

Emergency Evacuation Action Plan

University Library Building

IUPUI University Library
Emergency Evacuation Action Plan

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Purpose and Scope

The Emergency Evacuation Action Plan (EEAP) has been developed to assist IUPUI employees, students, faculty and visitors in responding to any emergency incident which requires the evacuation of the IUPUI University Library building. It complies with the requirements of the National Fire Protection Association (NFPA) Standards, 1 and 101 and OSHA Regulations (Standards-29 CFR), 1910.38.

Responsibilities and General Procedures

General Procedures

This plan is a building specific guide provided to building occupants to familiarize themselves with basic emergency planning and response to emergency incidents. An emergency incident includes the following: fire; flood; hazardous chemical spill; tornado; earthquake; utility interruption; bomb threat or other violence. An emergency can be any event which places people or property at risk and which requires the trained response of all occupants of the building.

Training

All Building Wardens and Floor Wardens (and all Assistants) and all Buddies,(those individuals designated and trained to assist those with special needs) will receive a one hour training session which will include the following:

- Orientation of Emergency Evacuation Action Plan
- Familiarity with building layout and special considerations of occupancy
- Evacuation steps such as the location of stairwells, possible areas of refuge
- Locations of manual fire alarm pull stations and fire extinguishers
- Precise actions to take in the event of an emergency evacuation
- Training in the use of fire extinguishers
- Helpful information to look for from persons with special needs to escape
- Participation in a live evacuation drill to be conducted twice per calendar year

Training will be conducted by IUPUI Fire Protection Services.

If personnel turn over, additional training sessions should be conducted with new personnel.

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Responsibilities

The objective of Building Wardens, Assistant Building Wardens, Floor Wardens, Assistant Floor Wardens and Buddies is to assist with the safe evacuation of all building occupants in the event of an emergency.

Duties of Building Wardens and Assistant Building Wardens

1. Building Wardens are responsible for keeping a copy of the EEAP posted within their building at all times.
2. They should coordinate training for themselves, Floor Wardens and Buddies as appropriate.
3. In the event of an emergency, the Building Warden should proceed to a ground floor lobby and instruct all persons evacuating the building to move to a previously designated area away from the building.
 - a. Southeast: east of fountain along north side of New York Street by row of trees
 - b. Southwest: 2nd floor exit beyond corridor to Business/SPEA building
 - c. Northwest: breezeway by Entry #1 of Business/SPEA building
 - d. Northeast: lawn beyond Library street level entrance patio/sidewalks
4. The Building Warden and the Assistant should meet with the Floor Wardens outside the building to determine who is still inside the building and where they are located, as well as any other pertinent information. The Building Warden and the Assistant should relay this information to either the fire department or IUPUI Fire Protection Services.
5. The Building Warden and the Assistant should understand and follow the EEAP for IUPUI University Library.
6. They should review the Emergency Evacuation Drill report following any drill and the Alarm Report following an actual incident. These documents will be provided by Fire Protection Services.

Duties of Floor Wardens

1. The primary purpose of the Floor Warden and the Assistant Floor Warden is to accomplish a full evacuation of their floor in the event of an emergency which requires building evacuation. They are not expected to place themselves at risk or to attempt to extinguish a fire unless specific circumstances warrant.
2. The Floor Warden is responsible to select an Assistant and the appropriate number of Buddies for persons with special needs.
3. The Floor Warden and Assistant Floor Warden will coordinate with Buddies relative to making the appropriate evacuation information available to all new personnel, including those with special needs. The Floor Warden and Assistant Floor Warden are responsible for attending training and seeing that all Buddies on their floor also attend.

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4. Floor Wardens should be familiar with access to exits from their floor. They should be aware of any areas of refuge that may be available on their floor. They should know the location of the nearest manual fire alarm pull station and the location of fire extinguishers on their floor.
5. They should follow the specific EEAP for their building. They should instruct building occupants in the appropriate evacuation procedure and should check with Buddies relative to the number of persons with special needs who may be remaining in the building to await rescue by the fire department. The specific information as to where and how many should be relayed to the Building or Assistant Building Warden or to first responders.
6. Any information about the details of the reason for the evacuation, (fire, power outage, spill, etc.) should be passed along to the Building Warden or the Assistant once evacuation is complete.

Duties of Buddies

1. Buddies, appointed by Floor Wardens, will be trained to assist persons with special needs in evacuating a building in an emergency.
2. Buddies will be familiar with this document, especially the section, Evacuation of Individuals with Disabilities.
3. Buddies should be chosen from persons with a genuine desire to assist those with special needs within the framework of the EEAP for their building.
4. Buddies should know the location of stairwells on their floor as well as rooms or areas of refuge where persons with special needs can wait safely to be rescued. They should have a thorough understanding of the actions required in the event of an emergency evacuation.
5. Buddies should assist those with special needs out of the building or to a safe stairwell where they can safely be out of harms way until rescued or to a room or area of refuge where they can wait safely. The choice as to which of these actions to follow will depend upon the precise nature of the special need, the scope of the emergency and the timing of the evacuation of all building occupants.
6. Buddies are not required to stay inside the building with the person they are assisting. **They will be required to report to Floor Wardens, Building Wardens, or first responders the exact location within the building of the person to be rescued.**

Duties of Employees—This section applies to all building occupants

1. Employees, regardless of their positions, are not to perform any emergency response activities unless trained and equipped with suitable personal protective equipment.
2. Employees should be knowledgeable of the EEAP and its provisions in emergency situations (e.g., evacuation exit routes, sheltering locations, hazardous locations, etc.)

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3. Employees should report any emergency situation to the Building Warden or the Assistant Building Warden. In cases of a life-threatening emergency, an employee must call 911 or instruct another person to do so.
4. Employees must cooperate with Building and Floor Wardens in implementing this plan during emergencies and practice drills.
5. After an emergency or practice drill, they should wait for instructions from the Police or Fire Department (Depending on the types of problem and who is in charge) before returning to work areas.
6. Report existing/foreseeable hazards, and suggest remedies, or any known false alarms to the Building Warden.
7. Do not call Access Services during an emergency. Call 911 if there is a life threatening event.

Evacuation of Individuals with Disabilities

Faculty and supervisory staff with persons with disabilities under their direction shall meet with them as soon as possible after their introduction to the area to discuss emergency evacuation actions in the event of any emergency. A discussion of the EEAP should include information about the location of exits, stairwells, areas of refuge and other pertinent data that will assist persons with special needs. They should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of escape from a building.

If a person requests a Buddy, one should be appointed by the Floor Warden and at least one Buddy (two would be better) should meet with the person to whom they are assigned prior to and at the time of exit drills. A discussion should follow each drill to allow input from both parties and to allow the fine-tuning of the action plan. In the event that there are problems which cannot be resolved, the Floor Warden or Building Warden should assist.

People who are dependent upon equipment for their mobility should not use elevators unless they are instructed by the fire department to do so. These individuals must be protected in a safe place while waiting for the fire department to arrive and rescue them. Once the stairs have begun to clear of others, they can be placed inside the stairwell if it is safe to do so. If someone can relay the location to the fire department, the Buddy may stay, but that will be an individual decision. If the stairway becomes smoke filled or otherwise unsafe, move back into the building and proceed to another stairway or to a room that appears safe. Close the door and telephone University Police at 911. If unable to telephone, attempt to write on the door or outside windows.

If a person in a wheelchair must evacuate using the stairs, it is wise to wait for firefighters. If the situation dictates that the person must be carried up or down the stairs to save their life, caution should be taken to check with the person in the wheelchair to see how the chair should be lifted and if there are any special considerations such as medical appliances, etc.

Fire, Smoke, or Explosion

If you discover fire, smoke or an explosion in a building, pull the nearest fire alarm and call 911, which is the campus central reporting station (fire and police).

Give:

Building Name

Floor

Room Number

Type of Incident

You should proceed to evacuate and may warn others on your way down the stairs.

If the fire is small enough to be extinguished and you have extinguisher training, use a portable fire extinguisher and put out the fire. If you are not certain that you can put the fire out, do not try. Never attempt to extinguish a fire with a fire extinguisher or any other means unless someone is already notifying the fire department.

When a fire alarm sounds, the law requires complete evacuation of the building. There are no exceptions. Walk to the nearest stairway where there is an exit door. Close the doors behind you as you leave. Do not use elevators unless instructed to do so by the fire department. Leave the building and move away from it to a designated area.

Leave sidewalks and driveways open to the fire department. Standing too close to the building could result in injury from glass or debris.

Do not return to the building until you are instructed to do so by authorities.

Persons trained to assist those with special needs should do so. Others should evacuate the building immediately. If you pass any persons with special needs on your way out, such as those in wheel chairs, you should pass the location of that person along to your Floor Warden once outside.

If you are unable to exit the building, go into a room away from the fire and close the door. Call the university police at 911 if possible to let them know where you are. You might want to place towels or other materials under the door if you see smoke coming in. Wet towels will work. Write your room number and number of people on an exterior window with lipstick or a marker. Stay low and as far away from the point of smoke entry as possible.

Make it a point to know the location of manual fire alarm pull stations and portable fire extinguishers in your area. Never re-enter a building until a fire official tells you it is safe to do so.

Chemical or Hazardous Materials Spill

No Immediate Danger

If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and cleanup spills and have access to the appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.

If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water. Continue to rinse body contact areas with large amounts of water for at least 15 minutes. An emergency shower is located at the entrance to the bindery in UL1115.

Notify or have someone notify the IUPUI Public Safety Dispatch Center at 911 and give them:

Building Name
Floor
Room Number
Type of Incident
Name of Material or Description of Odor Involved
Estimated Volume of Material(s) Involved

The Dispatch Center will then notify the appropriate response departments to assist in the cleanup of the released materials.

Immediate Danger to Life or Health

Sound the building fire alarm if there is any reason to believe that the released material may affect individuals outside the immediate spill area. Make every attempt possible and reasonable to direct evacuating individuals away from the immediate spill area.

If you come into physical contact with spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water. Continue to rinse body contact areas with large amounts of water for at least 15 minutes. An emergency shower is located at the entrance to the bindery in UL1115.

Call or have someone call: IUPUI Public Safety Dispatch Center at 911 and provide:

Building name
Room number and floor location
Type of incident
Name of material or type of odor involved
Estimate of volume of material involved

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The Dispatch Center will then notify the appropriate response departments who will investigate incidents and clean up spills.

Evacuate the building to a safe distance and leave clear access for arriving emergency personnel. Do not return to the building until instructed to do so by public safety official.

Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.

Tornado/Severe Thunderstorm

Tornado/Severe Thunderstorm Watch

Storms are possible, continue normal activities. Building Warden on duty will have someone monitor the situation. Weather radios or television, and the internet are monitoring options.

Severe Thunderstorm Warning

Severe storms are occurring. Be prepared to move to a place of shelter if threatening weather approaches. Continue to monitor the situation.

In all severe storms warn people to stay away from windows until the severe storm passes. Report injuries and damage to the IUPUI Public Safety Dispatch Center at 911. Notify your departmental administrative office.

Tornado Warning

An actual tornado has been identified in the area.

Seek Shelter immediately. The nearest shelter is located:
Lower level of the University Library Building

Stay away from windows and exterior doors.

Basements, interior hallways on the lower floor and small interior rooms on the lower floors offer the best shelter. Library safe areas are located in the lowest level and in emergency stairwells.

Report injuries and damage to the IUPUI Public Safety Dispatch Center at 911, your departmental administrative office, and to Campus Facility Services at 278-1900.

After the all clear is issued by the Building Warden on duty you may return to normal activities. If the building is badly damaged, follow the directions of the Building Warden on duty.

Earthquake

If you are indoors, stay there. Get under a desk or a table or stand in a doorway or corner. Stay clear of windows. Move away from bookshelves. **DO NOT USE ELEVATORS.**

If you are outside, follow the directions of the Building Warden on duty.

After the Quake

Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.

If you suspect or know that someone is trapped in the building contact IUPUI Public Safety Dispatch Center at 911 or in person.

Do not touch exposed power lines or damaged building equipment.

If the building is severely damaged, evacuate. Notify IUPUI Public Safety Dispatch by calling 911 and Campus Facilities Services at 278-1900 of the damage and evacuation.

If you have a University pager, radio, or cell phone, take them with you along with batteries and chargers if available. This may be your only method of communication for several hours.

Do not reenter the damaged building.

Utility Failure

In the event of a utility failure immediately call Campus Facilities Services at 278-1900. Be prepared to give the following:

Building name

Floor

Room number

Nature of problem

Person to contact and phone number/extension

During a power failure, in areas that do not have enough natural light to clearly see exit corridors, exit stairs or exit doors, wait for emergency lighting to come on and exit the building. while emergency lighting is still available. Emergency lighting is temporary and is not provided to continue building operations. Reentry to the building should wait until power is restored.

DO NOT USE ELEVATORS. Call 911 for assistance with individuals with disabilities.

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Flood

If the building is flooding, be prepared to evacuate. Stay out of the water. Contact Campus Facilities Services at 278-1900 for instructions.

Bomb Threats

Most bomb threats are received by telephone. The person receiving the phone call should remain calm and obtain as much information as possible. Also, if your phone is equipped with caller id, write the number down that is on the display screen. Use Bomb Threat Call Checklist on next page.

Immediately call IUPUI Police Department at 911. Notify the Building Warden on duty. Inform them of the situation with as much information as is available; specify the location and time the bomb is supposed to explode. Inform your immediate supervisor after informing the police department.

Cooperate with the police. **DO NOT TOUCH OR HANDLE** any suspicious items.

IUPUI Police will be responsible for ordering the evacuation of the building.

Written threats can come in a variety of forms. Immediately notify the IUPUI Police Department by calling 911. Do not handle the communication any more than is absolutely necessary and surrender this document to the IUPUI police upon their arrival.

Bomb Threat Call Checklist

BOMB THREAT CALL CHECKLIST

Time and length of call: _____

Name of person taking call: _____

1. Exact wording of the threat:

2. Questions to ask: Record response and repeat in sequence.

a. When will the bomb explode? _____

b. Where is the bomb? _____

c. What does it look like? _____

d. What will cause it to explode? _____

e. What building is it in? _____

f. What floor is it on? _____

g. What is your name and address?

h. Did you place the bomb? Why?

Background sounds:

- | | |
|--|--|
| <input type="checkbox"/> Cellular phone call | <input type="checkbox"/> PA system |
| <input type="checkbox"/> Factory noises | <input type="checkbox"/> Restaurant sounds |
| <input type="checkbox"/> Local call | <input type="checkbox"/> Talking |
| <input type="checkbox"/> Long distance call | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Music/TV playing | <input type="checkbox"/> Weather |
| <input type="checkbox"/> Office sounds | <input type="checkbox"/> Wildlife noises |

Threat language:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well-spoken |

Caller is:

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

Evacuation Instructions for Library Building Employees

Weather Emergency Evacuations – to Lower Level

1. Use fire stairs at northwest or southeast side of library to reach Lower Level.
 - a. Do not use elevators or main central staircase.
 - b. Stay away from windows and exterior doors.
 - c. Encourage library visitors to follow your example.
 - d. CAUTION - - *southwest* fire stairs do not reach Lower Level.
 - i. Entrances to *southwest* stairs are by UL 4115F and UL 3115F and by UL 2140 offices.
2. Remain on Lower Level until notified that weather emergency has passed.
3. After weather emergency, leave building if it is badly damaged.
 - a. Do not attempt to turn utilities or equipment on or off.
 - b. Do not return unless directed to do so by police.
4. Report injuries and damage to:
 - a. 274-7911 (IUPUI Public Safety Dispatch Center).
 - b. 278-1900 (Campus Facility Services).
 - c. Library Administration.

Fire and Other Non-Weather Emergency Evacuations – to Outside Building

1. Use any stairs to exit building:
 - a. Do not use elevators – never never never.
 - b. Do not open doors if they feel hot to the touch.
 - c. If you encounter smoke, stay as low to the ground as possible.
 - d. Encourage library visitors to follow your example.
 - e. CAUTION - - if unable to exit building, see instructions below **.
2. Go to a designated meeting area outside:
 - a. Southeast – east of fountain along north side of New York Street by row of trees.
 - b. Northwest – breezeway by Entry #1 of Business/SPEA building.
3. Report identity and location of anyone you know to be trapped in the library.
 - a. Notify a library floor or building warden, or
 - b. Notify the first emergency responders.
4. Encourage others to:
 - a. Move to a safe distance from building.
 - b. Stay off sidewalks and driveways that might serve as access routes for emergency personnel.
5. Wait at a designated meeting area for further instructions from police or fire personnel.

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**** If Unable to Exit Building**

1. Go to a safe room and close door.
 - a. Go upstairs only as a last resort.
 - b. No roof access available in library – access doors are kept locked.
2. Attempt to notify others of your presence.
 - a. Call 911.
 - b. Signal for help via exterior windows Without Breaking the Window.
 - c. Write room number and number of persons trapped on window or write a large “X” that covers entire surface of glass.
 - d. Markers or lipstick may work for this.
 - e. Also write on outside of door to room.
3. Place something at bottom of door to slow entry of smoke into room.
 - a. Use wet cloth items if possible.
 - b. Do not open windows – it will draw smoke and fire into room more quickly.
4. If smoke enters, stay as low and as far away from point of entry as possible.