

EMERGENCY PREPAREDNESS PLAN

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Introduction

This document is designed

All Tuskegee University students, faculty, staff and campus personnel are urged to **SIGN UP FOR EMERGENCY NOTIFICATIONS** by e-mail (campus e-mail acct. only), voice message or text messaging by going to the following link:

<https://www.myschoolcast.com/go/tu>.

Please contact Campus Technology at 334-727-8040 if you are unable to log in.

EMERGENCY RESPONSE TRAINING AND DRILLS FOR A/CID-1418 BDCU/9

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 Tuskegee University Police (obtain an outside line and dial 724-34-4911) and give your name, location and reason you are calling. The dispatcher will relay the information to onscene 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 communicating. Telephone,

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.

9. Call emergency contacts and have a hardwired phone available if needed for reporting a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
10. Take the emergency supplies and go into the designated shelter room. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
11. Consider pre-cutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
12. Write down the names of everyone in the room, and call the designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).
13. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

REPORTING AN EMERGENCY

Immediately report emergency situations occurring in or near your facility (such as fire, explosion, storm damage, hazardous materials spills, chemical odors, flooding, accidents).

WHAT TO DO IN CASE OF FIRE

If you discover a fire or smell smoke.....

- Identify the locations of the fire alarm stations and how they operate
- Immediately activate the fire alarm station if the alarm is not already sounding.
- Notify others in the immediate area.
- Evacuate the building at the nearest exit using the stairs. If imm(to Tw 0.72 0 Td ()8j 0.24 0 Td [(us)-

Active Shooter

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter situation is defined as any incident in which a person or persons armed with a deadly weapon is *actively and presently* employing the weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Call TUPD or 4911 from a campus telephone when able or 334-724-4911 from a cell phone.

If you are in a building when someone begins to shoot at people in the area:

- If possible without compromising your safety, EXIT immediately and call TUPD or 4-9-1-1 or 334-724-4911 from a cell phone.
- If leaving would jeopardize your safety, secure your immediate area by:
 - Locking and barricading doors
 - Turning off lights
 - Closing blinds and/or locking windows
 - Keep quiet. Silence cell phones (not even vibrate), turn off radios and computer monitors
 - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets). This may protect you from bullets.
 - Do not stand by doors or window

Contacting the Authorities:

- Call 4-9-1-1 or 334-724-4911 from a cell phone,
- The alternate TUPD phone numbers are:
 - Tuskegee Police Department (334) 727-0200
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1.
- Program these numbers into your cell phones so you will have them in the event of an emergency

What to Report:

- Shooter(s) location, number of suspects and their identities if known
- Race/gender/clothing description/physical features of suspect(s)
- Type of weapons (long gun or handgun) backpacks or duffel bags, separate explosions from gunfire, etc
- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries, number of persons injured and types

- If doubt exists for the safety of the individuals inside the room, the area should remain secured

Demonstration/ Civil Disturbance/ Terrorism

Students, Faculty and Staff employees need to be alert to unauthorized persons on or near campus property. All persons on campus are to adhere to the following:

- Always have your campus identification on you
- Do not engage unauthorized individuals

Stroke

Because time is critical in effective treatment of stroke, call 4911 from a university phone or 911 from a cell phone if you notice someone who is exhibiting any of the following symptoms:

- Sudden numbness or weakness of the face, arm or leg, especially on one side of the body
- Sudden confusion, trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden severe headache with no known cause

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Poisoning

Poison **Poison**
Swallowed

WHAT TO DO IN CASE OF HAZARDOUS MATERIALS OR CHEMICAL SPILL

Definition of Hazardous Materials:

The Occupational Safety and Health Administration (OSHA) defines a hazardous material as any

- If the decision to cancel classes or delay

- Evacuation procedures
- Use of personal protective equipment (PPE)
- First aid during an emergency evacuation
- How to communicate during the emergency

Emergency Safe Places:

- Tompkins Hall-FEMA Shelter Level 2
- Henderson Hall basement
- John A. Kenny Hall
- Brimmer Hall
- Kellogg Hotel Ballroom Area
- Chambliss Hall-hallways

Veterinary School Area

- Patterson Hall – Media Center
- Necropsy Laundry room and Cooler
- Rosenwald Hallway, attic entrance and restrooms
- Williams-Bowie – Animal Care Unit entrance, hallways, service corridor, and restroom
- Small Animal – hallway and exam rooms
- Large Animal – hallway and innermost offices

INCLEMENT WEATHER/CAMPUS CLOSING

The communications office assists senior officials in the distribution of information regarding a University closure in the event of a storm. The communications procedure includes:

- Tiger Alert mass email message sent to all students, faculty and staff as soon as possible
- Tiger Alert mass text message to all students, faculty and staff as soon as possible
- Tiger Alert message posted on the Tuskegee University homepage
- Macon County warning sirens (long constant beep)

UPDATES available at 334-727-8757, www.tuskegee.edu/alerts or www.tuskegee.edu/TigerAlert

CHECKLIST

- () A chain of commands clearly established to minimize confusion.
- () A method of communications such as an alarm system is established to alert employees to evacuate or take other precautions.
- () Emergency escape procedures and escape route assignments, including floor plans and maps, are established.
- () Procedures are established to be followed by employees who remain to perform (or shut down) critical plant operations before they evacuate.
- () Procedures are in place to account for all employees after emergency evacuation has been completed.
- () Procedures are established for rescue and medical duties for those employees who are trained and assigned to perform them.
- () The preferred means for reporting fires and other emergencies is indicated.
- () Contacts for further information or explanation of duties under the plan are listed.
- () A schedule is included for regular practice drills, updates and training and reviews, with copies of the plan kept in convenient locations.