



Physical Plant

Emergency Action Plan

Plan originated: 2/2004

Last updated: 3/2016

Wendel Reece – University Safety Manager

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I. Purpose

OSHA's Emergency Action Plan standard, found at 29 CFR 1910.38(a), requires the University of Northern Iowa Physical Plant to have a written emergency action plan. This plan applies to operations at the University where employees working in the Physical Plant may encounter an emergency situation.

The Emergency Action Plan communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any regulatory officials who ask to see it.

Under this plan, our employees will be informed of the plan's purpose, emergency escape procedures and route assignments after emergency evacuation has been completed, preferred means of reporting fires and other emergencies, and the alarm system notification and action during severe weather.

The University Safety Officer has overall responsibility for the plan. The University Safety Officer or designee will review and update the plan as needed. Copies of this plan are maintained at the Environmental Health & Safety Office and each unit office within the Physical Plant.

If after reading this program, you find that improvements can be made, please contact the Environmental Health and Safety Office. All suggestions are encouraged. The University of Northern Iowa Physical Plant is committed to the success of this emergency action plan through clear understanding, safe behavior, and involvement in the program from every level of the university community.

II.
EMERGENCY CONTACT LISTS

Emergency Notification List

UNIT	NAME - TITLE	PHONE #	CELL PHONE #
Administration	Mike Zwanziger – Director	273-7826	404-8979
	Brian Hadley– Asst. Director	273-7653	801-389-6614
	Gary Saak – O&M Manager	273-2622	404-1263
	Brian Looby-Business Analyst	273-2866	504-0026
	Cathy McRoberts – Mgr. Warehouse Campus Supply/Mail Center	277-0765	
EH&S	Wendel Reece – Univ. Safety Mgr.	273-7269	239-9920
	Gordon Krueger – Env. Safety Spec.	273-3445	230-6315
	Jason Kayser – Fire & Safety Spec.	273-2004	404-8417
Building Services	Jack Geary - Assistant Manager	273-2301	231-8038
	Jack Shafer – Assistant Manager	273-6423	231-1844
Transportation	Dennis Nieman – Transportation Mgr.	273-2869	231-4961
Operations/ Maintenance	Tony Hanson – Project Manager	273-3126	610-4406
	Steve Pavelec-Electric Shop Mgr.	273-6165	415-3507
	Mike Henny-HVAC Supervisor	273-6075	429-0574
	Jeff Juhl-Area Mechanics Supv.	273-2251	415-6401
Grounds	Lynn Pakala – Manager	266-5135	266-5135
Energy Management	Dave Andersen – Energy Cons. Mgr.	273-2213	
	Brent Maitland – Manager	273-6393	
Power Plant	Keith Reid – Maintenance Mgr.	273-6090	404-5092 269-1068
Facilities Planning	Doug Jensen – Associate Director Facilities Operation	273-6827	290-4520



Physical Plant Radio List (alpha)

2/8/2016

Rad	Name	Shop	Auto#	Phone	Rad	Name	Shop	Auto#	Phone
274	Bob Pudil	Keyshop	V121	3-2568	283	Kevin Bley	Steam		3-2090
234	Brandon Uhlenhopp	Elect.	V109	3-2638	310	Kim Wrage	Trans.		3-2681
608	Brent Maitland	PPL		3-6393	203	Kurtis Keough	Elevator	V108	3-3129
222	Brian McBride	A Mech.	T122		250	Larry VanDyk	A Mech.		3-2644
242	Brian Peters	HVAC		3-7564	248	Leslie Lynch	A Mech.	V122	3-5115
212	Bron Umthum	Elect.	V84	3-2638	302	Lynn Pakala	Grounds	T140	3-6917
306	Cathy McRoberts	WHS		277-0765	238	Mark Ingersoll	Elect.	V110	3-2638
288	Chris Dieckman	A Mech.		3-7472	296	Marlyn Weber	A Mech.		3-2993
					297	Mike Henny	HVAC	V94	3-6075
261	Craig Cook	Elect.	T111	3-2638	246	Mike Zwanziger	Director		3-7826
315	Dale Miller	Dock		3-2828	221	Nick Uhlenhake	Plumber	V113	3-2005
353	Dan Buseman	Grounds		3-2825	310	Randy Brunscheon	Trans.		3-2681
270	Daryl Courtney	Keyshop	V104	3-2568	305	Randy High	Grounds		3-2825
237	Dave Andersen	Energy		3-2213	707	Rich Smiley	Energy		3-6516
204	Dave Diercks	A Mech.		3-6259	261	Rick Elefsrud	Elect.		3-2638
308	Dave Kelly	Mail		3-3230	289	Roger Sattizahn	HVAC	V83	3-7564
225	Dave Schultz	Carpenter	V145	3-3126	264	Ron Melohn	Steam		3-2090
255	Dean Seekins	A Mech.		3-5820	316	Steve Hansen	Trans		3-2681
223	Delbert Cordes	Carpenter	V114	3-3126	253	Steve Pavelec	Elect.		3-6165
307	Dennis Nieman	Trans.		3-2869	240	Tom Wymore	A Mech.		3-2920
227	Dirk Buschmann	Painter	T124	3-3126	216	Tony Hanson	O&M	V05	3-3126
285	Eric Jolley	HVAC	V45	3-7564	282	Tricia Pugh	Admin.		3-6109
218	Gary Saak	O & M		3-2622	249	Vic Paulsen	Energy		3-7368
202	Greg Thies	Elevator	V107	3-3129					
303	Gregg Vanderholt	Grounds		3-2825					
298	Jeff Juhl	A Mech.	T121	3-2251					
251	Jeff Uhlenhopp	A Mech.		3-5115					
225	Jim Hansen	Carpenter	V145	3-3126	501	Wendel Reece	Safety		3-7269
226	Jim Lund	Painter	V123	3-3126	502	Jason Kayser	Safety		3-2004
205	Jim Riggle	Plumber	T129	3-2005	503	Gordon Krueger	Safety		3-3445
233	Joe Boutott	O & M		3-3038					
220	Jon Arkulari	Elect.	V105	3-2638					
252	Keith Kressin	HVAC	V93	3-6075					
201	Keith Reid	PPL		3-7564					
215	Kent Klammer	A Mech.		3-3937					

III.

Fire / Explosion Emergency Action Plan

A. Emergency Escape Procedures and Assignments

Employees need to know what to do when they are the first to discover an emergency or when they are alerted to a specific emergency.

When a fire or explosion is detected within the Physical Plant, go to the nearest fire alarm station and activate the alarm by pulling on the lever of the alarm box. Fire alarm boxes are located throughout the Physical Plant with their locations marked on the emergency egress maps. This will activate sirens and emergency lighting within the Physical Plant. This will also notify Public Safety to immediately call the Cedar Falls Fire Department.

The following guidelines apply to the Fire / Explosion Emergency Action Plan:

1. All employees are to be trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer must review with each employee, upon initial assignment, the parts of the plan, which the employee must know to protect the employee in the event of an emergency.
2. Training will include the use of floor plans and workplace maps, which clearly show the emergency escape routes included in the Emergency Action Plan. Color-coding aids employees in determining their route assignments. These floor plans and maps are available and posted at all times in every area of the Physical Plant to provide guidance in an emergency.
3. No employee is permitted to re-enter the building until advised by the University Safety Officer or designee, UNI Police, or Cedar Falls Fire Rescue (after determination has been made that such re-entry is safe).
4. A list of evacuation zones is given in the following table. A refuge/safe zone is a meeting area designated in a location far enough away from the building to be deemed safe for each group of employees from the Physical Plant. It also must be far enough away from the building to avoid hampering emergency operations.

Physical Plant Refuge/Safe Zones

NORTHWEST CORNER OF PHYSICAL PLANT BUILDING

HVAC

Electrical

Elevators/Clocks

NORTH SIDE OF PHYSICAL PLANT BUILDING

Plumbing

Room 25

Carpenter/Paint

NORTHEAST CORNER OF PHYSICAL PLANT BUILDING

Director's Office

Key Shop

Energy Management

SOUTHWEST CORNER OF PHYSICAL PLANT BUILDING

Grounds

EAST SIDE OF PHYSICAL PLANT BUILDING

Physical Plant Administration

Transportation

SOUTHEAST CORNER OF POWER PLANT – SOUTH SIDE 30TH ST.

All Power Plant employees

SOUTHEAST CORNER OF WAREHOUSE 1

All Physical Plant employees in warehouse

See **Attachment 1** for a reproducible copy of the

Physical Plant Refuge/Safe Zones

5. After evacuating the building, each employee is to immediately go to their designated evacuation zone
6. Once each evacuated group of employees have reached their evacuation destinations, the person on duty who is in charge in the unit:
 - Takes roll of his or her group. Employees not at Physical Plant at time of emergency are contacted by radio to verify their locations.
 - Makes sure all persons are accounted for.
 - Assumes role of department contact whose duty is to both receive and disseminate information.
7. The person who is in charge in the unit at the time of the emergency must be aware of employees with disabilities that may need extra assistance. Before leaving, these employees check rooms and other enclosed spaces in the workplace for handicapped employees who may be trapped or otherwise unable to evacuate the area.

B. Rescue and Medical Duty Assignments

UNI Police are the designated first responders to emergencies at the university and will help with and direct all rescue and medical duty assignments upon their arrival on site. Cedar Falls Fire Rescue may be called to assist.

Until their arrival, emergency first aid skills and techniques should be used on injured employees by those who have been trained in emergency first aid procedures.

C. Emergency Reporting Procedures

Head counts should be given to the University Safety Officer or designee. UNI Police should be made aware of any missing employees or if the possibility exists that someone might still be in the building.

No employees are to return to the buildings until "all clear" is given by the University Safety Officer or designee, UNI Police, or Cedar Falls Fire Rescue.

D. Environmental Health & Safety Representative Responsibilities

The University of Northern Iowa Environmental Health & Safety Office will designate a representative who is responsible for the completion of the following activities. He/she must:

1. Assist individual units/departments with developing written emergency action procedures.
2. Compile these plans into the Physical Plant Emergency Action Plan.
3. Periodically review the emergency action plan for changes and upgrades.
4. Assist Physical Plant Administration in the planning and delivery of the procedures of the Physical Plant Emergency Action Plan training.
5. Assure that employees have the opportunity to be trained in the use of fire extinguishers and the application of medical first aid techniques.

Attachment #1

Physical Plant Refuge/Safe Zones

A refuge/safe zone is a meeting area designated in a location far enough away from the building to be deemed safe for each group of employees from the Physical Plant. After evacuating the building, each employee is to immediately go to their designated refuge/safe zone

NORTHWEST CORNER OF PHYSICAL PLANT BUILDING

HVAC

Electrical

Elevators/Clocks

NORTH SIDE OF PHYSICAL PLANT BUILDING

Plumbing

Room 25

Carpenter/Paint

NORTHEAST CORNER OF PHYSICAL PLANT BUILDING

Director's Office

Energy Management

Key Shop

SOUTHWEST CORNER OF PHYSICAL PLANT BUILDING

Grounds

EAST SIDE OF PHYSICAL PLANT BUILDING

Physical Plant Administration

Transportation

SOUTHEAST CORNER OF POWER PLANT – SOUTH SIDE 30TH ST.

All Power Plant employees

SOUTHEAST CORNER OF WAREHOUSE 1

All Physical Plant employees in warehouse

IV.
STORMS / SEVERE WEATHER

A. Introduction

The primary notification of severe weather is by two National Oceanic Atmospheric Administration (NOAA) radios located in the Physical Plant building. Weekly and monthly tests of the emergency system are conducted by the Black Hawk Emergency Management Agency (BHEMA). When the tests are received on these two radios, the occurrences are logged in a permanent record maintained by the Physical Plant dispatcher. Discrepancies in the log result in radio inspections and ensure reliable operation. These two radios are located as follows:

Physical Plant 10
Physical Plant 21

Dispatch Center
Energy Management

NOAA radios are also located in remote sites. Personnel at each site are responsible for assuring that radios are operational. Remote sites are as follows:

Power Plant control room
Gil 030

Environmental Health and Safety
Public Safety

B. Responsibilities

Responsibilities of Dispatcher after notification of severe weather "watch" in Blackhawk County.

- a. Receive notification of severe weather in a monitored surrounding county by NOAA radio. (Notification would normally be in the form of a "watch" or a "warning"). Log time of notification. Continue to monitor weather communications.
- b. Notify Director, Assistant Directors, Managers/Supervisors and keep them updated regarding the severe weather conditions. Give specific information and respond to any questions. (If no answer, follow alternate directions given on phone or leave message.)
- c. Inform anyone leaving the building that a severe weather "watch" exists and their safety may be compromised.
- d. Stay available to provide assistance as needed or requested by directors/assistant directors/managers/supervisors.

Responsibilities of Dispatcher after notification of Tornado "warning" in Black Hawk County:

- a. Receive notification of severe weather in Black Hawk County by NOAA radio, or sounding of UNI Alert System.
- b. Transfer dispatch activities to phone 3-6516 and 3-7368 only. Move into designated disaster shelter area, located in Energy Management. Log time of notification.

Dispatch role priority list is as follows:
Dispatch Key Desk
Account Clerk Business Analyst
Operations and Maintenance Manager

- c. Begin advising all employees with radios and cell phones of severe weather/tornado and to seek shelter. **Dispatch A** located at 3-6516 and **Dispatch B** located at 3-7368 will notify managers / supervisors per notification list on page 15. Cell phones, where listed, will be called when university number does not reach the person.

Dispatch A will say:
Tornado warning, Tornado warning, - seek immediate shelter. (repeat twice)

Dispatch A and Dispatch B will also monitor 3-4400.

- d. When notified by Public Safety or NOAA radio that the severe weather is clear, Dispatch A and Dispatch B will announce the ALL CLEAR per notification list. Log time of notification.

IF NO DAMAGE, Dispatch A will say: Attention all personnel, attention all personnel. An "all clear" has been issued. Please follow your emergency action plan. (repeat twice)

IF KNOWN DAMAGE, Dispatch A will say: Attention all personnel, attention all personnel. An "all clear" has been issued, possible damage in area of __(if known)__. Proceed with extreme caution. Please follow your emergency action plan.

- e. Notify Public Safety if an employee is injured or damage is reported by Physical Plant employees.

- f. Transfer dispatch back to front office as soon as time permits.
- g. Stay available to provide assistance as needed or requested by directors/assistant directors/managers/supervisors. If persons outside the campus call with questions or concerns, calls should be forwarded to the University Safety Officer (319-404-5090)

Responsibilities of Employees after notification of severe weather "warning" in Blackhawk County.

- a. Upon hearing the "ALERT" signal or receiving the Dispatch warning, follow the emergency action plan for your unit.
- b. If no signal or warning is made but safety is threatened, seek shelter/protection immediately.
- c. After the "all clear" is given, report to your designated check in person/location per the individual unit/department action plan.
- d. If a person has not reported in to their check in location within 15 minutes after the "all clear" is given, a search will begin.
- e. **Do not release any information to the media.** Refer any questions to your supervisor/manager.

C. EMERGENCY ACTION PLANS

EMERGENCY ACTION PLAN

SEVERE WEATHER

DIRECTOR'S OFFICE OPERATIONS ADMINISTRATION OFFICE STAFF

In the event of a tornado warning, either by outside air sirens or the national weather bureau, all normal operations in the Physical Plant Administration area will cease. A sign will be placed on the front doors of operations administration and the directors office stating:

Due to a tornado warning currently in effect, all Physical Plant operations have been suspended and all employees are in designated shelters. Regular operations will resume with the termination of the tornado warning. Shelter areas are available inside.

Staff in the front office who have not been designated as part of the emergency dispatch team are to leave their work stations and proceed to Room 03C . All office staff will remain there until the "all clear" signal is received and entrance back to their work stations is authorized. Administrative operations will return to normal at this time.

Management located in the operations administration area will proceed to Room 003C in the operations administration area. There they will direct any "off the street" traffic to a designated emergency shelter area.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

(Note: employees assigned to emergency dispatch will follow the Physical Plant Dispatch responsibilities)

EMERGENCY ACTION PLAN
SEVERE WEATHER
BUILDING SERVICES

When severe weather strikes be alert for the emergency warning siren. When the siren sounds please report to the designated shelter area of your building and stay there until the "all clear" is given.

When severe weather threatens, the Building Services management team with the assistance of 3-4400 will monitor local television and radio:

If a Severe Weather Watch is issued (conditions in the atmosphere create a situation where severe weather is possible) by the National Weather Service, an "ALL PAGE" will be sent out saying: "Severe Weather/Tornado Watch – Be alert for sudden changes in the weather pattern" When the Watch is lifted, an "ALL PAGE" will be sent out saying "Severe Weather/Tornado Watch is over".

If a Tornado Warning is issued (tornado has been reported or is imminent in the area) by the National Weather Service, an 'ALL PAGE' will be sent out saying: "Severe Weather/Tornado Warning – Report immediately to the nearest designated shelter." When the Warning is lifted, an "ALL PAGE" will be sent out saying, "Severe Weather/Tornado Warning is over"

Following the emergency, all staff should call either 3-6423 or 3-2301 and report in. This is especially true as the end of a shift nears. All employees must be accounted for. If an employee does not report in after 15 minutes, a search will begin. If phone lines are down, return to the designated shelter area. If the end of a shift falls during an active weather emergency, staff are encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

Designated shelter areas on campus are listed on Attachment #2. Please review the listing and become familiar with the shelter locations in each of your buildings.

EMERGENCY ACTION PLAN
SEVERE WEATHER
WAREHOUSE 1

Upon receiving a severe weather “ALERT” all Physical Plant personnel will move to the restrooms or corridor in front of the restrooms, the designated emergency shelter areas.

Personnel will remain there until the “All Clear” is given.

The designated person in charge will be prepared to report on the condition of personnel and the work site as necessary.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

EMERGENCY ACTION PLAN
SEVERE WEATHER
Operations & Maintenance

Upon being alerted of Tornado warning or hearing emergency siren:

All O & M personnel: (stationed on campus)	Move to designated building shelter areas.
O & M front office staff:	Move to Room 25.
HVAC:	Move to Room 037 or central restrooms.
Plumbers/Steam fitters:	Move to Room 25.
Electricians:	Move to Room 037 or central restrooms.
Elevator Technicians	Move to Room 037 or central restrooms.
Carpenters	Move to Room 037 or central restrooms.
Painters:	Move to Room 037 or central restrooms.

Stay in sheltered area until the weather passes and the “all clear” is given.

After an “all clear” signal is received, each person shall check in with their supervisor within 10 minutes of the “all clear” signal.

The supervisor then shall call The Physical Plant Director or his/her designee to verify that all persons in their group are safe and accounted for.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

EMERGENCY ACTION PLAN

SEVERE WEATHER ENERGY MANAGEMENT

Notification of severe weather watches and warnings is made through two National Oceanic Atmospheric Administration (NOAA) radios located in the Physical Plant dispatch area and in Energy Management.

In the event of a severe weather watch for Black Hawk County, all Energy Management personnel should be notified and their locations noted.

In the event of a severe weather warning (siren) for Black Hawk County, Energy Management personnel already in the Physical Plant Building should remain in room 021 or 025A. Personnel not in the Physical Plant Building should seek immediate shelter in the nearest designated shelter area and, if possible, report their location(s) Via radio. All personnel should remain in shelter areas until an “all clear” signal is received.

The Physical Plant dispatch operations will be relocated by personnel from the dispatch area to the two Energy Management work stations located on each side of the remote base radio. The work stations will be vacated and the area made available to dispatch personnel, along with access to both phones **3-7368** and **3-6516**, remote base radio, NOAA radio and both computers (for access to shelter locations and current radar maps).

During the warning, only Energy Management and dispatch personnel are assigned to the Energy Management offices. If safety conditions allow, Energy Management personnel in the offices should:

- 1) prepare for relocation of the Physical Plant dispatch operations to room 21 by clearing away unnecessary clutter
- 2) monitor the building automation system (BAS) from work stations located on the east side of room 21 and in room 21A, keeping conversations to a minimum
- 3) identify potential operational problems and communicate them to the appropriate work unit(s) as early as is feasible

Until operations return to normal, the dispatch operations and BAS will be available only for life safety and severe weather-related problems.

After the “all clear,” dispatch operations will relocate back to the front office. Energy Management personnel not in the Physical Plant Building must check in to Energy Management within 10 minutes. After that time, the University Safety Officer will be notified and a search will be implemented.

Energy Management personnel will determine the integrity of the BAS and affect such repairs as are feasible at the time. All other departmental functions will return to normal operations.

SEVERE WEATHER PROCEDURES POWER PLANT DEPARTMENT

Weather report/alert radio and AM/FM radio are located in the control room. Operations personnel will monitor the weather radio for alerts & alarms.

SEVERE WEATHER TORNADO WATCH

1. When a severe weather alert is received operations personnel will alert all on-duty personnel that a WATCH is in effect and monitor weather radio.
2. Tune AM/FM radio to KWLO 1330 AM frequency for weather reports and also monitor weather radio.
3. All outside doors are to be closed and secured.
4. Personnel are to remain alert for possible WATCH UPGRADE.
5. Perform normal duties.
6. Operations personnel will monitor radios and inform all on-duty personnel that WATCH is rescinded. Return to normal operations.

SEVERE WEATHER TORNADO WARNING

1. Operations personnel will inform all on-duty personnel that the WATCH has been up-graded to a WARNING.
2. All on duty personnel are to report to the control room; Operations personnel will perform operational duties; Maintenance and Equipment Operators will standby in northeast corner of control room.
3. A roll call will be conducted to ensure that all personnel are accounted for and are in the controlled area.
4. Operations personnel will monitor radios and inform all on-duty personnel that WARNING is rescinded.
5. Return to WATCH status when the WARNING is rescinded, remain alert for possible further WARNINGS.

NOTE: The weather radio WILL NOT sound an alert when the WATCH/WARNING is rescinded. The WATCH/WARNING will expire at a predetermined time or will be extended as conditions dictate. Continue monitoring weather radio and AM radio until danger is past.

EMERGENCY ACTION PLAN
SEVERE WEATHER
GROUNDS

If an “ALERT” siren is sounded, each person should know where the nearest storm shelter is and should seek shelter immediately. If on campus, seek shelter in the nearest building designated emergency shelter area and report to 3-4400 if possible. If in the shop seek shelter in the Grounds Break Room. Be sure to close the doors to the break room.

After the “all clear” is sounded each individual should attempt to rejoin their work group within 15 minutes at the predetermined location to check in.

At that time the area lead person will take count and report to the grounds shop office.

If an individual is separated from their lead worker and is unable to rejoin their work group, they should report on their own to the grounds shop office within 15 minutes to check in.

A log will be kept by each lead to verify everyone is accounted for.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

EMERGENCY ACTION PLAN

SEVERE WEATHER

KEY SHOP

Upon hearing the emergency siren or having been so advised by Physical Plant dispatch:

All Key Shop staff engaged on campus should move to the closest designated emergency shelter area and advise Physical Plant dispatch or Key Shop Manager (via 2-way or at 3-6109) of that location.

All Key Shop staff within the Physical plant building should immediately move to Room 25 of the Physical Plant.

After receiving the all clear signal each staff member on campus should contact the Key Shop Manager (via 2-way or at 3-6109). If unable to contact management in this manner, return to Physical plant building immediately. Each person within the Physical Plant building should return to their assigned duties.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

EMERGENCY ACTION PLAN

SEVERE WEATHER

PHYSICAL PLANT ROOM 25

In the event of severe weather warning either by outside air sirens or the national weather bureau, all occupants of Physical Plant Room 25 who have not been designated as part of the emergency dispatch team are to remain in Room 25

All occupants will remain in Room 25 until the emergency dispatch team announces the “all clear”. Once the “all clear” is announced, occupants may return to their workstations.

If the severe weather warning extends beyond normal quitting time, occupants are encouraged to stay in the severe weather shelter area until the warning expires and the “all clear” is announced. An occupant assumes a great personal risk if they choose to leave the severe weather shelter area at their own discretion after normal quitting time. If the decision is made to leave the severe weather shelter area proceed with extreme caution, the potential for severe weather continuing or formation of tornadoes is extremely great.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

Note: Employees assigned to the emergency dispatch team will follow the Physical Plant Dispatch responsibilities.

EMERGENCY ACTION PLAN
SEVERE WEATHER
TRANSPORTATION

Upon hearing the emergency siren or having been so advised by Physical Plant dispatch:

All Transportation staff engaged on campus should move to the closest designated emergency shelter area in an academic building and advise Physical Plant dispatch or Transportation management.(via 2-way or at 3-2869 or 3-3231) of that location.

All Transportation staff within the Physical Plant building should immediately move to the men's rest room at the East end of the building.

After receiving the all clear signal each staff member on campus should contact Transportation Management (via 2-way or at 3-2869). If unable to contact management in this manner, return to Physical plant building immediately. Each person within the Physical Plant building should return to Transportation garage.

Transportation management will inform the Campus Services manager or an emergency command center if one has been established of any individuals unaccounted for within 20 minutes.

If the end of a shift falls during an active weather emergency, staff is encouraged, but not required, to remain in the designated shelter area until after the event has passed. It is quite possible the university community will need our assistance following the emergency.

The Transportation Manager is given the discretion under the University's Motor Vehicle Usage Policy to refuse dispatch of University vehicles in adverse weather conditions. The manager should rely on the best available information and current events to determine whether to exercise that discretion and refuse dispatch until storm conditions have passed.

Attachment #2

Campus Academic Building Emergency Shelter Locations

A#2:	Lower floor room 009 and 009A.
BAK:	Ground floor, South hallway by room 44A & hallway by room 18.
BAR:	Ground floor restrooms, rooms 44 and 46
BCS:	Ground floor restroom.
BRC:	Rooms 51, 52.
CAC:	Interior hallway by room 112, hallway by room 126.
CBB:	Ground floor hallway adjacent to rooms 25, 27, 29.
CEEE:	Rooms 005, 007.
CET:	Lower level rooms 104, 105.
COM:	Hallways by 299A and 299B.
DOM:	Bleachers: Dome concourse, restrooms, offices Floor: McLeod tunnel, WRC tunnel, football locker room.
GIL:	Basement hallway.
GNH:	Basement level hall at the bottom of stairs.
HPC:	Hallway outside 001.
ITC:	Restrooms and rooms 030, and 034.
ITT:	(East Gym) Restrooms every floor.
KAB:	Restrooms and interior area between 121 and 199D.
LAT:	Basement restroom & basement level hall from room 102-120 and 132-142.
LIB:	Hallway from 132 to 110.
LNG:	Hallway 099A and 099.
MAU:	Lower level.
MCL:	Lower level hallways.
MSH:	Basement North hallway from room 057 to 081. Basement South hallway from room 025 to 010. Connecting middle hallway.
MUS:	Rooms 014, 015, 006.
PSY:	Basement hallways.
PHP:	Grounds break room, campus supply room 25. Rooms 021, 025, 037, and center restrooms.
PHY:	(Begemann) Ground floor 008 and entrances to 003, 004. First floor entrances to 103, 104, 108.
RSL:	Basement North and West hallways from room 047 to 073.
SAB:	All floors center restrooms.
SEC:	Basement hallway and basement corridor.
SHC:	Interior offices and exam rooms.
SRL:	First floor main lobby, near statuary & hallway by room 1.
SSC:	(East Bartlett) Ground floor hallway between rooms 001 and 006. First floor hallway between 101 and 126.
SWT:	Basement level green room & basement hallway by room 11.
WH1:	restrooms.
WRC:	Ground level men and women's pool locker rooms. First floor interior hallways.
WRT:	Ground floor North – South Hallway.
WST:	Ground floor interior hallways.

Any Campus Building not listed

The best protection in a tornado or severe weather is usually an underground area.

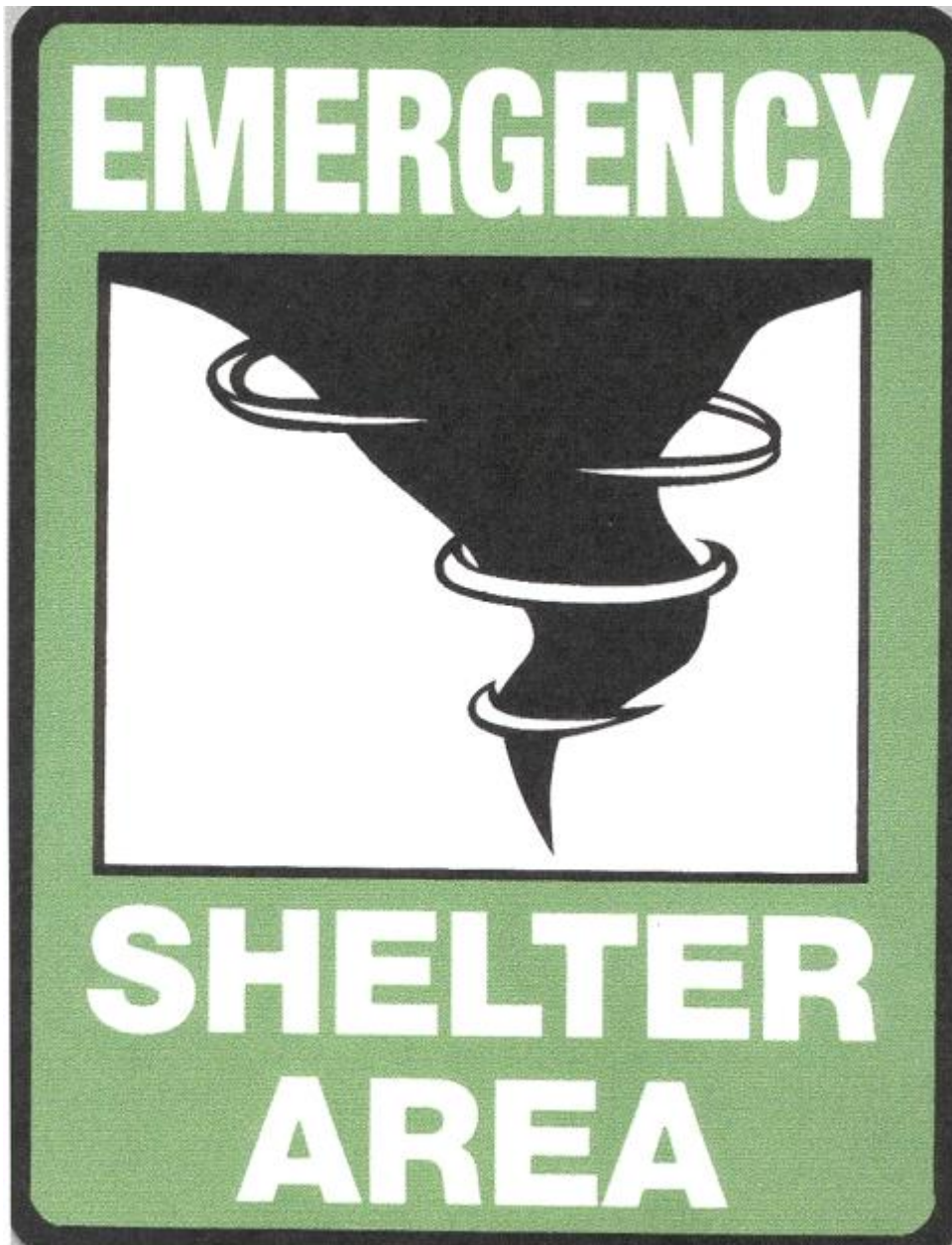
The best above ground areas in a building are:

- Small interior rooms on lowest level.
- Hallways on lowest floor away from outside doors and windows.
- Rooms constructed of reinforced concrete, brick or block with no windows and heavy concrete floor or roof.

Emergency Phones: Public Safety 3-4000 or 9-911 Physical Plant 3-4400

Attachment #3

Example of signage: Physical Plant designated shelter areas sign.



IV.

MEDICAL EMERGENCY

A. Responsibility

Action to be taken

Physical Plant Dispatcher 3-4400

1. Receive notification of a medical emergency by phone, (3-4400) radio, verbally, or by observation. Obtain specifics (location, what illness or injury, identity of injured)
2. Immediately call 9-911 or 3-4000 Public Safety to obtain needed Emergency Response Personnel support.
3. Give specific information and respond to any questions or instructions.
4. Notify all appropriate directors/assistant directors/managers/supervisors and keep them updated regarding the medical emergency.
5. Stay available to provide assistance as needed or requested by directors/ assistant directors/managers/ supervisors, Public Safety or Emergency Response Personnel.

Public Safety 3-4000

Once Public Safety is notified of a Physical Plant medical emergency they will evaluate the information and coordinate the actions of Emergency Response Personnel according to Public Safety's emergency action plan.

1. Receive notification of medical emergency.

**Environmental Health
& Safety
3-7269 or 3-3445**

2. Notify University Safety Manager
3. If appropriate provide technical assistance and support to Public Safety/ Emergency Response Personnel/Public Relations or other departments involved in the emergency.
4. If appropriate investigate cause and make recommendation to University Safety Officer or designee/ Directors/Assistant Directors/Public Safety/Physical Plant managers or supervisors to prevent reoccurrence.
5. Follow up on corrective actions.
6. Critique the emergency with responding Emergency Response Personnel.
7. Contact OSHA within 8 hours of notification if the emergency resulted in a fatality or hospitalization of three or more employees.

1. Report medical emergency to Physical Plant Dispatch by radio or dialing 3-4400.
2. Give location, your name, phone extension if appropriate, number involved, and information concerning severity of illness or injury. (See Emergency Phone Call posting page 16)
3. If trained, provide emergency first aid

Employees

while waiting for the arrival of Emergency Response Personnel.

4. Do not compromise your own safety while performing your duties.
5. Stay in contact with Physical Plant Dispatch to provide any appropriate information.
6. If possible, direct responding Emergency Response Personnel to the emergency location.
7. Respond to requests for information and/or assistance if possible.
8. Evacuate area if advisable or directed.
9. Do not release any information to the media. Refer any questions to your supervisor/manager.

EMERGENCY PHONE CALLS

When requesting emergency assistance, reporting fire, medical emergency, or criminal act call University Public Safety

**University Public Safety
3-4000**

or

**Cedar Falls Fire, Police, Emergency Medical
9-911**

Guidelines and Needed Information when Requesting Assistance

- Location of the emergency
- Caller's name
- What assistance is needed
- Condition of victim/s
- Phone number from which call is being made
- What happened (are there chemicals involved?)
- How many injured
- **Do Not Hang Up First – Let the Dispatcher Hang Up First**

V.

Bomb Threat

A. Purpose

The purpose of this Bomb Threat Emergency Action Plan is to establish procedures to be followed by Physical Plant employees of the University of Northern Iowa for responding to bomb threats.

B. General Policy Statement

All bomb or other threats affecting University facilities shall be reported to the Public Safety Office immediately. Public Safety shall act in a manner aimed at minimizing the potential for injuries, damage to property, and disruption of University operations.

Physical Plant employees shall cooperate fully with members of the UNI Police at the scene of a potential bomb situation. Employees may be requested to assist in searching areas of the building which are familiar to physical plant personnel to aid in recognizing items/packages that appear "out of the ordinary".

C. Specific Procedures for Physical Plant Employees

Threats in writing:

1. Notify Public Safety Office (3-4000) immediately by telephone.
2. Minimize handling of written material
3. Secure all materials associated with threat and make available to Public Safety officials for in depth assessment and analysis.

Threats by telephone:

1. Person receiving the threat should stay calm and not manifest fear. Make a note of date and time of call.
2. If possible get the attention of another staff member. Write on a sheet of paper "Bomb Threat. Call Public Safety".
3. Keep the caller talking and try to record as much of what the caller is saying as possible.
4. If the caller does not indicate the location of the bomb or the time of detonation, ask the caller what time it will go off and where it is located.
5. Listen closely to the voice of the caller and note the following:
 - Sex of caller
 - Age of caller
 - Accent
 - Speech impediments or peculiar voice characteristics (drunk, slurred speech, etc.)
 - Attitude of caller (calm, excited, etc.)
6. Pay attention to and note any strange or peculiar background noises which might give a clue as to the origin of the call (street sounds, music, motors running, television or radio programs, babies crying, etc.)

7. Let the caller hang up first. After the caller has hung up, confirm that Public Safety has been notified.
8. Ask dispatch to notify Building Services (3-2301) of the situation. They will send the following broadcast: "If you are in or in the vicinity of ___(**location of bomb threat**)___ please leave the building immediately. **Do not use your radio or cell phone.** Meet Public Safety Officers outside of building".

Building Services will notify affected custodial employees by beeper.

Note: This step should be followed whenever Physical Plant is notified of a bomb threat to a building. After hours Public Safety will do the notification.

If an object is found that could be a bomb:

1. Notify Public Safety (3-4000) immediately.
2. Do not attempt to move the suspicious object or to tamper with it in any way.
3. Leave the building immediately and meet UNI Police Officers outside of building.

D. Training

At the time of an emergency, employees should know what type of emergency action is necessary and what their role is in carrying out the plan. Employees need to be made aware of what is expected of them during an emergency to assure their safety.

This Emergency Action Plan for the Physical Plant is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by OSHA.