorway and bracing your hands and feet against each side
 - Getting under sturdy furniture, such as work tables or desks
 - Standing flat against an interior wall
 - **DO NOT SEEK COVER UNDER LABORATORY TABLES OR BENCHES, CHEMICALS COULD SPILL AND CAUSE HARM**
- Stay near the center of the building and avoid glass windows and doors.
- If outdoors, stay in open areas, away from buildings and structures, and a safe distance from utility wires.
- After tremors have stopped, gather valuables, if doing so will not jeopardize the personal health and safety of yourself and others, and quickly leave the building. **DO NOT USE ELEVATORS.**
- If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist the individual in evacuating the building if doing so will not endanger the personal health and safety of yourself and the individual needing assistance.
- The Department PEC will attempt to conduct a brief survey of all present to determine if anyone is potentially missing and possibly remains in the building. You should not re-enter the building, go to another part of campus or leave the campus, until advised to do so by the Department PEC.
- After tremors have stopped, stay away from damaged buildings and structures. Avoid going through or near buildings where there is a danger of falling debris.
- Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
- Report to your supervisor.

XI. MECHANICAL EQUIPMENT OR OTHER PHYSICAL FACILITY EMERGENCIES

- Call Physical Facilities (573-364-4252) during the weekday work hours or University Police (573-341-4300) (4300 from a campus phone) at night.
- Do not attempt to correct the mechanical emergency.
- If fire ensues, follow procedures outlined for a Fire Emergency.

XII. PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

- In the event of any emergency there maybe members of a department who will need assistance in evacuating the building, taking shelter, taking cover, etc.
- If you encounter someone who needs assistance during an emergency you should attempt to assist the individual, if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
- If you know or have reason to know that you will need assistance during an emergency you should report that information to the Department PEC as soon as possible.
- More details about emergency evacuation for persons who need assistance can be found in Appendix A.
- The following people have expressed to the Department PEC the need for assistance in the event of an emergency

Known Persons Needing Assistance			
Name/ Department	Room Number/ Location	Dept. Phone	Type of Assistance Needed

XIII. TRAINING

- The EAP should be reviewed with all occupants at the following times: Initially when the plan is developed, whenever the employee's responsibilities or designated action under the plan change, and whenever the plan is changed.
- Before implementing the Department EAP, the Department PEC and Department Managers/Supervisors should designate a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- At the beginning of each semester instructors should review with students the designated tornado shelter for the buildings in which the classes are being conducted.
- At least annually employee meetings are to be held to review the contents of the EAP with employees and revise the plan as appropriate.
- Drills should be conducted and full participation encouraged in March (Severe Weather/Tornado Drill) and October (Fire Drill) of each year.
- All training must be documented in writing and copies of the employee reviews pertaining to this EAP must be maintained within the department.

XIV. PLAN REVIEW

- A copy of the Department specific Emergency Action Plan must be sent to University Police (573-341-4300) (4300 from a campus phone) after completion.
- The EAP will be maintained by the Department PEC and made available to all within the department.

XV. PLAN UPDATES – DEPARTMENTAL INFORMATION

- Any revisions to the EAP will be forwarded to the PEC / SEC.
- It will be the responsibility of the department chair/director to contact University Police if any changes affect the EAP (i.e., PEC / SEC changes, etc.).
- The EAP is not to be altered in any way without prior approval from University Police.

APPENDIX A **EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES**

General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. Faculty, staff, students, and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Select an individual(s) from the department to become an evacuation assistant. The individual(s) should be willing to assist you in case of an emergency.
- Ask supervisors, instructors, or Department PEC about evacuation plans for the buildings.

Most University buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible for people to move into unaffected wings of the building rather than exiting. However, in most University buildings people will need to use stairways to reach building exits. **Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.**

Evacuation Options

Persons with disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

➤ **Horizontal**

- Using building exits to the outside ground level.
- Going into unaffected wings of multi-building complexes.

➤ **Stairway**

- Using steps to reach ground level exits from the building.

➤ **Stay in Place**

- Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door.
- With this approach, the person may keep in contact with University Police by dialing (573-341-**4300**) (**4300 from a campus phone**) and report his or her location directly. University police will immediately relay this location to on-site emergency personnel who will determine the necessity for evacuation.
- Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.
- A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ³/₄ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

➤ **Area of Refuge**

- With an evacuation assistant, go to an area of refuge away from obvious danger.
- The evacuation assistant will notify the Department PEC or on-site emergency personnel of the location of the area of refuge.
- Emergency personnel will determine if further evacuation is necessary.
- Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and elevator lobbies.
- Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Rolla City Fire Department (RFD). The RFD will tell the individual their decision or relay the information via the University Police.

Disability Guidelines

➤ **Mobility Impaired - Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should tell RFD or University Police the location of the person with a disability. If the person with a disability is alone, he/she should phone University Police at (573-341-**4300**) (**4300 from a campus phone**) with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (RFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

➤ **Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

➤ **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

➤ **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The evacuation assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. The evacuation assistant should communicate to the impaired person as necessary to assure safe evacuation.

Student Design and Experiential Learning Center Emergency Action Plan

PLAN ACKNOWLEDGEMENT

I have reviewed the Emergency Action Plan (EAP) for "Student Design and Experiential Learning Center" I agree to adhere to it.

Print Name

Signature

Date

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