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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 manual 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.

The Administration also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency
techniques such as evacuation, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

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

Emergencies fall into two major categories—those for which you would call other library personnel for assistance, and those with which you must deal immediately by calling 911 before calling other people. Examples of emergencies that require calling 911 would be bomb threats, medical emergencies, and violent or dangerous behavior.

In the event of other emergency situations, contact the following:

- Business Services: 3347 Monday – Friday 8:00am – 5:00pm
- Book Checkout Desk 3114 Weekdays after 5:00pm and weekends OR
- Facilities Management Service Center 6547

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 Park Library.
(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:

**Park Library Emergency Building Coordinator**

The Emergency Building Coordinator serves as a primary liaison between Environmental Health & Safety Services/ Emergency Management (EHS/EM), 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.
- **Brad Stambaugh is the Park Library Emergency Coordinator. Diane Thomas serves as his backup.**

**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 Park Library 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

The Park Library was renovated in 2002. It is constructed of concrete, steel, block and glass, with a brick exterior and glass exterior. The Park Library is equipped with a sprinkler system, fire alarms and fire extinguishers. It encompasses a total of 307,000 ft\(^2\).

Description of the Surrounding Area

To the North: Franklin Street, Finch Fieldhouse, the University Art Gallery and the Bovee University Center
To the West: Open mall area
To the South: Brooks Hall and the Music Building
To the East: Parking Lot #27

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. The open mall to the west of the building may be applicable in this situation.

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)

<table>
<thead>
<tr>
<th>Calm</th>
<th>Disguised</th>
<th>Nasal</th>
<th>Angry</th>
<th>Rapid</th>
<th>Broken</th>
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</thead>
<tbody>
<tr>
<td>Stutter</td>
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<td></td>
<td></td>
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<tr>
<td>Slow</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deep</td>
<td>Crying</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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<td>Accent</td>
<td>Loud</td>
<td>Squeaky</td>
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</tr>
<tr>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Telephone Alert Procedures (in order) in the event of a Tornado WATCH.

NOAA weather radios have been provided to the Emergency Building Coordinator. 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 gets the watch by either source, the Emergency Building Coordinator’s office will then contact the various departments in Park Library and inform them of the Watch.

**LOCATION OF TORNADO SHELTER AREAS**

The tornado shelters for Park Library can be found in Section XIV - 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.

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 Park Library should proceed to the areas designated on the floor plan located in Section XIV 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 XIV 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**

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 in grassy field 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 XIV 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 Park Library in the open grassy area. 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.

• 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.

• 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 XIV.

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 horn/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.
DEPARTMENTAL EVACUATION PROTOCOL

MONDAY – FRIDAY 8:00AM – 5:00PM

FIRST FLOOR

• 3352 Clarke Historical Library Staff
  • Clarke Offices and Public Areas
  • Café
  • EHS

• 3662 Help Desk and IT Staff
  • Help Desk
  • Help Desk Corridor
  • Media Services
  • Receiving Room

• 1307 & 1726 SM Books/Inventory & SM Periodicals/Microforms/Copiers Staff
  • 1st Floor Public Area
  • Restrooms
  • Baber Room
  • Strosacker Room
  • Auditorium
  • Information Desk

• 3018 Student Disability Services Staff
  • SDS Offices
  • Adaptive Technologies
  • 1st floor Group Study Rooms
  • Re-shelving Room

SECOND FLOOR

• 3470 Reference Desk/Reference Workroom Staff
  • Reference Librarian Offices
  • Classrooms
  • Reference Stack Areas
  • 2nd Floor Public Area (South)

• 3556 OCLS Staff
  • OCLS Offices
  • Restrooms

• 3022 ILL Staff
• ILL Offices
• 2nd Floor Public Area (South)

• 3114/1164 Book Checkout Staff
  • 2nd Floor Public Area (North)

THIRD FLOOR
• 3031 Technical Services Staff
  • Bindery
  • Bibliographer’s Room
  • Group Study Rooms (South)
  • 3rd Floor Public Area (South)

• 2338 Library Systems Staff
  • Library Systems Offices
  • 3rd Floor Public Area (North)

• 3825 Reserve Desk Staff
  • Mary Dow Reading Room
  • Staff Lounge
  • Individual Study Rooms (North)
  • Group Study Rooms (North)
  • Restrooms

FOURTH FLOOR
• 3500 Dean’s Office and Business Services Staff
  • 4th Floor Public Area (South)
  • Restrooms
  • Group Study Rooms Facing Atrium
  • 4th Floor Public Area (North)
  • 4th Floor Individual Study Rooms

• 3615 or 7008 Faculty Center for Academic Excellence (FACIT)
  • FACIT Offices
  • 4th Floor Re-shelving Room
  • Group Study Rooms Along FACIT Hallway

• 3253 or 7166 Affirmative Action Office
  • Affirmative Action Offices

  Writing Center
  • Writing Center
DEPARTMENTAL BUILDING EVACUATION PROTOCOL

EVENINGS AFTER 5:00PM, WEEKENDS AND HOLIDAYS

Library Monitors Staff
- 1st Floor Restrooms
- 1st Floor Public Area
- Baber Room
- Strosacker Room
- 1st Floor Group Study Rooms
- Adaptive Technology Room (PA 119)
- Auditorium
- Extended Hours Study
- Café restrooms
- Café

Book Check-Out Staff and Stack Maintenance Books/Inventory Staff
- 4th Floor Restrooms
- 4th Floor Public Area
- Re-shelving Room
- 4th Floor Group Study Rooms
- 4th Floor Individual Study Rooms

Stack Maintenance Periodicals/Microforms/Copiers Staff
- Microforms Area
- 3rd Floor Public Area North and South
- Library Systems corridor and offices

Reserve Staff
- Mary Dow Reading Room
- 3rd Floor Group Study Rooms
- 3rd Floor Individual Study Rooms
- Restrooms
- Staff Lounge

Help Desk Staff
- Help Desk Area and Corridor
- Receiving Room

Reference Staff
- 2nd Floor Public Area North and South (OCLS student helps clear floor when working)
- Instruction Rooms
- 2nd Floor Restrooms
- Staff Hallway on 2nd Floor
- OCLS Offices
**Writing Center**
- Writing Center (4th Floor)

*Clarke Historical Library if open will clear their own area.*
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.)

Closing Procedures

During normal business hours (8:00am – 5:00pm Monday – Friday) designated Library staff will log into the security program and lock down all doors with card swipe access (excluding sliding glass doors).
Main entrance sliding glass doors will be pushed open to allow patrons to leave the building. Do not push the doors closed until everyone has left the building, once these doors are pushed closed they will be locked until the power comes back on.

If the main entrance sliding glass doors are locked before everyone leaves the library, route remaining individuals, through either the Baber or Strosacker Rooms. (Sliding glass doors in Baber room and into 1st floor stacks do not lock during a power outage.)
Lock all exterior doors, along with Java City and EHS.

Make sure switches for main entrance sliding glass doors are in closed positions before leaving. During evenings and weekends card swipe access doors are already locked. For main entrance sliding doors follow same procedure as listed above.

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. Water Leaks

During regular business hours, Monday – Friday 8:00am – 5:00pm call Library Business Services at 3347, who will call Facilities Management Service Center at 6547. After 5:00pm and on weekends, call the Book Checkout Desk at 3114, and ask for the telephone number of the Access Services Supervisor on duty. Once contacted, the Access Services Supervisor can call either the FM Service Center, 6547 which then will direct them to call their answering service at 772-8225 OR the answering service can be called directly. If water is placing library materials in immediate danger, do what you can to protect the materials until help arrives. Rolls of plastic sheeting are located in the re-shelving areas on each floor. When time permits, call one of the following in the order indicated for further instructions:

- Diane Thomas, Access Services Coordinator 772-1312
- Brad Stambaugh, Library Business Services Manager 773-7411
- Anne Marie Casey, Associate Dean of Libraries 773-8654
- Thomas Moore, Dean of Libraries 773-2350
X. DISTURBANCES - VIOLENT / DANGEROUS BEHAVIOR

A. Procedures for dealing with violent / dangerous behavior

Due to the nature of the activities that take place in Park Library, 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
XI. 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 Services at 7398. This type of incident would not require the response of the Local Fire Department, or outside agency. However, Environmental Health & Safety Services 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 Park Library.

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.

XII. 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.

**XIII. 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.

**XIV. 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
XV. 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
APPENDIX B

Emergency Action Plan

Exercise Evaluation Form
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  _____ 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 Park Library Emergency Building Coordinator

Revised March 2013
Copy to: EHS - Jon Kujat.