

# Department Emergency Plan

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Revised: July 28, 2017

Department: \_\_\_\_\_

Date: \_\_\_\_\_

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Review at the Department Meeting on: \_\_\_\_\_

*(Required by OSHA 1910.38 and the Cleary Act of 1990)*

## Sections:

1. Emergency Response
  2. Evacuation Signal and Reassemble Points
  3. Evacuation Routes for Chemical Spills, Fires
  4. Shelter-Severe Weather/Earthquakes
  5. Emergency Procedures
  6. Department Information
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## 1. Emergency Response

### Emergency Response Agencies

University's Safety Officer, Dan Deeken 581-3319

Chemical Spills:

Call Work Control at 581-3416

Fire:

Charleston Fire Dept. Emergency 911

Police 911

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University Police Chief Kent Martin 581-3213

Hospital:

Sarah Bush Lincoln Emergency Room 258-2551

EIU Health Services 581-3013

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## 2. Department's Evacuation Signal and Reassemble Points

Bomb Threats Department Signal: \_\_\_\_\_

Note: Do not use the Fire Alarm, the electrical alarm may detonate the bomb.

Chemical Exposure Department Evacuate Signal: \_\_\_\_\_

Earthquake Department Signal: \_\_\_\_\_

Fire: Fire Alarm's Pull Box

Shelter-In-Place Department Signal: \_\_\_\_\_

### Emergency Routes and Emergency Exits

\*Provide map of building floor indicating emergency routes and exits.

Assembly Point: An Assembly Point is a place for your department members to gather during an emergency or after a disaster for further duties of take roll and accountability of students, staff, faculty and visitors; organize rescue; first aid; and support teams. Please designate your department's AP and an alternative AP. Provide a map with these areas clearly marked.

Assembly Point: \_\_\_\_\_

Alternative AP: \_\_\_\_\_

Responsible person for Facility-Staff's contact phone numbers list: \_\_\_\_\_

*Please take the list with you when evacuating the building.*

## 3. Department's Evacuation Routes for Chemical Spills, Fires

Chemical Spills: Call Work Control at 581-3416

Emergency Routs and Emergency Exits

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\*Provide map of building floor indicating emergency routes & exits.

Assembly Point: \_\_\_\_\_

Alternative AP: \_\_\_\_\_

Exiting for persons with disabilities should be conducted by the Fire Department Ambulance Service.

Department Staff should not attempt moving persons with disabilities without prior training or needed special equipment. Any person with a disability that needs to seek a protected area during a fire alarm may retreat to a stairway in the building. The stairways are designed to meet fire and smoke ratings and the fire department will use these stairways to access the building. Academic buildings recently remodeled and ADA's safe havens are provided and marked. Students, faculty, and staff should review the building layout and plan for a safe egress early in the semester. Students, faculty and staff should resist moving a person with a disability because they could cause more harm to that individual. If a person asks for assistance, ask the person with the disability how they would like to be assisted.

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## **4. Shelter for Severe Weather/Earthquakes/Domestic Violence**

Emergency Shelter Location: \_\_\_\_\_

### **SEVERE WEATHER (TORNADO)**

\*Provide map of building floor indicating emergency routes and exits.

### **TORNADO/EARTHQUAKE SAFETY PROCEDURES**

\*Occupants should move to the main or lower floor as quickly as possible. If time does not allow for movement, cover should be taken away from glass and under protective items such as tables. Once individuals have reached the shelter/"take cover" locations, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk or between fixed seating, if is available, with heads lower than the backs of the seats. If they are wearing heavy clothing or have access to heavy clothing, they should use these items to cover their upper bodies and heads. Hallways and stairwells are also acceptable shelters/"take cover" areas. Once the disaster area is stabilized, exit from the building to the Emergency Assembly Point.

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## SHELTER-IN-PLACE, BARRICADE IN PLACE

Today society appears to move at a faster pace than ever. People may experience stress for many different reasons and could reach the level of “Fight-Flight” if they perceive themselves as being in danger. Some of these manifestations are visible (rapid breathing, fixed gazes, raised tense shoulders, dilated pupils). A person whose aggressive response has been triggered requires more personal space than normal. Don’t close in unnecessarily—use extreme caution if necessary.

Social distances between people will vary with each condition—in public more than 12 feet between people should be observed, in a social environment 3-6 feet, and in a personal environment 1-3 feet. If a person is demonstrating violent behavior, he or she may change his or her required social distance without prior notification. Use the following safe distance guide:

UNARMED BEHAVIOR-GREATER THAN 10 FEET

CLUB OR EDGED WEAPON-GREATER THAN 21 FEET

FIRE ARM- KEEP PERSON IN THE LINE OF SIGHT; LEAVE THE BUILDING

A violent crisis may come up, in all cases call 911. If the person is believed to have a fire arm, leave the building. Move yourself to safety, and then call security. If building residents have expressed a “cause to feel uncomfortable,” call Human Resources Department. Do not try to become involved with the violent person. Let the University Police handle the situation as they are trained to handle such behavior.

## Crisis Management Strategies:

How a person should respond to any potential crisis situation:

1. Observation- Go about your day as normal as possible with the understanding that violent behavior could happen.
2. Escape-Plan your escape route before events require escape
3. Notify Human Resources if you feel uncomfortable and UPD if you believe there is a potential for violence. If the subject is armed, leave the building then call UPD.
4. Documentation-This will aid in handling the stress and confirm that you were correct in pursuing the problem.
5. Shelter-In-Place which require the building occupants to barricade themselves in their room.

Shelter-In-Place: The employees should proceed to the nearest available room in which you can take shelter.

Once you are there...

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In a real emergency, do all of the above, as well as:

- d. Take roll call, including the names of any visitors.
  - e. Turn off the lights and remain quiet and calm
  - f. Do not open the door for anybody!
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## 5. Emergency Procedures

### Emergency Procedures

1. Fire/Chemical Emergency
  - \*Exit the building per the map pg. 2
  - \*Stay with people in your department pg. 2 (AP)
  - \*Report to the department's staging area pg. 2 (AP)
  - \*Conduct an accountability numbers of your offices and classrooms associated with your department
  - \*Wait for further instruction pg. 2 (AP)
2. Severe Weather/ Earthquakes
  - \*Proceed to the Emergency Shelter as soon as possible  
(SEE SEVERE WEATHER/EARTHQUAKE SAFETY PROCEDURES)
  - \*Stay with people in your department
  - \*Report to the department's shelter area
  - \*Conduct an accountability numbers of your offices and classrooms associated with your department.
  - \*Wait for further instruction
3. Terrorism and Bomb Threats
  - \*Evacuate the building
  - \*Stay with people in your department
  - \*Report to the department's Assembly Point (AP)
  - \*Conduct an accountability numbers of your offices and classrooms associated with your department.

>Have the employees been trained in the Department Emergency Plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

>Have drills of practice evaluations been conducted in your department?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Periodic drills should be practiced to help employees become better prepared for emergencies. If help is needed, call the Campus Safety Officer at 581-3319

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## 6. Department Information

### Contingency Plan and Emergency Response Procedures

Academic Affairs Department will be notified by the VPAA's phone tree. The official notification method for the University is through your EIU email account. A text message method of delivering information is offered to faculty, staff, and student who choose to sign up for the service. An outdoor siren will notify the campus grounds of weather emergency and other emergencies. The siren will sound followed by a public address announcement.

### Department Information

#### Department

Name: \_\_\_\_\_

College: \_\_\_\_\_

#### Department Address

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Supervisor/Chair's Office Location: \_\_\_\_\_

Department. Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business Days and Hours: \_\_\_\_\_

(as apply)

Administrative Staff: \_\_\_\_\_

### Other Departmental Staffing Questions:

- College Safety Committee Chair: \_\_\_\_\_
- Other location(s) within your facility where a copy of this Emergency Plan is available: \_\_\_\_\_
- Lab Manager's Office: \_\_\_\_\_

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## Emergency Checklist

Review of all emergency equipment regularly by: Yes \_\_\_ No \_\_\_

Telephone list of staff and faculty: Yes \_\_\_ No \_\_\_

*(Required by OSHA 1910.38 (a) (2) (iii))*

Special needs of persons identified: Yes \_\_\_ No \_\_\_

Health Conditions (if department health exposures require a Chemical Spill, Hygiene Plan)

Department Chemical Spill Response: Yes \_\_\_ No \_\_\_

Department Chemical Hygiene Plan: Yes \_\_\_ No \_\_\_

Written and distributed by: \_\_\_\_\_

*Please submit your form through email in a PDF format. A copy of your department's Emergency Plan will be on file in the Environmental Health and Safety Office. OSHA and Cleary Act of 1990 requires each department to conduct an annual assessment of their department's emergency plan and training of the department's staff and faculty by January of each calendar year of the department's Emergency Plan.*

Dan Deeken, Campus Safety Officer

Environmental Health and Safety Office, FPM-South Building 581-7068