EMERGENCY PROCEDURE MANUAL

TROUTMAN HALL

Updated April 2013
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I. INTRODUCTION

A. PURPOSE

The following Emergency Action Plan applies to all buildings and grounds on the Central Michigan University campus. The purpose of this Plan is to create mechanisms to minimize the hazards to personal health or the environment from fire, severe weather, chemical release or any unplanned event that could cause injury to students, faculty, staff, or the general public.

It is the intent of this Plan to serve as a guideline for employee, student and visitor actions in the event of an emergency. Emergencies can happen without warning, at any time, or any place. It is because of this reason that employees, students and visitors must familiarize themselves with the following procedures contained within this manual. By becoming familiar with these procedures, one can help to minimize the dangers associated with an emergency situation.

B. LEGAL COMPLIANCE

This plan shall comply with the following (but not limited to) federal and state regulations:

Michigan Occupational Safety & Health Administration (MIOSHA)
- Part 6 – Fire Exits
- Part 8 – Portable Fire Extinguishers

Occupational Safety and Health Administration (OSHA)
- 29 CFR 1910.36 Means of Egress
- 29 CFR 1910.151 Medical Services and First Aid
- 29 CFR 1910.165 Employee Alarm Systems

C. AUTHORITY STATEMENT

The Administration of Central Michigan University (CMU) recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore, the Administration, by the acceptance of this Emergency Action Plan (EAP), grants authority to those responsible individuals and/or positions named in these procedures to implement and carry out the Plan to the termination of the emergency situation.

D. PLAN DISTRIBUTION
This emergency action plan shall be distributed to key individuals listed in this plan, with a master copy being maintained by Jon Kujat (Environmental Health & Safety/ Emergency Management), located in Smith Hall 103. The plan will be maintained on the Environmental Health & Safety website located at www.ess.cmich.edu for review by all employees, students and visitors.

E. EMERGENCY PHONE NUMBERS

CMU Police (from any campus phone) 911
FM Service Center 774-6547

F. 911 PROCEDURE

Use the following statement to provide the necessary information to the 911 dispatcher:

This is__________ calling from Troutman Hall.
(Caller’s name)
There has been an incident which requires emergency service. The Phone number here is _______. The situation is _________________________
(briefly explain the situation, i.e., fire, injured person, etc.) Do not hang up until 911 dispatcher says you may.

G. MANAGEMENT RESPONSIBILITY

The Administration of Central Michigan University has the responsibility to ensure a safe environment for its employees, students and visitors to the University. As part of this responsibility, each supervisor has a responsibility to ensure that all personnel are evacuated in a timely and safe manner from the facility and to ensure that all personnel are accounted for following evacuation. The following will outline the responsibility of each level of management during an evacuation:

Troutman Hall Emergency Coordinator

The Emergency Building Coordinator serves as a primary liaison between Environmental Health & Safety (EHS), CMU Police, and employees, students and visitors within his/her respective building.

The Emergency Building Coordinator is the contact person for the building regarding emergency planning and preparedness. Emergencies may include natural disasters, bomb threats, power failures, medical emergencies, fires, hazardous material conditions.

The Emergency Building Coordinator is also the primary communication contact by the university relative to matters affecting emergency action plans in his/her respective building and surrounding the facility.

The Emergency Building Coordinator’s primary responsibilities include:
Communicating safety and/or emergency-related information to building occupants;

- Coordinating safety training and evacuation drills with EHS and CMU Police. Drills are to be conducted annually during the first week of the fall semester;
- Assisting EHS and CMU Police in the emergency or evacuation debriefing process, including effectiveness of alarms, emergency action plans, etc.
- Attending emergency/safety training sessions as required throughout the year.

**The Residence Hall Director is the Troutman Hall Emergency Coordinator**

**Supervisors**

- Ensure that they are familiar with the requirements of the Plan and their responsibilities during an evacuation of their assigned area(s).
- Ensure that personnel assigned to their area(s) are trained in the requirements of the Plan as it relates to them and procedures to follow during an evacuation.
- Determine any special evacuation needs or assistance that personnel within their assigned area(s) may have.
- Account for all personnel assigned to their areas following an evacuation and report this information to the Troutman Hall Emergency Coordinator(s).

**Employees / Students / Visitors**

- Be familiar with their responsibilities during an evacuation of their assigned work area(s).
- Assist their department supervisors as needed in the evacuation of other students/employees and visitors to a safe area.
H. TRAINING

As stated previously, all training will be conducted annually. Building occupants shall receive training concerning the emergency action plan to the level of their expected involvement.

I. APPLICABLE INFORMATION

Building Information

Troutman Hall was established in 1969. It is constructed of concrete block with a steel skeleton. It encompasses a total of 65,861 ft², with a total of nine floors, including the basement. Floors two through eight contain student rooms with the basement and first floor serving as meeting, lobby/recreation rooms, as well as storage. Each floor is equipped with fire extinguishers located in the resident assistant’s room and at various locations throughout the floor. The floor plans in Section XIV denote the locations. The floor plan is located on every floor, and has been provided to the Mt. Pleasant Fire Department. The building is located on the west side of the University. It is linked to Cobb Hall, Campbell Hall, Kesseler Hall, Kulhavi Hall, Wheeler Hall and Carey Hall, and together they form one building.

Description of the Surrounding Area

To the North: Campbell Hall.
To the West: Residential housing.
To the South: Carey Dining Commons.
To the East: Wheeler Hall.

The most logical place for individuals to meet following an emergency of large scale (fire, bomb threat, etc.) is to the upwind side of the building, a minimum of 250 feet from the building.

II. INJURIES / ACCIDENTS IN THE FACILITY

A. Injuries to University Employees

In the event of an injury to a University employee, no matter how insignificant, an investigation must be conducted and an accident report filed. The accident report should be distributed utilizing normal means to the Workers Compensation Office (Grounds South or by calling #7177). Normally, it is the responsibility of the immediate supervisor of the injured party to conduct the investigation; however, a staff member of the department in which the injury occurred can assist in this investigation. In the case of a severe injury such as, but not limited to, severe bleeding, hospitalization, ambulatory care or blunt force trauma, contact Environmental Health & Safety.
When a work related accident occurs that results in a severe injury to one or more employees, do not move the injured employee(s) unless it is absolutely necessary to protect them from further injury. Shut down any machine or equipment in the area that could present a hazard to the injured employee(s) or potential rescue personnel. Where possible and reasonable under the circumstances, persons possessing the necessary training and personal protective equipment may, but are not required to, administer first aid to the injured person pending the arrival of emergency personnel at the scene.

Notify 911 from an on-campus telephone of the accident and provide the specific location of the accident and the nature of the injury. Do not hang up until CMU Police dispatch hangs up.

If a work related accident involves any type of equipment, machinery, mechanical device or tool, the item must be removed from service and stored in a secure location under the direction and control of the Director for Facilities Management. The item must not be adjusted, altered, repaired or modified in any way prior to an inspection by an authorized representative of the University. Regular reporting procedures for work related injuries should be followed in accordance with the University's Workers Compensation procedures.

If a work related accident results in a fatal injury or the hospitalization of three or more employees for the same incident, the Michigan Occupational Safety and Health Administration (MIOSHA) must be notified within eight hours of the incident. This notification is the responsibility of Environmental Health & Safety. University Counsel will also be notified.

B. Injuries to University Students and Visitors

In the event of an injury or medical emergency involving a Central Michigan University student and/or visitor, the CMU Police Department shall be notified immediately by calling 911 from a campus phone. The caller should provide a brief description of the injury or medical emergency, and the location of the student involved. Do not hang up until CMU Police dispatch hangs up. Where possible and reasonable under the circumstances, persons possessing the necessary training and personal protective equipment may, but are not required to, administer first aid to the injured student or visitor pending the arrival of emergency personnel at the scene. Complete an Accidental Personal Injury Report for all injuries to students and visitors. The Accidental Personal Injury Report forms can be found on the University Risk Management and Insurance website at www.rmi.cmich.edu.
III. BOMB THREATS

A. Procedures when receiving a threat by telephone

Bomb threats are generally a hoax which are made in an effort to disrupt normal business operations. However, **NO** bomb threat should be treated as a hoax. The following procedure is to be used if you are the recipient of a bomb threat over the telephone.

- DO NOT HANG UP!
- Remain as calm as possible
- Be kind and courteous to the caller and note all information you are given as best as possible. Attempt to keep the caller on the line as long as possible.
- If possible, gain the attention of a co-worker and have them notify the CMU Police (911) of the incoming bomb threat. This can be done through the use of writing or gestures. Do not allow the caller to know that CMU Police are being informed while you speak.
- The CMU Police will decide if evacuation procedures are necessary and will initiate such procedures. Refer to section VI. A. Evacuation Procedures.
B. Bomb Threat Checklist

Exact time of call:____________________________________________________________

Exact words of caller:_________________________________________________________

QUESTIONS TO ASK

1. When is bomb going to explode?_____________________________________________

2. Where is the bomb?________________________________________________________

3. What does it look like?____________________________________________________

4. What kind of bomb is it?__________________________________________________

5. What will cause it to explode?_____________________________________________

6. Did you place the bomb?___________________________________________________

7. Why?_____________________________________________________________________

8. Where are you calling from?_______________________________________________

9. What is your address?_______________________________________________________

10. What is your name?_______________________________________________________

CALLER’S VOICE (circle all that apply)

Calm Disguised Nasal Angry Broken
Stutter Slow Sincere Lip Angry Rapid
Giggling Deep Crying Squeaky Excited
Stressed Accent Loud Normal
Mal Female

If voice is familiar, whom did it sound like?_____________________________________

Were there any background noises?____________________________________________

Person receiving call:_________________________________________________________

Telephone number call received at:___________Date:___________Time:_____________

C. Typical characteristics of a mail or package bomb
The likelihood of receiving a bomb in the mail is extremely remote. Unfortunately however, there have been a number of explosive devices mailed over the years which makes it a threat to be considered. Keep in mind that a bomb can be enclosed in a package or envelope, and its appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may help you in identifying a suspect mailing. It is important to know the type of mail typically received by your facility when applying the following characteristics.

- **Feel and Balance** - Letters that feel rigid, appear uneven or lopsided, or are bulkier than normal. Is there any springiness or undue pressure that can be felt through the package. Contents of a parcel make a sloshing sound. **WARNING - EXAMINE MAIL GENTLY!**

- **Foreign Packages** - If the item is from another country, ask yourself if it’s expected.

- **Excessive Postage**

- **Oily stains or discoloration.**

- **Place of Origin** - Is it a familiar one? Note the delivery postmark; does it show a city or state in the postmark that does not match the return address?

- **Unrequested deliveries** - Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected contents? The addressee normally doesn’t receive personal mail at the office.

- **Unusual addressing or delivery instructions** - There are unusually restrictive endorsements such as “Personal” or “Private”. Unprofessionally wrapped parcel is endorsed “Fragile Handle with Care” or Rush – “Do not Delay”. Name and title of addressee are not accurate. The sender is unknown. There is no return address.

- **Smell** - Mailing emits a peculiar odor. There is a smell of marzipan (the smell of almonds) or any other strange smell coming from the package or letter.

- **Sender’s writing** - Any mail should be treated with caution if it features a foreign style of writing, not normally received, on the address. This goes along with the place of origin.

- **Protruding wires** - are there any protruding wires, tinfoil, or strings present.

- **Sound** - If there’s any unusual sound or noise coming from the package such as a buzzing or ticking noise, the package should be treated with caution.

- If the package or letter exhibits any of these warning signs or characteristics, follow the procedures found in the following section III. D.
D. Procedures when a suspicious article is received by mail

If a suspicious package or letter arrives through the mail or by any other means the following procedures should be followed.

If the letter or package has not been touched

- Do not handle the package or letter, or attempt to take it outside. Do not allow anyone else to touch it.
- Evacuate the room and surrounding rooms immediately. Leave windows and doors open. Keep others out of the area.
- Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter, and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
- Do not place the package or letter in water.
- Follow any instructions that are given by the CMU Police.

If a package or letter is suspected during handling

- Place the suspicious package or letter in a corner of the room, handling it very gently and making sure not to turn it over or unbalance it.
- Make sure the device is placed away from windows and that the windows are open.
- Evacuate the room and surrounding rooms, leave windows and doors open. Keep others out of the area.
- Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
- Do not attempt to take the package or letter outside.
- Follow any instructions that are given by CMU Police.

E. Finding an actual explosive device

As with a package or letter bomb, a bomb which has been placed in or around the facility may not have the outward appearance of a bomb. A bomb placed by an individual is normally placed in an inconspicuous location and is generally followed by a telephone threat, though not in all cases. A bomb that has been placed can have any or all of the characteristics of a package or letter bomb. If you notice a suspicious object in an area where it does not belong or has never been before, use the following procedure:

- **DO NOT TOUCH THE OBJECT!**
- Do not use radio transmission to inform others.
- Do not pull the fire alarm.
- Do not use the public address system.
• Exit the area cautiously and quickly.
• Call CMU Police (911) and inform them that there is a possible bomb in the facility. Provide any information about the object that you have. Follow any instructions given by the CMU Police.

IV. SHELTER-IN-PLACE

A. Shelter-in-place

What Shelter-in-Place Means:

One of the instructions students, visitors and employees may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. If you are told to shelter-in-place, follow the instructions provided.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by University authorities or by a number of communication avenues, such as phone, internet, e-mail, text messaging and the like. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

• Stop classes or work, or close business operations.
• If there are students, or visitors in the building, provide for their safety by asking them to stay inside the building and not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.
• Unless there is an imminent threat, ask students, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.
• Close and lock all windows, exterior doors, and any other openings to the outside.
• If you are told there is danger of explosion, close the window shades, blinds, or curtains.
• Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid
overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.

B. SEVERE WEATHER (TORNADOES)

Tornado/Severe Weather Information/Instructions

Tornado WATCH: Conditions are favorable for a tornado to develop.
*Do This:* Tune your radio to the local radio stations for up-to-date weather information.

Tornado Warning: Tornado has been seen in the area.
*Signal:* Weather Warnings issued VIA Isabella County Emergency Management, sirens from off campus will sound.

Tornado Danger Signs

- **Bad Thunderstorms** thunder, lightning, hard rain, strong winds
- **Hail** bullets of ice from a dark, cloudy sky
- **Roaring noise** like ten jet planes or a hundred railroad trains
- **Funnel** a dark spinning rope or column from the sky to the ground

NOAA weather radios have been provided to the front desks. Any watches issued by the National Weather Service will be obtained through the NOAA weather radios. These watches are the same as those issued by CMU Police. If the Emergency Building Coordinator or desk staff gets the watch by either source, the Emergency Building Coordinator’s office will then contact the various personnel in Troutman Hall and inform them of the Watch.

LOCATION OF TORNADO SHELTER AREAS

The tornado shelters for Troutman Hall can be found in Section XIII, A - Floor Plans.
TORNADO WARNING INSTRUCTIONS

**Offices**

1. Secure the office and proceed to shelter areas immediately.

2. Take with you the National Oceanographic and Atmospheric Administration (NOAA) weather radio with you if applicable. The NOAA radio will be the best source for severe weather information including the “all clear” information.

**Desk**

1. Secure the desk and desk doors and all windows, take portable radio and proceed immediately to a shelter area.

**RAs and RHDs**

1. Once you have received notification that a tornado warning is in effect, begin notifying the building occupants by going door to door and advising residents to proceed to the shelter areas. Advise residents of the next best shelter area if the designated area becomes full.

2. Take flashlights and battery operated radios (if available) to shelter areas. For up to date weather information, tune to local radio stations.

3. Assist with crowd control.

**C. Shelter Procedures**

In the event that a Tornado Warning is issued, the following list describes where each area is to seek shelter. Generally, there are 3 minutes after a warning is issued before Tornado hits, so it is very important to be able to guide occupants to their specific shelter area as quickly and efficiently as possible.

- All occupants of Troutman Hall should proceed to the areas designated on the floor plan located in Section XIII and on the web at http://www.ess.cmich.edu/floorplans/index.html

- It may not be possible to move all occupants into this area so it is necessary to be aware of specific things to **AVOID** if the shelter area cannot be reached. These include:
  - Wide expanse ceilings
• Areas containing windows, display cases, or other glass

• Large open areas

• Areas with a large amount of debris

NOTE: If an area of proper protection cannot be reached, find the lowest point in the area and take cover under the most secure object you can find.

V. FIRE

A. Fire Prevention

The following will outline specific procedures that shall be addressed by the facility to minimize the occurrence and impact from a fire emergency. Special emphasis on housekeeping and storage procedures are practiced in the maintenance and custodial areas due to the fact that flammable and combustible materials are used and stored in these areas.

• The University is committed to preventing the occurrence of fires and situations that may promote a fire at the University.

• Fire prevention is the responsibility of all personnel. Employees and students should follow safe practices to minimize the hazard of fire; supervisors must ensure that safe practices are followed on a daily basis. Supervisors shall check their areas on a daily basis for fire prevention problems and report these problems promptly to the Emergency Building Coordinator for corrective actions. Under no circumstances shall fire doors be propped open using wooden wedges, bricks, dustpans or any other means.

B. Procedures when a fire is found

In the event that a fire is spotted in the facility, it is extremely important to know the evacuation procedure (Section VI. A. Evacuation Procedures); it is also imperative that the following procedure be initiated immediately:

• Immediately trigger the fire alarm by using one of the wall pull stations. The locations of these stations are shown in Section XIII. A. Floor Plans.

• Call 911 and provide the location of the fire.

• ONLY IF YOU HAVE BEEN TRAINED - Attempt to extinguish the fire using an extinguisher, but only if it is a small fire using the P.A.S.S. technique - Pull - Aim - Squeeze - Sweep.
• Confine fire by closing doors as you leave the area.

• Evacuate the facility using the evacuation procedure found in Section VI. A. Evacuation Procedure. It is the responsibility of faculty and staff to make certain all occupants are out of their immediate area. Advise the Mt. Pleasant Fire Department upon arrival if everyone is accounted for. Move as far away from the building as possible.

NOTE: The locations of Fire Extinguishers, Pull Stations, and Exits can be found in Section XIII. A. Floor Plans.

**ROUTES BLOCKED BY FIRE**

If routes are blocked by fire, move to an office with an outside building wall. Close the door and stuff all cracks around the entrance doors, windows, and ventilation grills. Use the phone to notify CMU Police (Ext. 3081 or 911) of your location. Signal for outside assistance to show your location. Open the window enough to place the signal out if necessary. Do not break the window out. Stay close to the ground next to the window, remain calm and wait for help to arrive.

**DO NOT RE-ENTER IF THE FIRE ALARM STOPS - THIS IS NOT AN ALL CLEAR SIGN**

Wait until a police officer or a firefighter has given the all clear to re-enter the building.

**ALL RELEASE OF INFORMATION CONCERNING THE FIRE EVACUATION WILL BE HANDLED THROUGH THE EMERGENCY BUILDING COORDINATOR’S OFFICE OR THE UNIVERSITY COMMUNICATIONS OFFICE**

**FIRE ALARM ACTIVATION – EMPLOYEES/STUDENTS/VISITORS**

1. Upon hearing the fire alarm system, all personnel will evacuate the building using the closest, safest exit route. Once you have left the building, do not re-enter until told to do so.

2. Report any persons still trapped in the building.
MINIMUM EXPECTATIONS FROM RESIDENCE LIFE

I. HALL RESIDENTS

Before:

It is expected that all hall residents will attend their respective floor meetings concerning fire procedures.

Alarm Activated:

Immediate Danger

A. From within your room, check for smoke seepage around the door cracks.
B. Feel the inside door surface. If it is hot DO NOT OPEN! (If your door is hot, you are probably trapped.)
C. Seal up the cracks around the door using sheets, pieces of clothing, or whatever is handy. The door can hold back killing heat and smoke.
D. Hang a sheet out the window to signal rescuers.
E. Open the windows, top and bottom slightly, as this will let in fresh air and let out bad air.
F. Grab a wet towel. Place it over your head and face if smoke is heavy.

Less Danger

G. If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the knob, hold one hand over the door openings to detect any blast of in-rushing heated air. If it is safe, proceed on.
H. In your room, close all windows.
I. Open all drapes.
J. Leave center room overhead light on.
K. Put on shoes and other clothing (time permitting).
L. Take room key and student ID with you.
M. Close room door behind you, but leave it unlocked.
N. Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.
O. DO NOT use elevators to exit the hall.
P. Once outside the building, stay 50 feet away.
Q. Only re-enter the building once “all clear” signal has been given.

II. VOLUNTEER SAFETY ASSISTANTS

Volunteer Safety Assistants are in place to increase safety and awareness in the residence halls and to assist the residence hall staff in the event of fire, tornado or other disaster. The VSA is never to put themselves in harms way.

Volunteer Safety Assistants are strongly encouraged to attend training in the Fall semester.
Responsibilities:

1. Provide education on safety to your floor/hall. This may be done in the form of a program, safety week, bulletin boards, weekly tip at hall council etc.

2. Conduct regular rounds of the building and note any safety hazards to your RHD (broken glass, propped doors, loose hand railing in the stairwell, etc.)

3. As you visit friends talk about safety and make sure they know what to do. Talk to them about not having too many things plugged in to extension cords, not burning candles, not hanging things from pipes and/or sprinklers in the room etc. If you are concerned about a safety issue in a room, let a staff member know ASAP.

4. In the event of a fire alarm/drill, knock on doors on your way out of the building encouraging other to leave and ten report to your floors designated spot 300’ from the building. Get a headcount of how many people your floor are present and be ready to give that information to hall staff.

III. RESIDENT ASSISTANTS

Before:

A. Solicit floor residents to be Volunteer Safety Assistants (VSA).

B. Identify a gathering place 300 ft. from the building for floor members to meet in the event of an alarm/fire. This area should be on the up wind side of the building away from approaching emergency response vehicles. This is critical in identifying missing individuals. Advertise this at your floor meetings.

C. Facilitate a floor meeting on fire procedures. Coordinate procedures with your VSA.

D. Identify any floor members with physical disabilities that may need assistance during an evacuation and work out a plan with them and your VSA.

E. Have a current hall roster ready to grab in the event of a fire.

Alarm Activated:
If there is smoke or obvious danger, grab your hall roster, a wet towel, & exit the building (low to the ground if heavy smoke) – knock on doors and yell for people to evacuate the building as you exit.

If no apparent danger, follow the protocol below:

A. Grab your hall roster.

1) At this point, determine whether the fire is real or not on your floor. An appointed RA, MA or VSA needs to report this status to the hall desk. (What hall, which floor, and room number)
B. VSA’s should knock on doors as they are exiting the building encouraging others to leave and then report to the floors designated location 300 feet from the building. VSA’s can begin getting a headcount of how many people from the floor are present and should be ready to give that information to hall staff.

C. Unlock rooms that are locked.

D. Check student rooms to make sure the residents are out. Record names and room numbers of those who do not cooperate or refuse to leave. Do not jeopardize your own safety!

E. Check closets and showers.

F. Close all windows.

G. Open all drapes.

H. Turn off all lights.

I. Close door.

J. When the floor is clear, report to the hall desk for further direction.

K. If you are not needed anywhere else in the building, exit, report to assigned exit and work to keep the residents 300 feet away from the building and report to designated floor gathering location to check for missing residents. Be prepared to communicate to Mt. Pleasant Fire Department or CMU Police how many are missing and from what rooms.

L. Wait for the “all clear” signal before re-entering the hall.

M. Report to the Hall Director to review the process

* Staff Members: grab towels and stay low to the ground if the smoke is heavy.

**IV. DESK RECEPTIONIST**

**Before:**

Through desk staff training, desk receptionists should be made aware of proper procedures for their hall desk.

**Alarm Activated:**

A. *Desk receptionist should call CMU Police at 911 or 3081 to report the alarm and whether or not it is for a drill or if the cause of the alarm is known.

B. Complete your Desk Fire Procedures Form or record the following:

1. Write down the time the alarm sounded.
2. Write down the time the building was all evacuated and “all clear” was given (alarm turned off).
3. Sign your name and pass this information on to your Hall Director.
C. Keep phone line open.
D. Secure desk.
E. Lock up monies.
F. Evacuate the lobby area.
G. Pass on appropriate information. The hall desk is the central point of communication. If the fire is real/not real: Tell CMU Police which building and where the fire is (floor and room number).

*If the fire is life threatening to the desk or lobby area, please move your hall communications system to an adjoining/neighborhing hall or to a Hall Director Apartment. Your cue to move will be issued by the Hall Director (if present). Do not jeopardize your safety!

RESIDENT HALL DIRECTOR (OR RESIDENT ASSISTANT OR MULTICULTURAL ADVISOR “ON DUTY”)

Before:
A. Distribute fire procedure to each room before school begins
B. Conduct 3 fire drills each semester
C. Assign specific priorities to each RA, MA and Volunteer Safety Assistant (VSA).

Alarm Activated:
A. Report to the hall front desk to await status reports of the hall from RAs and/or VSA.
B. Help clear Lobby, Lounge, and Guest Room(s).
C. Take responsibility to establish an alternate communication center if a fire should threaten the safety of the lobby/desk area.
D. In conjunction with CMU Police, determine when the “all clear” signal shall be issued.
E. Afterwards, meet with staff to discuss the process.
F. File the appropriate reports to housing.

Actual Fire: (of some major magnitude)
A. Keep the appropriate housing officials notified.
B. With help of staff, try to determine head counts. Who is missing?
C. Brief your personnel at the communication center on how to handle calls from those concerned. All staff members should meet at a central location.
(communication center) to discuss the “plan of action.”

D. Please be concerned and aware of what is released to the press. The Residence Hall Director should handle most matters.

VI. EVACUATION PROCEDURES

A. Procedures for evacuation of the facility

If evacuation is necessary use the following procedure unless instructed otherwise by the CMU Police. Employees are responsible for maintaining calm and order as much as is possible for fast and efficient evacuation. Exit the building using the nearest stairs if applicable and the nearest door. Proceed to the meeting area on the lawn to the west of the building unless otherwise instructed. **DO NOT REENTER THE BUILDING UNTIL TOLD TO DO SO.**

NOTE: The floor plans found in Section XIII. A. shows all the exits. Always move to a location that is upwind of the building. The wind in this area is predominantly from the west to southwest; therefore, the primary meeting area should be on the west side of Troutman Hall on the lawn. If the wind is from another direction, go upwind away from the building to a location which will not obstruct Emergency Personnel.

B. Evacuation of Disabled Persons

Central Michigan University requires that all persons in a building evacuate that building any time the fire alarm is activated. Persons with a disability may not be able to evacuate unassisted due to special needs. It is very important to know how to address these needs should a situation arise. The following procedures show how to address these needs for different disabilities.

Plan in Advance

Individuals who need assistance during an evacuation, even temporarily (due to broken leg, illness, medications, etc.) should plan in advance. It is important to be aware of your own capabilities and limitations.

- Notify a director or department head if you use a particular building on a regular basis.
- Notify a Resident Director or Resident Assistant in residence halls.
- Identify someone who might provide assistance in leaving the building and/or who will inform emergency management personnel of your presence and where you are located.
Building Evacuation (Fire or Hazardous Materials Emergency, Bomb Threat, etc.)

- Exit the building immediately using the most direct route
- If unable to evacuate on your own, ask for assistance to the nearest enclosed exit stair or remain in you room.
- Ask someone leaving the building to notify emergency responders of your location.
- If a phone is available, call 911 and tell them where you are.

“BUDDY SYSTEM” OPTION

Make use of a “Buddy System.” During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.) When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM

Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

- Horizontal Evacuation:
  Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

- Vertical (Stairway) Evacuation:
  Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

- Stay-in-Place
  Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call the campus operator (“0”, or call 911) and give your name, location and reason you are calling. The operator will relay the information to CMU Police, who will assist by notifying on-scene emergency personnel. Phone lines normally 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.
Area of Refuge
If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling). Specific areas of refuge for each building will be designated by signage at the handicap entrances. Note: Area of Refuge can be found on the floor plans in Section XIII.

DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- Mobility Impaired (Wheelchair)
  Persons using wheelchairs should Stay-in-Place, or move to an Area-of-Refuge with their “buddy” when the alarm sounds. The “buddy” should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone the campus operator (dial “0” or dial 911). He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.

- 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 disability may choose to stay in the building, using the other options, until emergency personnel arrive.

- Hearing Impaired
  Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

- Visually Impaired
  Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. 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 assistant should offer
assistance to the individual with visual impairment and guide him or her through the evacuation route.

VII. POWER OUTAGES

A. Procedure when a power failure occurs

Power failures occur occasionally and normally do not prove to be hazardous situations. It is, however, important to be prepared should one occur. Darkness is often the result of a power failure and this can be a danger in a public facility. The following procedures are to be used during a power failure.

- If a power failure occurs during the day, vision should be satisfactory due to windows and doors providing outdoor light.
- Should a power failure occur during the night or evening, emergency lighting will activate in the building. Building occupants should leave immediately.
- If it is necessary to seek shelter during a power failure due to severe weather, employees are to go to the designated safe area or a protected area. Refer to Section IV. B. Severe Weather.
- When the power returns, inspect your area and report any damage which may have occurred. (vandalism, electronics damage due to a surge, etc.)

NOTE: Be aware that with a power outage, you have no fire alarm system.

VIII. ELEVATOR ENTRAPMENT

A. Procedure when trapped in an elevator

Elevator entrapment is a very uncommon occurrence, but due to the fact that it is a mechanical device, failure is possible. Therefore, being prepared to deal with this type of emergency is necessary. The following procedure is to be used if you become trapped in an elevator.

- REMAIN CALM!
- Use the emergency elevator phone, alarm button or cellular phone to call for help.
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- An Elevator Mechanic will be called to take care of the problem.
B. Procedure when people are trapped in an elevator

If a person becomes trapped in the elevator, use the following procedure.

- Determine if the alarm is genuine.
- Immediately call the elevator repair service.
- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying or yelling.
- Talk to the person inside by yelling through the door. Inform them to remain calm and not to try and escape. Remain in contact with the trapped individual and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

IX. DISTURBANCES - VIOLENT / DANGEROUS BEHAVIOR

A. Procedures for dealing with violent / dangerous behavior

Due to the nature of the activities that take place in Troutman Hall, disturbances may occur when aggression overtakes rational judgment. An aggressive dispute can often be resolved with a few words from a person of authority. The following procedure is for disturbances which have escalated to be potentially dangerous to property or people.

- Use your best judgment when assessing the situation; determine whether it is something that can be resolved with intervention. NEVER put yourself into a situation that can become harmful to you.
- If the situation is dangerous, immediately call the CMU Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.
- If a person(s) has or appears to have a weapon, immediately call the CMU Police (911).
- If a person(s) behavior appears to be drug or alcohol induced, immediately call CMU Police (911).
- If a person(s) has done or is doing malicious damage to property, immediately call CMU Police (911).
- If a person(s) is physically assaulting another, immediately call CMU Police (911).
- If you intervene and they refuse to cooperate, immediately call CMU Police (911).
B. Active Shooter Response

CMU POLICE DEPARTMENT

Response to Active Shooter Incident

Secure immediate area:
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullet)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter may not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Contacting Authorities:
- Use Emergency 911
- (989) 774-3081 CMU Police (non-emergency line)
- Police.cmich.edu (CMU Police email)

Be aware that the 911 system will likely be overwhelmed. Program the CMU Police administrative line into cell phone for emergency use or consider e-mail. E-mail address for police is www.police.cmich.edu.

What to Report:
- Your specific location-building name and office/room number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc

Police Response
- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation
X. CHEMICAL RELEASES

Chemical releases can be classified into two distinct categories:

Incidental Releases

Incidental releases are small isolated releases of chemicals such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental releases can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment, or by calling Environmental Health & Safety at 7398. This type of incident would not require the response of the Local Fire Department, or outside agency. However, Environmental Health & Safety should be notified of all releases. This may aid in the proper disposal of the released chemical.

Response to an incidental release

1. Obtain the MSDS and assess the scope of the hazard.
2. Notify employees and others in the immediate area of the spill and evacuate if necessary.
3. Verify identity of material.
4. Secure appropriate equipment and supplies to contain spill.
5. Use protective equipment and clean up spill.
6. Transfer spilled material to a proper disposal container and label for waste disposal.
7. Decontaminate spill area.
8. Store and dispose of spilled material as waste. Contact Jamie Stock (http://www.cst.cmich.edu/users/stock1lj/hazwaste.htm) for disposal.

Emergency Releases

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local fire department would be considered an emergency release.

An emergency release may be defined by any one of the following:

- Spill affects several areas.
- Material has moderate to high toxicity or is flammable.
- Material has a potential for causing exposures exceeding short term exposure limit.
- Threat of discharge to drain/sewer.
- Potential threat to community.

For the purpose of this Emergency Action Plan only Emergency Releases will be addressed.
Employee Procedures for Chemical Releases

1. Clear the area of all personnel and visitors - Instruct personnel to evacuate Troutman Hall.

2. Dial 911 for CMU Police.
   a) Advise nature of problem
   b) Advise exact location of the chemical release.
      CMU Police will then contact Environmental Health & Safety.

3. If the situation appears to be a serious release, activate the fire alarm pull station and begin evacuation of the building.

4. Send one employee, if available, to meet Environmental Health & Safety and lead them to the incident area.

5. Advise Environmental Health & Safety on their arrival if all personnel are accounted for.
   a) If an employee or visitor is missing, advise Environmental Health & Safety as to the last known location of the individual.

6. Provide assistance to Environmental Health & Safety as requested.

XI. GAS LEAK

The following general guidelines are recommended for the purpose of responding to a suspected or known gas leak:

1. Telephone CMU Police (911) & the Facilities Management Service Center (774-6547), and report the location and any unusual conditions. If Facilities Management Service Center is closed, the CMU Police Department will contact the appropriate personnel within Facilities Management.

2. If the gas leak is outdoors, stay upwind; keep out of low areas.

3. If the gas leak is indoors, leave the area, do not turn on a light switch, other gas-burning appliances, or activate any other source that can produce a spark or open flame. Do not use a telephone in the immediate area. Where possible, ventilate the area by opening doors and windows.

4. The decision to evacuate an area or building will rest with the highest level of authority available at that time.

5. If the gas leak affects the whole building or there is no easy way to shut it off in the area of the leak, shut off the main gas shut-off valve for the building. Each
building has a main shut-off valve outside the building where the gas services enters. A notebook showing the locations of all building shut-off valves is located in Facilities Management Service Center. The notebook is labeled "MichCon Gas Shut-off Valves."

**GENERAL INFORMATION FOR A GAS LEAK**

To provide a better understanding of the above recommended gas leak emergency action procedures, a brief description of the physical properties of Natural Gas and LP Gas-Propane is provided. The University has equipment that uses both types of fuel. With one exception, the physical characteristics of both gases are very similar.

Natural Gas is an odorless fossil fuel that is lighter than air, while LP Gas-Propane is a by-product of crude petroleum and is heavier than air. Both fuels will burn and can explode under certain concentrations and proper air mixtures, and if a source of ignition is introduced. Both fuels are odorized by the chemical Mercaptan. The odor smells like garlic, rotten eggs or a skunk.

Without attempting to describe the concentrations, which have many variables, the most important factor is the source of ignition. Sources of ignition can be in numerous forms, such as a light switch, gas-burning appliance, telephone, electric motor, cigarette lighter, automobile engine, or summarized as anything that can produce a spark or flame.

It should be noted that all gas-burning appliances are required by ANSI Standard 21-30 to have an appliance gas shutoff valve to enable the fuel source to be interrupted at the appliance.

**XII. COMMUNICATIONS**

A. **University Communications**

During an emergency it may be necessary to evacuate, or partially evacuate, the University campus. Also, normal services such as electricity, water and telephones may be nonexistent. Under these conditions, it is desirable to have an alternate location that can serve as a focal point for communication among emergency responders and through which incoming and outgoing calls can be routed.

If the nature of an emergency so dictates, the Core Crisis Group shall activate the Command Center from which they will manage the University response to the incident. Communications with the emergency responders will be by trained staff. No information concerning the nature of the emergency will be provided to anyone other than University officials or responding outside emergency agencies. Any media contact will be made by the Associate Vice President of University Communication, or her designee.

B. **Where to refer media inquiries**
It is the policy of CMU that all inquiries made by the media regarding anything to do with the operation or actions of the University or its staff and faculty be directed to the University Communications Office (3197).

**Media Relations Policy**

*Responding to the press:* The University Communications office will be responsible for coordinating the University’s responses to the press; the Associate Vice President will serve as the University’s official spokesperson, although other university officials (i.e., president, vice presidents, individuals with specific areas of expertise) may also be needed to respond publicly depending upon the nature of the crisis.

XIII. **LOCATIONS OF EMERGENCY EQUIPMENT**

**A. Floor Plans**

The following pages contain floor plans which indicate the locations of various emergency equipment. The equipment that has locations indicated on the floor plans are:

- Fire alarm pull stations
- Fire extinguishers (types of extinguishers)
- Tornado shelter areas
- Exits

XIV. **TERMINATING THE EMERGENCY**

This section of the Emergency Action Plan will deal with those activities necessary to support employees, visitors and students during and following an emergency situation, and those activities necessary to restore operations at Central Michigan University.

**Recovery of Operations**

The recovery of building operations and services will be based on the extent of damage suffered to the building. The Core Crisis Group will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident the Core Crisis Group will begin the implementation of the university business recovery plan.

**Documentation**
Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

**Responsibility for Incident Documentation**

(a) Following an emergency situation, the Core Crisis Group or their designee will have the responsibility of collecting all records and forms used during the incident. These will be used for several purposes such as incident investigation, insurance claims, and potential legal actions.

(b) The Core Crisis Group may prepare a report documenting activities that took place during the emergency situation.

(c) The report of the Core Crisis Group and all related documentation will be submitted to the President for review and necessary follow-up actions.

**Responsibility for Damage Assessment**

The Core Crisis Group will have the main responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineers and local government officials.

**Post-Emergency Activities**

Post-emergency activities are those that tend to the welfare of facility personnel and provide for a review of facility actions during the incident.

**Injuries should be reported as follows:**

Please report employee (including student employee) injuries or illnesses to the Workers Compensation office at 774-7177 as soon as possible. All injuries to students, non-employees or visitors should be reported to the Risk Management & Insurance office at 774-3741.

**Incident Debriefing**

The incident debriefing is utilized to inform personnel about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may exist.

Some employees and/or students may be profoundly impacted from the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical incident stress debriefing sessions following such incidents.
The Core Crisis Group or their designee shall make arrangements for counseling services as needed following an emergency situation.

**Critique**

The critique of the incident is basically a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.
Appendix A

State and Federal Regulations
Emergency Action Plan Exercise Evaluation Form

Facility: _____________________________________________________________

Date of Drill: ______/______/______

Time of Drill: _________________________

Type of Drill Conducted:

• Fire

• Severe Weather

• Medical Emergency

• Chemical Release

• Bomb Threat

• Power Failure

Length of time required to complete all exercise activities: ____________________________

List any problems encountered during the drill: _________________________________

______________________________________________________________________________

______________________________________________________________________________

List any recommendations for improvement to the Plan: __________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of exercise evaluator: _____________________________________________

Send copy of completed form to Jon Kujat, and Building Emergency Coordinator.
Appendix C

Fire Drill Report Form

REPORT OF FIRE DRILL

[ ] False Alarm

Total # of False Alarms this Academic Year
Planned Drill

[ ] Planned Drill              _____ Total # of Planned Drills this Academic Year

Building ____________________________

Date of and time of drill or alarm __________________________________________________

Length of time elapsed from moment of alarm until all areas were clear

Did all personnel evacuate rooms?

If no, explain _____________________________________________________________________

________________________________________________________________________________

Were any means of egress excessively congested?

If yes, explain _____________________________________________________________________

________________________________________________________________________________

Did the alarm system function properly?

What difficulties, if any, were observed?

Did the employees perform in a satisfactory manner?

What recommendations do you have for future drills or alarms?

Signature of Troutman Hall Emergency Building Coordinator

Revised April 122013
Copy to: EHS - Jon Kujat.