Emergency Action Plan
Policy Statement:
According to University procedures on emergency evacuation, it is stated that in the case of an emergency situation the first response is to immediately evacuate the building. Upon evacuation, each person occupying the room must be familiarized with the designated meeting points for that room/building/department. In the event of a catastrophic emergency notify the University police (911 on campus) immediately. The University police are in charge of dispatching the call to the Normal Fire Department. Priority of the University is to protect the lives of all individuals on the campus of ISU.

Means of Notification:
Employees are alerted for emergency evacuation by the SOUNDOING OF THE FIRE ALARM OR AN ANNOUNCEMENT VIA DIRECT VERBAL NOTIFICATION. The emergency evacuation signal is the activation of the fire alarm system, which consists of the sounding of the fire alarm horns and flashing of the visuals throughout the entire building. Announcements for evacuation can also be made by authorized personnel coming directly to the offices and making notification.

Preferred Means of Reporting Emergencies:
All personnel on campus should know what procedures to follow in the case of an emergency in their immediate area, or at the sounding of an alarm. If you discover an emergency, the following procedures should be taken:

Prior to evacuation: Emergencies should be reported by phone to Illinois State University Police via phone (911). Provide name, location, and the nature of the emergency. Do not hang up until authorized to do so, or circumstances require it.

During or after evacuation: Emergency information should be communicated either by phone or radio to Illinois State University Police or directly to emergency personnel on the scene. The emergency command center will be on the east side of the building.

Fundamental Evacuation Policy:
The procedures below are following the event of an emergency (i.e. fire, explosion, toxic gas release, etc). The location of the floor plans for this room are located [Location of floor plans here]. The nearest alarm system for [Enter department, building, room #] is located [Give destination of closest alarm] and is [Description of alarm system]. The following procedures must be considered:

- All employees are to immediately evacuate the building in the event of an emergency.
- All visitors within the rooms need to be notified and evacuated with the employees.
- There are no designated personnel required or identified to remain in the building for any reason.
- Personnel within the building will evacuate by the nearest means available.

**DO NOT use the elevators in the event of a fire**

Means of Evacuation:
- Primary Evacuation Route For Room [Enter Room #]:
- If the nearest exit is non-accessible, use the Secondary Evacuation route [Enter secondary evacuation route].
- In [building name] there [are/are not] identified areas of refuge.
- At no time, or for any reason, are personnel to remain in the building during an evacuation except as identified below.

Disabled occupants must be given special attention. If they are unable to exit the building unassisted make sure there is an escape route designated specifically to address disabled. The plan of action for a disabled individual at [Name of department, building, room #] is the following [Enter plan of action here]. Elevators
are designed to **stop** operating when the alarm is sounding so alternate escape routes must be in place. Transporting the disabled individuals up and down stairwells should be avoided until emergency response personnel have arrived unless imminent life-threatening conditions exist. If this is the case, relocate the individual to a safe area on the same floor, in close proximity to an evacuation stairwell.

**Use of Portable Fire Extinguishers:** Employees are not trained in the use of any portable fire extinguisher and therefore should not use them to fight a fire. In the event of a fire, employees are to evacuate immediately.

**Critical Operations Shutdown:**

Hazardous equipment or process should be shut down before leaving unless doing so presents a greater hazard. Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified below. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. The individual(s) involved in the critical operations shutdown must be well aware of his/her responsibility and must have the appropriate training relevant to the situation. The following individuals listed below are in charge of the following critical operations shutdown:

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<th>Critical Operation Shutdown</th>
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**Locations Where Employees are to Gather:**

The primary rally point: [Primary rally point]
The secondary rally point or in the event of inclement weather: [Secondary/inclement rally point]

Emergency information will be provided to Illinois State University Police or emergency personnel on the scene immediately. All other information relating to the incident will be gathered and maintained for future use. For major incidents or if requested, a report will be submitted to the Environmental Health and Safety for a formal report.

No employee will be released from the rally point until all employees are accounted for. It is extremely important that all personnel known to have been in the building have evacuated and are accounted for. Remain out of the building until told by authorities you may return. In the event of an emergency, those who may be unfamiliar with this plan including any students or visitors, must be informed of the evacuation plan.

**Procedures to Account for all Employees:**

The list at the end of this plan must be filled out (and updated) to account for all individuals who are regular employees. Once everyone is at the rally point, a head count must be taken according to the list of employees in this plan. Often times not all employees will be present each day, knowing who is in the room on each day is very important. A system should be set up to ensure that each employee is accounted for every day.

**Rescue and Medical Duties:**

If someone is injured, not seriously, try to help him/her out of the building or to a safe spot within the building. If imminent danger is not a threat, do not move the person. Keep the person lying down, covered and warm. Rescue and medical duties are the responsibility of the Fire Department. First-aid can be performed by
EMERGENCY ACTION PLAN

[Insert Department Name Here]                                      Occupational Safety and Health Program

Student Health Services (438-8655 and minor incidents can be performed by the supervisor.  [Additional
rescue and medical duties inserted here]

Contacts:

For Further Information:

If further information is needed regarding names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under this plan. The following individual(s) can be contacted for further information regarding names and job titles:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Emergency Numbers:

Normal Fire Department (Emergency #)                               911-Goes via ISUPD
Illinois State University Police (Emergency #)                      911
Illinois State University Police (Non-Emergency #)                  438-8631
Environmental Health & Safety                                      438-8325
Asst Vice President Business Service and Human Resources            438-2143

Training:
Employees must receive training on all elements of this plan upon its initiation. Thereafter, new employees must receive training when first assigned to the Department. Additional training is necessary only when an employee’s required actions under the plan change, or when there are changes to the plan.

A method of training building occupants in the requirements of the emergency action plan is to give all employees a thorough briefing and demonstration. The following training is to be documented on the Laboratory Training Form and updated as needed.

List of Regular Employees

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________