Facility Emergency Action Plans

The university is responsible for developing and implementing procedures that will enhance the safety and welfare of our campus. University Police and the Emergency Management Coordinator develop emergency response plans and depend on the cooperation of faculty, staff, and students to understand and execute the procedures.

Man-made or natural disasters such as fires, bomb threats, or severe weather may occur and require the campus to take specific actions to mitigate the incident. An Emergency Action Plan (EAP) is developed for each facility depicting detailed procedures and actions necessary to take during an emergency. The options taken to neutralize the impact of an emergency event are evacuating or sheltering.

Evacuation is the systematic departure of all occupants from a facility or location when a threat emanates from within the facility or area. ***Shelter-in-Place*** restricts the movement of the campus population to specific locations or an area to minimize the risk of harm that could result from a particular hazard or threat. In addition to shelter-in-place, a facility or area of the campus may be placed in ***Lockdown*** in order to prevent exposure to a specific threat such as an active shooter. Evacuation, shelter-in-place, and lockdown can involve the entire campus or only a few facilities, depending on the nature and scope of the threat.

Residence Life staff and university employees have been trained to serve as Building Emergency Response Team (BERT) members for their assigned facilities. They help develop and will implement EAP procedures in the event of an emergency incident. ASU faculty, staff, and students are encouraged to familiarize themselves with the EAPS for the facilities they frequent and/or reside in.

University departments that routinely engage in outside activities, such as; Special Events, Athletics, and Intramurals, will need to develop and implement communication plans and emergency procedures to ensure participants are alerted and remain safe during emergencies.

Planning considerations are instrumental to developing comprehensive EAP procedures. The following are offered as an example and are not all inclusive.

Evacuation Planning Considerations

- Determine the class or room occupancy capacities.
- Assign exits based on egress routes (stairwells, corridors, or hallways), the number of floors, and location of exits; using "worst case" scenario for maximum occupancy.
- Routinely check facility egress routes and exits to ensure they are clear of obstructions.

Shelter-in-Place Planning Considerations

- Designate interior hallways or stairwells on the lowest floor away from windows.
- If there is no hallway, go to the center of an interior room on the lowest level away from outside walls and windows.
- Determine routes to shelters and size requirements based on maximum occupant capacity.
- Avoid sheltering in areas with large expanse roofs.

Lockdown Planning Considerations

- The locking mechanism in classroom and auditorium doors needs to be keyed to the ***"locked"*** position after being opened for the academic day.
- Pre-designate ***"safe rooms"*** by identifying interior rooms in all areas/levels of the facility that do not have windows and can be secured.
- Develop silent modes to communicate with others within the facility.
- The shooter may use a ruse like banging on the door and yelling for help.
- Don't attempt to rescue people if it will further endanger persons in the secured area.
- Expect to be treated as a suspect and be searched and/or handcuffed by police.

BERT Planning Considerations

The following are recommendations to help BERT personnel prepare for emergency incidents.

- Prepare a "go bag" with checklists, paper & pens, flashlights & batteries, radio, first aid kit, bottled water, or anything else deemed appropriate.
- Assess communication capability; cell phone reception, landline and computer access, etc.
- Predetermine locations where people will require assistance during emergencies.
- Conduct table-top exercises to help familiarize BERT members with plans and procedures.
- Test communication/notification procedures; bullhorns, PA systems, radios, etc.
- Spot check fire extinguishers, emergency lighting, first aid kits, and other safety items.

Building Emergency Response Team Checklist
Evacuation Procedures

FIRE

- ☐ Activate nearest fire alarm pull station *(if the facility is not in alarm)*
- ☐ Call **9-1-1** to report the fire
- ☐ Call UPD at 325-942-2071 to report the fire
- ☐ Direct occupants to evacuate, using nearest exit, and where to assemble
- ☐ Direct occupants to close doors as they leave and assist others as needed
- ☐ Systematically move to designated exit, clearing area and closing doors
- ☐ Coordinate evacuation status/information
- ☐ Monitor facility exits and the perimeter to ensure no one re-enters the facility or area
- ☐ Keep parking lots and streets clear for emergency responders
- ☐ Maintain accountability of occupants: present / missing / injured (by name)
- ☐ Primary BERT member report evacuation status to UPD
- ☐ Call **9-1-1** to request medical assistance for serious injuries

Everyone will remain at assembly area until released by ASU Police or other authority.

Assembly Area: _____

Emergency Call Box: _____

Building Emergency Response Team Checklist

Evacuation Procedures

BOMB THREAT OR CHEMICAL/GAS LEAK

- ☐ Report the hazard/incident to UPD at 325-942-2071
- ☐ Notify all facility occupants of the situation and required actions
- ☐ Do **NOT** activate the fire alarm or use elevators
- ☐ Do **NOT** turn power/electrical switches on or off
- ☐ Do **NOT** close doors, windows, drawers, or cabinets
- ☐ Systematically move to designated exit, clearing area of responsibility
- ☐ Direct occupants specifically which route(s)/exit(s) to use and where to assemble
- ☐ Assemble at least 300 feet upwind from the facility or area
- ☐ Coordinate evacuation status/information
- ☐ Monitor facility exits and the perimeter to ensure no one re-enters the facility or area
- ☐ Keep parking lots and streets clear for emergency responders
- ☐ Maintain accountability of occupants: present / missing / injured (by name)
- ☐ Primary BERT member report evacuation status to UPD
- ☐ Call **9-1-1** to request medical assistance for serious injuries
- ☐ Monitor ASU website, Twitter, Facebook, and e-mail for information updates

Everyone will remain at assembly area until released by ASU Police or other authority.

Assembly Area: _____

Emergency Call Box: _____

Building Emergency Response Team Checklist
Shelter-in-Place Procedures

PRE-INCIDENT ACTIONS

- ☐ Notify all facility occupants of the situation and required actions
- ☐ Instruct occupants to remain inside and move to the designated shelter area(s)
- ☐ Systematically move to shelter, assist others, and clear area of responsibility
- ☐ Ensure all doors are closed to prevent injury from flying debris
- ☐ Account for occupants: present / missing / injured (by name)
- ☐ Coordinate headcount and occupant status
- ☐ Keep people calm, render first aid, and monitor physical/emotional issues
- ☐ Report injuries or facility damage to UPD at 942-2071
- ☐ Monitor ASU website, Twitter, Facebook, and e-mail for information updates

POST-INCIDENT ACTIONS

- ☐ Call **9-1-1** to request medical assistance
- ☐ Report facility damage or other emergencies to Facility Management at 942-2355
- ☐ Determine safe route(s) to exit facility and avoid damaged areas

Everyone will remain in the facility until "All Clear" is issued or upon being directed by ASU Police or other authority to leave the facility.

Shelter Location(s): _____

_____

_____

Building Emergency Response Team Checklist
Lockdown Procedures

Take the following actions if you cannot safely escape

PRE-INCIDENT ACTIONS

- ☐ Notify all occupants of the situation and instruct them to remain inside the facility
- ☐ Direct occupants to quickly and quietly implement "lockdown"
- ☐ Instruct occupants to move to a room with no windows that can be secured
- ☐ Barricade the entrance of secured rooms with furniture or heavy equipment
- ☐ Close window blinds/curtains and turn off equipment/devices that emit sound/light
- ☐ Silence cell phones and only use for emergency notifications
- ☐ Keep occupants calm/silent and monitor physical/emotional issues
- ☐ Call UPD at 942-2071 to report facility status
- ☐ Call **9-1-1** to report gunshots or suspect(s) movement in or around the facility
- ☐ Monitor ASU website, Twitter, Facebook, and e-mail for information updates

POST-INCIDENT ACTIONS

- ☐ Attempt to account for occupants: present / missing / injured (by name)
- ☐ Call **9-1-1** to report injuries/request medical assistance

Everyone will <u>remain</u> in the facility until "All Clear" is issued or upon being directed by ASU Police or other authority to leave the facility.