

Emergency Action Plan

Facilities Management

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Purpose

OSHA's Emergency Action Plan (EAP) standard, found at [29 CFR 1910.38](#), requires the University of Northern Iowa Facilities Management to have a written Emergency Action Plan. This plan applies to all those employed by Facilities Management wherever they may be working that encounter an emergency situation.

The Emergency Action Plan communicates to employees, policies and procedures to follow in emergencies. This plan is available on the Facilities Management webpage.

The University of Northern Iowa Facilities Management is committed to the success of this Emergency Action Plan through clear understanding, safe behavior, and involvement in the program. This plan will be reviewed annually with all those employed by Facilities Management. If you have any questions or concerns with this plan, please contact Facilities Management Safety Committee at 319-273-4400.

Emergency Contacts

IN AN EMERGENCY CALL 911

	Office Number	Cell Phone
Mike Zwanziger Facilities Management - Asst V.P. & Director	(319) 273-7826	(319) 404-8979
Facilities Management Leadership Team		
Jeanne Alcantara Job Cost & Business Operations Manager	(319) 273-6961	(319) 269-3641
Brian Looby Business Analyst	(319) 273-2866	(319) 504-0026
Gary Saak Associate Director Maintenance	(319) 273-2622	(319) 231-5929
Jose Luis San Miguel University Architect	(319) 273-3059	(617) 877-6020
John Butler Manager, Custodial Services	(319) 273-6827	(319) 404-4153
John Streicher Associate Director Engineering & Utilities	(319) 273-6201	(319) 266-7516
Phillip O'Loughlin Construction Project Manager	(319) 273-7369	(319) 327-3202
Main Office Numbers		
Facilities Management Dispatch	(319) 273-4400	
Power Plant Control Room	(319) 273-2090	
UNI Police	(319) 273-2712	
Risk Management / EH&S	(319) 273-5800	

Training Requirements

Training on the Emergency Action Plan will be conducted at-least annually, through instructor led training or by other computer based or in-person means. Other training

may include Evacuation drills. All parties need to understand that an EAP is only good if you practice what is outlined in the plan. Fire Drills should take place at least annually in addition to a departments choice of one of the other emergencies outlined in this Emergency Action Plan.

Instructions for Drills

- Conduct the drill within one week of notification.
- Simulate problems with a fire as an emergency scenario or other emergencies outlined in the EAP.
- Use a different alarm pull station for each evacuation to activate alarm.
- Complete the emergency evacuation checklist.
- Complete a debrief following the drill.
- File completed forms with Environmental Health and Safety

Actual Incidents

All incidents requiring the activation of the EAP must be critiqued in writing. Content of critique outlined below.

A debriefing of all employees and civil authorities that were involved in a response will be conducted as soon as the scene commander has terminated all emergency activities.

- The debriefing should be concluded promptly after the incident response.
- The following items will be discussed:
 - Who, if any, were exposed/injured during the response.
 - What are the possible signs and symptoms of overexposure to the hazardous chemicals that were involved in the response.
 - The disposition of any UNI or civil employees that were taken to the hospital.
 - The disposition of any equipment used during the response activities.
 - What, if any, equipment malfunctions were noted during the response.
 - Who the contact person will be with each civil agency that responded to the incident.

The final action of the debriefing will be to thank all UNI and civil employees for their help during the incident.

Content of the Critique

A critique is a detailed review, examination, analysis, or assessment of the emergency or drill to determine how we can improve for the next emergency and to use each incident as a learning opportunity to get better.

- Alarm/evacuation Drills – complete the Emergency Evacuation Checklist (Attachment 1) and forward to the EHS Office for filing. It is the responsibility of the person running the drill to ensure the drills are conducted and the checklist is completed and turned in.

- This critique must discuss in detail the high points, low points, successes and failures encountered. The summary paragraph must state clearly any changes or improvements needed in this plan and operating procedures. Department Heads will develop solutions to noted deficiency(s) and will incorporate changes in the existing EAP and retrain where appropriate.
- Excellent performance by individual staff and managers needs to be noted. Poor or inadequate performance of staff and managers must also be addressed.
- Critique of an actual incident will serve as a training tool during the annual refresher training. This critique will help to improve performance.

If there are any questions or concerns with the Facilities Management Emergency Action Plan please call 319-273-4400.

Emergencies

Fire

Reporting (1910.38(c)(1))

When a fire or explosion is detected and an alarm has not been activated, safely go to the nearest fire alarm pull station and activate the alarm. This will activate sirens and emergency strobe lighting within the building. When the fire alarm sounds, clear the facility, and exit the building immediately.

If you cannot safely get to a fire alarm pull station or one is not present, immediately exit the building then call 9-911 and UNI Police at 319-273-2712 (if not already contacted). Remain outside the building until the "all clear" is given. You may re-enter the building after the alarm has been silenced and UNI Police have given the "all clear".

Emergency Evacuation & Exit Route Assignments (1910.38(c)(2))

Evacuation

Non-supervisory Staff

- In the event of a fire or explosion proceed to the closest and safest exit.
- Once safely away from the emergency, contact your supervisor immediately.
- Staff are not to re-enter the building until the "all clear" is given by UNI Police.

Supervisor Staff

- In the event of a fire or explosion proceed to the closest and safest exit.
- Before exiting the building check rooms and other enclosed spaces in the workplace for employees with disabilities or who are injured, who may be trapped or otherwise unable to evacuate the area.
- Staff are not to re-enter the building until the “all clear” is given by UNI Police.
- Once safely away from the emergency, supervisor(s) will take roll call of their staff.
- Assumes role of department contact whose duty is to both receive and update other staff.

Exit Route Assignments

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 employed by Facilities Management. After evacuating the building, immediately go to the north side of the building and report for check-in with your Supervisor.

Operating Critical Operations (1910.38(c)(3))

Critical operations are operations that are important to the safety of others. Some of those operations in Facilities Management are the safe operation and shutdown of the power plant, boilers, and dispatch accounting for employees. Facilities Management has identified dispatch and Utility Plant Operators as critical operation staff.

Critical Operations Staff

- Staff may be instructed by UNI Police or Supervisory Staff to re-enter or remain in the building once an alarm has been activated to perform critical shut down of operations, only if safe to do so.
- Utility Plant Operators will shut down equipment and make safe.
- Immediately after critical duties are performed, the staff must proceed to the closest and safest exit.
- Once evacuated from the building, Critical Operations Staff are not to re-enter the building until the “all clear” is given by UNI Police.

Account for All Employees (1910.38(c)(4))

It is the Supervisory Staff's responsibility to account for employees:

- Takes roll call of his or her group, making sure all employees are accounted for
- Assumes role as department contact whose duty is to both receive and distribute information.
- Report any unaccounted for staff to First Responders

Rescue or Medical Duties (1910.38(c)(5))

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 first aid procedures.

Storms / Severe Weather

Reporting (1910.38(c)(1))

The primary notification of severe weather is by two National Oceanic Atmospheric Administration (NOAA) radios, Facilities Management employee radios, or the sounding of the UNI alert system.

Severe weather notification signage will be placed on the main entry door of the Facilities Management Building.

Safety Shelter Assignments (1910.38(c)(2))

- Upon notification of severe weather, proceed to the designated storm shelter areas of the building and remain in the designated area until the “all clear” is given by UNI Police or Fire Department. Designated safety shelter areas are posted in every building & can be found on the Environmental Health & Safety Website at <https://risk.uni.edu/buildings-all>
- If you are located outside of a campus building, seek shelter in the nearest building and proceed to the designated storm 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.

Operating Critical Operations (1910.38(c)(3))

Critical operations are operations that are important to the safety of others. Some of those operations in Facilities Management are the safe operation and shutdown of the power plant, boilers, and dispatch accounting for employees. Facilities Management has identified Dispatch and Utility Plant Operators as critical operation staff.

- Continue to monitor weather communications.
- Notify Director, Assistant Directors, Managers/Supervisors and keep them updated regarding the severe weather conditions.

- Inform anyone leaving the building that a severe weather “watch” exists and their safety may be compromised.
- Utility Plant Operators will shut down equipment and make safe, then seek shelter.

Procedures to account for all employees 1910.38(c)(4)

After the “all clear” is given, report to your supervisor/manager/dispatch. Supervisors are required to report status of their staff. If a person has not reported to their supervisor within 15 minutes after the “all clear” is given, a search will begin.

Bomb Threat

Purpose

The purpose of this Bomb Threat Emergency Action Plan is to establish procedures to be followed by Facilities Management employees for reacting to bomb threats. Bomb threat information mentioned in this section is from UNI Police and University of Northern Iowa Policy [7.03 Bomb Threat](#).

General Policy Statement from Policy 7.03

“All bomb or other threats affecting University facilities shall be reported to the UNI Police immediately. UNI Police shall act in a manner aimed at minimizing the potential for injuries, damage to property, and disruption of University operations”, in accordance with University Policy 7.03 Bomb Threat.

Refer to Policy 7.03 and the Department of Public Safety website for procedure for dealing with Bomb Threats. The UNI Police [Telephone Bomb Threat Checklist](#) is found here.

Facilities Management 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 Facilities Management personnel to aid in recognizing items/packages that appear "out of the ordinary".

Workplace Violence/Active Shooter

Purpose

The purpose of this Workplace Violence/Active Shooter Emergency Action Plan is to establish procedures to be followed by Facilities Management employees of the University of Northern Iowa for responding to such emergencies.

Procedure

All Workplace Violence/Active Shooter Incidents affecting University facilities shall be reported to UNI Police immediately. Facilities Management employees shall cooperate fully with members of the UNI Police at the scene of a potential Workplace Violence/Active Shooter situation.

Workplace Violence

Workplace violence is defined by [OSHA](#) as, “any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior.” Workplace violence may take many forms on campus some may include: domestic violence, assault, physical altercations, riots, stabbings, shootings, and many more. Active violence is a possibility anywhere and is difficult to manage. The response to an active violence situation will be determined by the particular circumstances. It is important to assess the situation and make the best choices for the individual event.

Any employee, who witnesses a workplace violence event, should first take steps to protect themselves and fellow employees. The situation must then be immediately reported to their supervisor/manager and UNI Police (319)273-2712 and 911 must be contacted. At no time should an employee attempt to intervene during a serious act of workplace violence.

The following guidelines have been developed to assist UNI employees when threats or acts of violence occur in the workplace.

- Stay calm and polite.
- Listen with empathy and respect for others.
- Focus on the problem, not the person.
- A violent or threatening person is more likely to de-escalate if someone approaches him or her calmly, without anger or defensiveness.
- Never challenge or bargain with a threatening person.
- If a person stays angry, get help.

- If you become aware someone is in danger of a violent situation, get help immediately.
- When aggressive behavior is taking place or has taken place, call 911.
- If you believe using the phone will escalate the situation, ask the first staff person you see for assistance.
- When there is a clear threat of an impending aggressive act, call 911.

Post Violence

- Contact the Human Resource (319)273-2422 and report the incident.
- Visit the Human [Resources Employee Assistance Program](#) website.
- Or Contact the Employee Assistance Program by phone 24/7/365 at 800-327-4692.

Note: For additional information on how to report acts of violence refer to [Violence-Free Workplace Policy](#) on the Human Resources website.

Active Shooter Incident

Active shooter events are unpredictable and difficult to manage from a document because each situation is different. As such, this document refers to the Department of Public Safety's "[Community Response Checklist](#)". For additional training and information on this topic, Public Safety provides [VIDS training](#) which is designed to help individuals increase their decision-making ability and chances of survival during an active shooter or violent event. The Public Safety, [Active Shooter Information and Training](#) page is located here. Below is a guidance checklist to help in the emergency.

Leave the area immediately if safe to do so. Don't stay on campus if you think you can safely get away. When safe, notify your supervisor or dispatch of your location and that you are safe.

Secure the immediate area:

- Lock and/or barricade doors.
- Turn off lights.
- Close blinds
- Block windows.
- Turn off radios and dim computer screens.
- Keep calm, quiet and out of sight.
- To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
- Silence cell phones.
- If there are injuries, place signs in exterior windows.

Leaving a secured area:

- Consider risks before leaving.
- Remember, the shooter generally will need to be stopped by an outside force.
- Rescue attempts should only be tried if they can be accomplished without endangering lives.

- When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:

- Call 911
- Use (319)-273-2712 for non-emergency calls to UNI Police.
- Be aware that the 911 system may be overwhelmed due to the volume of calls.
- Program UNI Police number (319)273-2712 into cell phones.

What to report:

- Your specific location (building name and office/room number).
- Number of people at your location.
- Injuries (number injured, types of injuries).
- Information on assailant(s) (location, number of suspects, race/gender, clothing description, physical features, type of weapons, backpack, shooter's identity, number of shots fired, etc.)

What to expect from police:

- Police will attempt to immediately engage assailant(s).
- Treat you like a suspect until they have cleared you.
- Evacuate victims.
- Facilitate follow-up medical care, interviews, counseling.
- Investigation.

Remember, Police may not know the identity of assailant(s) and may treat each person as a suspect until they have assessed and eliminated suspects. Comply with Police direction until cleared to ensure your safety and theirs. Keep hands out of your pockets and listen to their direction.

ATTACHMENT 1 (Copy located on EHS website)

Emergency Evacuation Checklist

NOTICE: USE A DIFFERENT ALARM PULL STATION FOR EACH EVACUATION

Building Location: _____ Type of Drill: <input type="checkbox"/> Severe Weather <input type="checkbox"/> Fire <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Bomb Threat	
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EMERGENCY EVACUATION DETAILS

Date of Drill: _____	Coordinated by: _____
Weather: <input type="checkbox"/> Sun <input type="checkbox"/> Snow <input type="checkbox"/> Rain <input type="checkbox"/> Clouds	Temperature: _____ Wind: _____ mph Direction: _____

DESCRIPTION OF DRILL

Brief Description of the Drill Scenario:

RESPONSES TO DRILL

Fire Dept. time to respond: _____	Police Dept. time to respond: _____	No. of occupants evacuated: _____	Any personnel not participating in drill? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach list of personnel)	Fire Pull Station Location: _____	Time to vacate bldg. min: _____ sec: _____	Head Count done by: _____
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VERIFY THE FOLLOWING OCCURRED:	Y/N	Comments
1. EQUIPMENT		
a. On-duty report current and available. (Crew Sheet)		
b. Any areas in building where alarm was not heard (List Areas)		
2. OCCUPANTS		
a. Employees evacuated in orderly fashion.		
b. Employees congregated at designated assembly area.		
c. Visitors evacuated in orderly fashion.		
d. Visitors congregated at designated assembly area.		
3. MANAGEMENT		
a. All employees and visitors accounted for.		
b. Fire Department liaison established.		
c. Re-entry prevented until building cleared.		
d. Safety Monitors performed assigned duties.		
e. Missing employees accounted for.		
f. Non-participating personnel have been re-trained in required procedures.		
g. Evacuation Assistant performed assigned duties.		
h. Results of evacuation drill communicated to occupants.		
4. IF ELECTRICAL POWER FAILED (If applicable):		
a. Emergency lighting was operable.		
b. Emergency generator operated.		

GENERAL COMMENTS (use back of form if needed)

Revision History:

5/19/22: EAP updated.