

INDIANA UNIVERSITY

EMERGENCY ACTION PLAN

FOR

Ballantine Hall

Building No. 111

Address:

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Bloomington, Indiana 47405-7103

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March 2003

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I. PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. RESPONSIBILITY

For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this Plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others.
2. Inform employees how to communicate in an emergency.
3. Assign specific tasks.
4. Identify employees with specific needs.
5. Provide a building specific plan.
6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.
 - Emergency and accessible exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station location
 - Tornado shelter
 - Areas first searched

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, NOAA radio, building smoke detection or sprinkler

system, private citizen, Ballantine Hall emergency phone tree, or Indiana University Police Department (IUPD). A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUPD. (e.g. Yell “Fire!”, pull building alarm, call other offices, etc.) Inform immediate supervisor who will continue notification up the Chain of Command. The building emergency alarm system is reserved for total evacuation of the building.

C. Emergency Alarms and Advisories

1. Sprinkler Alarm – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler and/or HVAC smoke detection systems will activate the alarm automatically. The Ademco dialer will send a notification to IUPD/Control Center. Manual alarms, either pull station or break glass models, are located on each floor.

2. Homeland Security Advisory System (HSAS) is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

Low Condition – Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- a. Refining and exercising preplanned Protective Measures;
- b. Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- c. Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition – Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- a. Checking communications with designated emergency response or command locations;
- b. Reviewing and updating emergency response procedures;
- c. And providing the public with necessary information.

Elevated Condition – Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- a. Increasing surveillance of critical locations;
- b. Coordinating emergency plans with nearby jurisdictions;

- c. Assessing further refinement of Protective Measures within the context of the current threat information; and
- d. Implementing, as appropriate, contingency and emergency response plans.

High Condition – Orange

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- a. Coordinating necessary security efforts with armed forces or law enforcement agencies;
- b. Taking additional precaution at public events;
- c. Preparing to work at an alternate site or with a dispersed workforce;
- d. Restricting access to essential personnel only.

Severe Condition – Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- a. Assigning emergency response personnel and pre-positioning specially trained teams;
- b. Monitoring, redirecting or constraining transportation systems;
- c. Closing public and government facilities; and
- d. Increasing or redirecting personnel to address critical emergency needs

D. Emergency Sirens

When you hear a *steady wail* it means that a tornado has been sighted in Monroe County or the National Weather Service has issued a tornado warning. Take cover immediately. Tune to local cable TV or radio stations.

When you hear a *fast wail* it means that some type of unusual emergency has occurred, such as a hazardous chemical spill. Go indoors. Tune to a local cable channel or radio station for further instructions.

IV. RESPONDING TO FIRE AND OTHER EMERGENCIES

Each emergency requires a different response. In bomb threat, hazardous material spill or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

- A. **To summon assistance**, telephone **911** to report an accident or life-threatening situation.
 FIRE, POLICE, AMUBULANCE.....**911**
 PHYSICAL PLANT/OPERATIONS

(Utilities, Building Services, etc.).....5-8728

B. To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

1. Verbally warn employees in the immediate area, (such as, yelling “FIRE!”) and activate alarm upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge.
2. **DIAL 911**, from a telephone in a safe area, to report the incident to IUPD. (There may be a 10 second delay before the operator answers.) The IU dispatcher is responsible for contacting the appropriate department or agency.
3. Give your name, building room number and type of emergency.
4. Stay on the line until you have given all necessary information.
5. **CLOSE THE DOORS AS YOU LEAVE.**
6. Use Stairways. When out, move away from building to a prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders.
7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
8. Notify:
 - a. Fire fighters if you suspect someone may be trapped inside the building.
 - b. Immediate supervisor, the ECC Chairperson, and proper agencies for any needed services and the highest ranking member of the emergency control committee.
 - ECC Chairperson: Emanuel Mickel Phone Number: 855-8253
 - ECC Assistant: Isabel Piedmont Phone Number: 855-5458

C. Assignments

1. Emergency Control Committee will report to a location designated as the Emergency Control Center, unless the prevailing situation dictates otherwise. Communication will be by voice with the ranking member in charge. “Ranking member” should be interpreted as the chairman (Prof. Emanuel Mickel). If the chairman is not present, “ranking member” should be interpreted as the individual who has worked in Ballantine Hall the longest or is otherwise judged to have relevant expertise.
 - a. The Committee consists of floor monitors from each floor.

Ground Floor Kyle Kinnaman (BH 010)
Art Heckman (BH 022)
Ellen Pettay (BH 010)

Floor 1	Lucinda Miller (BH 120) Roger Crandall (BH 120)
Floor 2	Anita Schaad (BH 206)
Floor 3	Kathryn Propst (BH 307) Madeleine Gonin (BH 307) Erick Carballo (BH 307) <i>alternate</i> Cordah Robinson (BH 307) <i>alternate</i>
Floor 4	(None)
Floor 5	Jessica Hamilton (BH 565) Yvette Rollins (BH 547) Shelly Scott (BH 502) Nancy May-Scott (BH 520)
Floor 6	Isabel Piedmont (BH 642) Kristin Brouwer (BH 642) Deborah Piston-Hatlen (BH 602) Jill Giffin (BH 644)
Floor 7	Susan Platter (BH 744) Margaret Hollers (BH 744) Becky Bryant (BH 742) JoEllen Fitzgerald (BH 742)
Floor 8	Linda Vaught (BH 802) Karla Allgood (BH 844) Jane Drake (BH 805) Shelly Clark (BH 844)
Floor 9	Connie May (BH 913A) Joe Lee (BH 914) <i>alternate</i>

- b. Assistance to Physically Challenged:** Floor monitors are responsible for helping physically challenged individuals to a safe location, if feasible under the current circumstances. The separate list of individuals with self-identified physical disabilities who work in the building also includes a “buddy” who has agreed to assist the person in case of emergencies. Floor monitors and “buddies” are not expected to put their own life and health in danger in order to rescue others.

The floor monitor should assist the physically disabled person to proceed to a stair landing, where he/she should wait for assistance from emergency professionals (fire fighters, paramedics, etc.). Once outside the building or

away from the danger zone, the floor monitor should report the person's location to emergency personnel.

- c. Responsibility
 - Review plan annually, revise as necessary, and make copy available to building employees and the Office of Risk Management.
 - Plan training exercises to test evacuation plan.
 - Instruct personnel of their duties.
 - In any emergency situation, the ranking member of the Ballantine Hall Emergency Control Committee present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
 - Establish procedures to account for building occupants.
 - Assess nature and extent of all emergencies.
 - Assume initial control of all emergency actions until IUPD arrives, then:
 - Assign persons to carry out specific actions.
 - Order evacuation, if deemed necessary.
 - Take any other action necessary to protect life.

V. EMERGENCY CONTROL CENTER

Emergency actions should be coordinated from the Emergency Control Center. The location will be designated by the Chairman of the Emergency Control Committee.

If the emergency allows us to remain in the building, the Emergency Control Center is located in BH 022,. If the emergency necessitates leaving the building, the emergency control centers will be:

North side – Beck Chapel

East side – Parking lot north of Goodbody Hall (in inclement weather, ground floor hallway of Goodbody Hall).

VI. EVACUATION ROUTES & MEETING PLACES

- A. A map of evacuation routes is displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. It will be the responsibility of each department to inform employees of these evacuation routes. Risk Management shall verify that the signs are in place and up to date.
- B. Meeting places will be established by individual Ballantine Hall departments to account for individuals. (See departmental Emergency Action Plans.)
- C. Account for employees in departments &/or floors as well as possible.

- D. Report to the Emergency Control Committee and emergency personnel any missing, trapped or injured occupants.

VII. DISABILITIES

In an emergency, each person has different skills and abilities. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. The department administrator should pass this information along to the appropriate floor monitor(s), so that they can assist the employee in case of emergency.

- A. Assign a designated area for persons who may need assistance in evacuation, e.g. hearing, mobility, vision or speech impaired, the elderly and children. The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples are:
 - 1. One-hour fire-resistive hallway adjacent to an exit.
 - 2. Vestibule located next to an exit enclosure.
 - 3. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.
- B. Department heads should discuss with individual employees who have identifiable disabilities, those who have informed them of any special needs, and all those newly hired, what assistance they may need and determine how they will communicate.

Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. The information it contains is confidential and will be made available only to the person's immediate supervisor, the building manager, the Office of Risk Management, and/or the chairperson of the building's emergency control committee. It is not to be posted on the web as part of this EAP.

- C. If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location.
- D. IU employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with a mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person.

VIII. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid

in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

A. Call 911 immediately if the injury is life threatening. Provide the following information:

1. Nature of medical emergency.
2. Location of the emergency (address, building, room number).
3. Your name and phone number from which you are calling.

B. Do not move victim unless absolutely necessary.

C. Call one of the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of professional medical help:

1. Art Heckman	BH 022	Phone: 855-5303
2. Carol Reynolds	BH 132	Phone: 855-2635
3. Lucinda Miller	BH 120	Phone: 855-0005
4. Jerry McCune	BH 120	Phone: 855-0004
5. Roger Crandall	BH 120	Phone: 855-0006
6. Anita Schaad	BH 206	Phone: 855-6738
7. Erick Carballo	BH 307	Phone: 855-7829
8. Paula Koons	BH 544	Phone: 855-2067
9. Isabel Piedmont	BH 642	Phone: 855-5458
10. Kristin Brouwer	BH 642	Phone: 855-1088
11. Randy Simmons	BH 644	Phone: 855-1553
12. Robert Althausen	BH 842D	Phone: 855-5426

D. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.

E. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call 911 and refer to Hazardous Substance Spill section of this document.

IX. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of Ballantine Hall can be ordered by Physical Plant or responding emergency personnel working with the Emergency Control Committee. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of main controls for gas, fuel oil and electrical supply leading into the building. For utility or building service emergencies, call 855-9514.

X. **SEVERE WEATHER & NATURAL DISASTERS**

A. **Tornado or Severe Thunderstorm**

In the event of a tornado or severe weather warning, the following procedure should be put into effect. Listen for latest advisories on commercial and/or weather radio. (WTTS, 92.3 FM is the local Emergency Alert System station for Bartholomew, Brown, Decator, Jackson, Lawrence and Monroe Counties.)

1. Tornado or Thunderstorm Watch: Weather conditions are favorable for the **possible** development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.

Post spotters (any employee) at window to observe and report eminent weather changes during a tornado watch. Inform supervisor and/or building manager if deteriorating weather occurs or if tornado warning is issued. (Training is available from the National Weather Service to become an official severe weather spotter.)

2. Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

The warning siren is a steady wail and sounds when there is a tornado in the area. If you are outside when you hear the siren, take cover in a building close by. Other means of notification (computer alerts, weather radios) may also report that a warning is in effect. Action to be taken depends on whether the response is appropriate to faculty office floors or to the lower four floors with classrooms and staff offices.

The siren typically sounds for five minutes. Individuals should stay in safety areas until given the all-clear by floor monitors or professional emergency personnel, or until they hear for themselves via the radio that the National Weather Service has issued an “all clear” notice.

Faculty office floors (4 through 9)

- Floor monitors should check their floor to make sure that everyone has heard the siren.
- Then they should immediately move personnel to the designated safe assembly area (for example, a restroom, center stairwell, hallway or lecture hall with no windows).
- Close all doors and await the all-clear. The cessation of the siren does NOT imply that the emergency is over.

Classroom floors (Ground through 3)

Staff members on classroom floors have volunteered to alert faculty teaching classes that a warning has been sounded and to advise them to move their students to the hallway or other designated areas. Each office has assigned one or more personnel to a preplanned 'flight path' down classroom corridors. (These paths are indicated below).

To facilitate prompt response, persons receiving first aid and CPR training will have vests supplied by Risk Management. Personnel from adjacent offices will coordinate their flight paths to cover their share of the classrooms. Faculty teaching in structurally safe classrooms without windows (BH 011, 109, 310) would be notified first by nearby staff to expect their empty seats to be filled. These faculty would also be asked to monitor the influx until room capacity is reached. Continuing to other classrooms, the staff would then inform faculty in nearby classrooms to move those students into any nearby classrooms without windows, up to their estimate of the added capacity of those rooms. Thereafter, the advice would be for students and faculty to move into the hallways.

NOTE: BH 013 is not considered structurally sound in case of tornado and is therefore **not** a safe tornado refuge. The language lab rooms BH 115, 117, and 188 are also not structurally sound, being under the same roof as BH 013. Even though these rooms have no windows, individuals should NOT stay there in case of tornado.

To facilitate prompt response (as opposed to hesitation or extended argument, in the event of a tornado warning) these designated staff persons would visit each classroom (at the start or end of class) within their flight path in the first two weeks of the semester, to briefly introduce themselves and this plan (offering them a brief handout, see Appendix I) to the faculty assigned to their rooms for that semester. Each semester a list of faculty teaching in all Ballantine Hall rooms, by time and day, will be made available by the Registrar and distributed to volunteering staff members to facilitate this visitation.

Specific Plans for Classroom Floors

Ground floor: Faculty Council (BH 010)

Kyle Kinnaman, Ellen Pettay
Phone: 856-5980

- a) Kyle or a staff person from the Language Lab on the first floor will first notify faculty in BH 011, estimate the number of empty seats, and then
- b) proceed to cover classrooms on the NE wing of their own ground floor

First Floor: Language & Computer Lab (BH 120)
Lucinda Miller, Roger Crandall, Jerry McCune, Lisa Blackwell
Phone: 855-0006, -0004,-0005

- a) One staff person will first notify faculty in BH 109, estimate the number of empty seats and then work south down the rest of the NE wing of the hall on the First Floor.
- b) A second staff person will move upstairs to the second floor, using the stairwell that bisects this NE wing to cover the classrooms on the second floor of the NE wing.
- c) As indicated above, a third staff person will descend to the ground floor of the NW wing to ensure that Kyle is covering BH 011 and the rest of the ground floor, NW wing.

First Floor: Independent Major Office (BH 129)
Nancy Vazquez, 855-9588

&

Teaching Resources Center (BH 132)
Carol Reynolds, 855-2635

Carol and Nancy will divide responsibility for the SW wing of the hall, first floor. Carol will work from the southern most end of the hall back, while Nancy will work south from the lobby area. If Nancy or Carol hears the alert first, they should first inform the other and then knock on classroom doors.

Second Floor: Writing Tutorial Services (BH 206)
Anita Schaad, 855-6738

Anita has agreed to work the SW hallway of the second floor, which is across the elevator lobby from the Tutorial Services office located in the NE Wing.

Third Floor: TLTC (BH 307)
Kathryn Propst, Madeleine Gonin, 855-3580

&

Third floor: Film Studies Office (BH 306)
Deb Munson, 855-1072

- a) Kathryn has agreed to send two persons down the hallways of the third floor, one to work the NE, the other the SW wings.
- b) Deb is not as constantly in her office, which is locked at all times, but Deb and the TLTC people should inform each other first and divide up their responsibilities as they determine.

3. After the tornado

After a tornado passes, restore calm and check for injuries. Report injuries and damage to IUPD via 911, then Risk Management (855-9758).

B. Blizzard

1. If indoors:

- a. Stay calm and await instructions from the designated official.
- b. Stay indoors!
- c. If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- e. Wear layers of loose-fitting, lightweight, warm clothing, if available.

2. If outdoors:

- a. Find a dry shelter. Cover all exposed parts of the body.
- b. If stranded in a vehicle:
 - Stay in the car or truck.
 - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Exercise to keep blood circulating and to keep warm.

C. Earthquake

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, electrical power, and filing cabinets whose drawers may open.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.

D. Flood

1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through flood water.
 - c. If car stalls, abandon it immediately and climb to higher ground.
2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

XI. BOMB or BIOLOGICAL, NUCLEAR, INCENDIORY, CHEMICAL, EXPLOSIVE (B-NICE) THREAT

Indiana University policy is to evaluate bomb/B-NICE threats in order to determine the appropriate action that must be taken. The threat that a bomb/B-NICE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. The person receiving a telephone bomb/B-NICE threat should** remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call 911.** Give all available information. Notify IUPD, then immediate supervisor.
- B. Written threats** can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important.
 1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call 911 to notify the campus police or persons with the safety/security responsibility at any IU facility.
 3. Safeguard the received material until it is given to proper authority.
- C. If a suspicious package** or device is found, **immediately** notify the police. **Do not touch or handle any suspicious item! Do NOT use the fire alarm.** Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. Appearance which may indicate a hazard

- a. Powdery substance felt through or appearing on the package or envelope.
- b. Oily stains, discoloration, or odor.
- c. Lopsided or uneven envelope.
- d. Excessive packaging material such as masking tape, string, etc.
- e. Excessive weight.

2. Handling Suspected Packages or Envelopes

- a. Do not shake or empty the contents of any suspicious package or envelope.
- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- f. Notify IUPD by calling 911, and notify your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

D. A bomb/B-NICE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/B-NICE threat, the building manager, her/his designee or the ranking member of the Ballantine Hall Emergency Control Committee will cordon off the area, wait until IUPD arrives, and then consult with the University Police for an evacuation decision. The University Police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

E. Bomb Threat Checklist. Please see Appendix 2 at the end of this document.

XII. HAZARDOUS SUBSTANCE

The following are the locations of:

Spill Containment and Security Equipment: BH 029, 032, and 036.

Personal Protective Equipment (PPE): BH 029, 032, and 036.

Material Safety Data Sheet (MSDS): filing cabinet in BH 032.

Chemical Spill

Introduction: The **HAZ**ardous **W**aste **O**perations and **E**mergency **R**esponse standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“**Hazardous substances**” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties. “**Location**” means any place on the IU campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc.

Releases are either incidental or emergency response situations.

A. Incidental Release

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

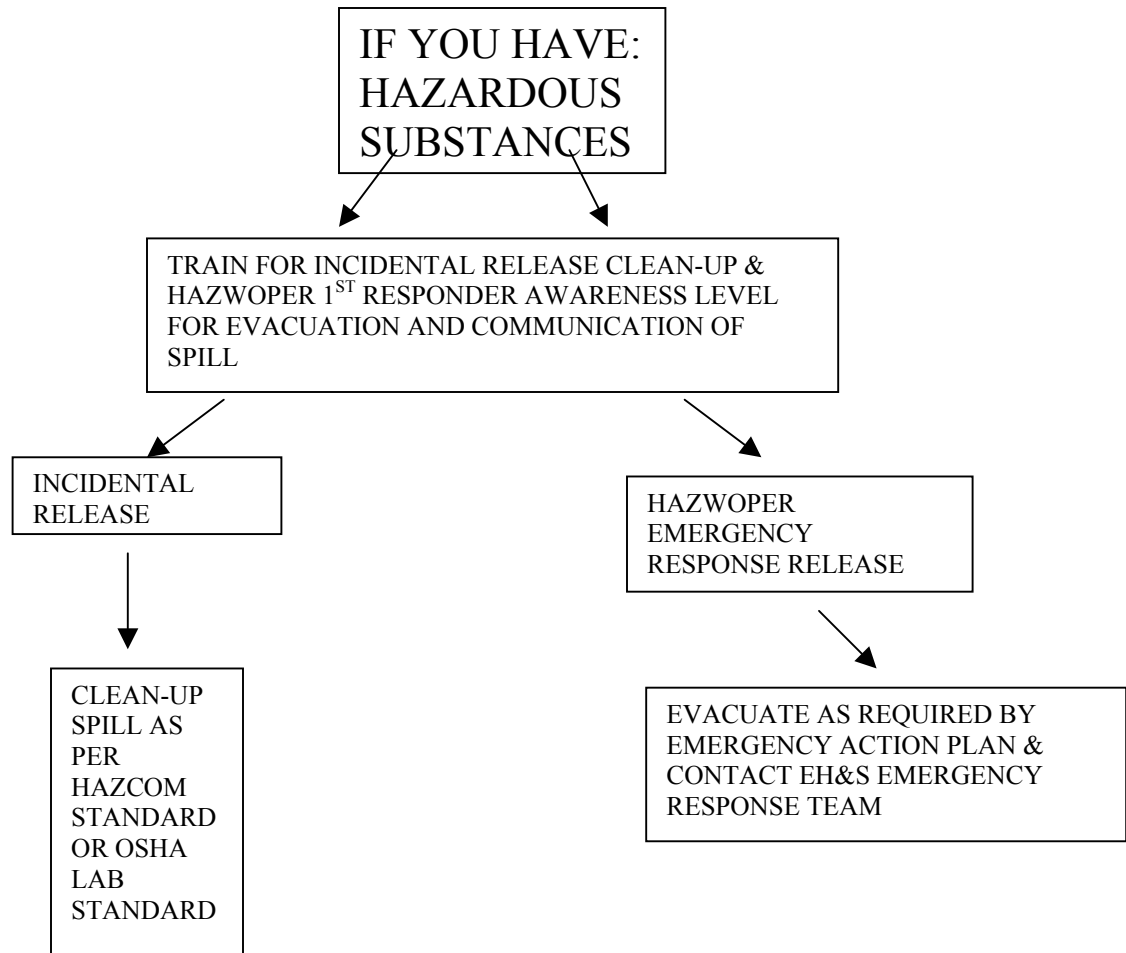
1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
3. The release requires immediate attention because of imminent danger.
4. The release may cause high levels of exposure to toxic chemicals.
5. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
6. The situation is unclear or data are lacking on important factors.

Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available.

Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact the Department of Environmental Health and Safety's (DEHS) Emergency Response Team at 855-6311 or by dialing 911 after hours.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS's Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.

C. Response Flow Chart



XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
2. Smoking is not allowed in Indiana University buildings. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

Call the Office of Risk Management, 855-9758, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.

2. **Electrical appliances**, such as, coffeepots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
 - a. Fire and smoke doors blocked open.
 - b. Storage and trash in stairways and hallways.
6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **911**, will be posted on all telephones.
7. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain unobstructed so that they can close automatically in case the fire alarm sounds.

D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Operations Center/Control Center (855-8728).

XIV. NEWS INFORMATION

Information to the news media will only be released through Public Affairs and Government Relations: 855-0850 or pager 812/325-0898.

XV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XVI. FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

The Chair of the Ballantine Hall Emergency Control Committee or one of his designees as listed below:

Prof. Emanuel Mickel, 855-8253, mickel@indiana.edu (Chair)

Isabel Piedmont, 855-5458, ipiedmon@indiana.edu

Ellen Pettay, 855-5408, pettay@indiana.edu

XVII. DEFINITIONS

- Ademco**----- Brand name for automatic telephone dialer.
- Assembly Area**----- Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
- BTFD**-----Bloomington Township Fire Department.
- DEHS**-----Department of Environmental Health and Safety.
- Emergency Control Center (ECC)**-----Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
- Emergency Control Committee**-----Building occupants with authority to make decisions affecting the university in an emergency.
- EMS**-----Emergency Medical Service.
- Floor Monitor**-----Person who warns and checks on occupants.
- Hazardous Substances**-----Includes every known chemical.
- HVAC**-----Heating, Ventilation and Air Conditioning.
- HSAS**-----Homeland Security Advisory System.
- IDLH**-----Immediately Dangerous to Life and Health.
- IUPD**-----Indiana University Police Department.
- LEL**-----Lower Explosive Limit.
- MSDS**-----Material Safety Data Sheet.
- NOAA**-----National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.
- PI**-----Principal Investigator.
- PPE**-----Personal Protective Equipment.
- Ranking Member**-----Member of Emergency Control Committee with superior rank or knowledge.

APPENDIX 1: Information for Instructors Teaching in Ballantine Hall Classrooms

The following handout will be delivered to BH instructors at the beginning of each semester by the volunteers listed on pages 12-13 under “Specific Plans for Classroom Floors.”

PLEASE READ AND BE FAMILIAR WITH THIS IMPORTANT EMERGENCY INFORMATION.

I am _____ from the _____ office on the _____ floor of Ballantine. With other IU employees, we seek to acquaint you with the following emergency plans. This will help us implement an “Emergency Action Plan for Ballantine Hall” that has been constructed with the assistance of campus Risk Management in the spring of 2003.

In Case of Tornado

Inside Ballantine Hall, it is virtually impossible to hear the siren that the County Emergency personnel sound to warn of an impending tornado. I and other staff members who work in Ballantine have agreed to notify students and instructors when we become aware of a tornado warning.

To protect you and your students from possible injury from strong winds and debris should a tornado move through campus, **we ask you to usher your students from this classroom into the hallway or main lobby of this floor, as space is available.** If your classroom is BH 011, 109 or 310, we ask that you keep your students in the room and, as empty seats are available, accept additional students from the hallway until the room is full. Please make sure your classroom door is closed when the last person leaves. The overriding aim here is to keep away from outside windows.

We have dropped by early in the semester to inform you about this plan so that if we have to return, you will understand who we are and what the alert is about. As we will not have any time to discuss or debate the matter once we are notified about a tornado alert, we ask you to channel any questions you have about this procedure to myself at (Email): _____ and I will refer them to those more knowledgeable and able to answer them.

In Case of Fire

When the fire alarm sounds, our main goal is to protect you and your students from possible injury. You and your students must evacuate the building right away. **We strongly urge you to lead your students out of the building together and to move your students far enough away from the building to facilitate free and easy passage of those coming behind you from the building.** We cannot have people backed up in the stairwells because others block the door once outside the building. This has happened during evaluations before, and many people were caught in a stairwell or hall for an unsafe period of time.

APPENDIX 2: Telephone Bomb/B-NICE Threat Checklist

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
 - What building?
 - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____
 Telephone # at which call received: _____
 Time received: _____ Date call received: ___ / ___ / ___ Nationality: _____

CALLER'S VOICE

___ Calm	___ Nasal	___ Soft	___ Angry	___ Stutter
___ Loud	___ Excited	___ Lisp	___ Laughter	___ Slow
___ Raspy	___ Crying	___ Rapid	___ Deep	___ Normal
___ Distinct	___ Slurred	___ Whispering	___ Clearing Throat	___ Ragged
___ Deep Breathing		___ Disguised	___ Cracking Voice	___ Accent

BACKGROUND SOUNDS/NOISES

___ Street Noise	___ Voices/Talking	___ Wildlife Sounds	___ PA System	___ Music
___ Static	___ Motor	___ Factory Machinery		___ Clear
___ Radio/TV	___ Long Distance	___ Local	___ Office Sounds	___ Weather
___ Cell Phone	___ Restaurant Sounds	Other (Specify) _____		

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education)	___ Incoherent	___ Profane/Foul	___ Irrational
___ Taped Message	___ Message being Read		

REMARKS _____

Your name: _____ Your position: _____
 Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

Addendum to the Emergency Action Plan for Ballantine Hall

Building No. 111

This page is intentionally left blank for confidentiality purposes. To obtain information regarding persons who need assistance please contact the building manager, senior member of the Emergency Control Committee or the Office of Risk Management.

111-EAP
March 2003