

# ***Dalton Cardiovascular Research Center***



**RP-5 Parking lot,  
134 Research Park Drive, Columbia, MO 65211 &  
1500 Research Park Drive, Columbia, MO 65211**

Latitude - Longitude:  
38.93263, -92.33880

## **Important Numbers**

Ambulance-Fire-Police	9-1-1
Campus facilities	882-8211
Environmental Health & Safety	882-7018 Days 882-7201 Nights, Weekends, Holidays
Mid-Missouri Crisis Line	445-5035
MU Police	882-7201
Poison control	1-800-222-1222
Sexual Assault, Domestic, Violence, Rape Hotline	875-1369
Student Health Center	882-7481

# Dalton Cardiovascular Research Center Emergency Action Plan

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## **BUILDING DESCRIPTION**

The Dalton Cardiovascular Research Center (DCRC) is a three story brick building with a basement/mechanical area on the east side. There are 2 enclosed stairwells, one each on the east and west sides of the building. The east stairwell does not have access from the first floor. There are outside exits on both stairwells. There are 2 elevators, both on the west side. One is a passenger elevator and the other, located in the animal facility, is primarily for transporting animals and equipment. There are outside exits on all 4 sides of the building as well as outside exits on the north side on the second and third floors. These lead to balconies that may be used as fire escapes. Normal access to the building is via doors on the west side and the receiving area on the south. These doors are electronically locked with a card swipe access. This building may contain hazardous or radioactive material.

## **EMERGENCY CONTACTS/CALL TREE AND DUTIES**

### **❖ Primary Emergency Coordinator:**

- Responsible for the implementation and updating of this plan.
- Communicate this plan to the occupants of the building.
- All emergencies will be reported to the Emergency Coordinator by telephone or by runner.
- Responsible for ensuring that employees are notified of the emergency.
- Surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building.
- Meet Emergency Responders when they arrive at the building.
- Communicate potential issues to Emergency Responders, i.e. occupants who might still be in the building, location of fire, known dangerous situations, etc.
- Work with the MU News Bureau to handle communications with the news media
- Within 24 hours following the emergency, meet with all involved parties to discuss the occurrence and to document the details in written form. The form at the end of the plan is designed to be used during the review.

### **❖ Secondary Emergency Coordinator:**

- Assist the Primary Emergency Coordinator in the execution of the plan during an emergency.
- Assist in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building.  
Assume all responsibilities of the Primary Emergency Coordinator in the absence of the Primary Emergency Coordinator.

### **❖ Zone/Floor Monitors:**

- Assist occupants in their zone/floor during an emergency, e.g. directing traffic for evacuation, sheltering assistance, etc.

<b>Dalton Cardiovascular Research Center Building Emergency Contact &amp; Duty Information</b>			
<b>Title</b>	<b>Name/Department</b>	<b>Work Number</b>	<b>Home/Cell Number</b>
<b>Primary Building Emergency Coordinator</b>	Laura McClaskey Michael Hill	882-9482 882-9662	
X Check here if the above is the building coordinator.			
<b>Secondary Building Emergency Coordinator</b>	Mark Baepler Jason Lee John Donahue	884-2318 882-6348 882-3546	
<b>Center (DCRC) Primary Contact</b>	Michael Hill	882-9662	
<b>Center (DCRC) Secondary Contact</b>	Laura McClaskey	882-9482	
<b>Animal Care Primary Contact</b>	Mark Baepler	884-2318	
<b>Animal Care Secondary Contact</b>	Jeff Henegar	882-3631 882-8485	
<b>IT Services Primary Contact</b>	Jason Lee Pager	882-6348 876-1980	
<b>IT Services Secondary Contact</b>	John Donahue Pager	882-3546 441-3267	
<b>Administrative Primary Contact</b>	Michael Hill	882-9662	

<b>Zone/Floor Monitor Contact Information</b>				
<b>Area of Responsibility</b>	<b>Name/Department</b>	<b>Work Number</b>	<b>Cell Numbers</b>	<b>Home Phone</b>
<b>Basement</b>				
<b>Basement</b>				
<b>1<sup>st</sup> Floor</b>	Laura McClaskey	882-9482		
<b>1<sup>st</sup> Floor</b>	Chetan Hans	884-7225		
<b>2<sup>nd</sup> Floor</b>	Luis Martinez-Lemus	882-3244		
<b>2<sup>nd</sup> Floor</b>	Zhe Sun	884-2499		
<b>3<sup>rd</sup> Floor</b>	Shinghua Ding Jason Lee	884-2489 882-6348		
<b>Animal Facilities</b>	Mark Baepler	884-2318		

<b>Campus Emergency Contact Information</b>		
	<b>Department</b>	<b>Phone Number</b>
<b>Campus Facilities</b>	General Information Emergency	882-8211
	Utility Outages (Electric, Steam, Water) During Normal Working Hours	882-3094
	Utility Outages (Electric, Steam, Water) After Hours	882-3333
<b>Environmental Health and Safety</b>	During Normal Working Hours	882-7018
	After Hours	882-7201
<b>MU Police</b>	Emergency	911
	Non-Emergency	882-7201
<b>MU News Bureau</b>		882-6211
<b>Custodial and Special Services</b>		882-6648
<b>MU Registrar's Office</b>		882-7881

## **RESPONSE PROCEDURES FOR EMERGENCIES**

### **Fire Emergencies**

1. If you discover a fire, you should activate the Fire Alarm System.
2. Pull boxes are located in the hallways on all three floors.
3. From a safe location call the Fire Department (911). Give the nature and location of the fire. **DO NOT HANG UP UNTIL 911 STAFF HAVE ALREADY HUNG UP!**
4. Evacuate the building utilizing the escape routes outlined in this Plan (Appendix A). You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed but not locked upon evacuating. **DO NOT** use elevators unless directed by emergency personal.
5. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist those individuals in evacuating the building, if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance. (See Appendix C)
6. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.
7. Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being.
  - ❖ Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
  - ❖ When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
    - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
    - Remember the acronym P.A.S.S.
      - **P**ull the pin.
      - **A**im at the base of the fire.
      - **S**queeze the discharge handle.
      - **S**weep from side to side.
8. If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information by dialing 911.
9. Once out of the building, gather at West center parking lot to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at the parking lot north of building. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is



potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.

10. Notify MU Police (882-7201).
11. Notify Campus Facilities (days 882-8211, nights 882-3333).
12. Report to your supervisor.

## Medical Emergencies

1. If the individual is conscious:
  - ❖ Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
    - Type of Emergency
    - Location of the Victim
    - Condition of the Victim
    - Any dangerous conditions
  - ❖ If the individual does not request an ambulance, then assist the individual, in the form of transportation, to the proper medical treatment facility.
    - If the injured party is a University employee, assist them in contacting a care facility authorized by Worker's Compensation (882-7019).
    - If the individual is a student, the Student Health Services Center (882-7481) located on the 4<sup>th</sup> floor of the University Physicians Medical Building just east of University Hospital is the proper treatment facility.
2. If the individual is unconscious:
  - ❖ Call an ambulance (911). When reporting the emergency provide the following information:
    - Type of Emergency
    - Location of the Victim
    - Condition of the Victim
    - Any dangerous conditions
  - ❖ Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual.
3. If the individual is a student and fully conscious, call Student Health Services (882-7481) and give information.
4. In all cases:
  - ❖ Call MU Police (882-7201)
  - ❖ When an ambulance is called for, ask a fellow staff employee or the Building Emergency Coordinator to wait outside the building to flag the ambulance down and direct the emergency personal to the location of the injured individual.
  - ❖ Notify appropriate supervisors.

## **Severe Weather**

1. Weather warnings are monitored in the front office via a weather radio
  - ❖ OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE WITH NO WAY TO DETERMINE WHY THE SIRENS ARE SOUNDING
  - ❖ Specific information regarding the actual nature of the emergency will be broadcast by the local media. KFRU 1400 AM Radio serves as the local emergency broadcast station with a direct link from the City of Columbia/Boone County Emergency Operation Center.
  - ❖ No all clear signal will be sounded; sirens are used only for warnings.
2. In case of a severe warning, and if time allows, emails will be sent to everyone and air horns located by west stairwell will be sounded if the Alertus system located on each floor in the hallway is not functioning. If you have not, you can sign up for emergency notifications via the Alertus system through "MY HR".
3. Once you have been notified of a thunderstorm warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
4. Upon notification of a Tornado Warning, take shelter in first floor hallway by women's restroom.
  - ❖ If you are unable to seek shelter in the designated area, move away from windows. Stay away from auditoriums, gymnasiums, areas having a wide, free span roof, or the upper levels of a building. Take cover under heavy furniture.
  - ❖ If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the Tornado at a right angle.
5. If you come into contact with a student or visitor you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter you should assist the individual in getting or taking shelter.
6. After the danger has passed, you should report to the designated shelter/assembly point to allow the Emergency Coordinator to take a survey of all present to determine if anyone is potentially missing.

### Hazardous Materials

1. Evacuate the area to the extent appropriate.
2. Warn fellow workers, supervisors, and the Building Emergency Coordinator
3. Call Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
4. Take action to contain the spill if it is possible to do so without jeopardizing personal safety or health.
5. If it is warranted, evacuate according to the evacuation procedures outlined in this plan (Appendix A).
6. If a medical emergency is created due to the hazardous material incident, then follow the procedures for Medical Emergencies and inform medical personal that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.
7. **DO NOT** call state or national emergency response numbers without prior authorization.

## **Radiological**

### **Fire Emergencies Involving Radiation:**

1. Follow the procedures for fire emergencies **AND**
2. Inform emergency personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

### **Medical Emergencies Involving Radiation:**

1. Follow the procedures for medical emergencies **AND**
2. Inform medical personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

### **Release of Radioactive Materials:**

1. Evacuate personnel from radiation contaminated area.
2. Assemble all personnel in a nearby safe area until radiation surveys and personnel decontamination are performed by the EHS Radiation Safety Office.
3. Prevent spread of contamination from the site.
4. Use the nearest telephone for communication and avoid walking through buildings.
5. Close off doors and windows and, if convenient, turn off air handling equipment that might transfer radiation contamination throughout the building.
6. Control access to radiation area and place warning signs indicating radiation and contamination hazards.
7. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
8. Decontamination of rooms and buildings shall only be done under EHS Radiation Safety Office supervision.

## **Earthquake**

1. Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks.
2. Stay indoors if already there. DO NOT RUN!
3. If indoors take cover. Suggested locations inside buildings that provide cover include:
  - ❖ Getting under sturdy furniture, such as work tables or desks
  - ❖ Kneeling against an interior wall with hands covering your head
  - ❖ DO NOT SEEK COVER UNDER LABORATORY TABLES OR BENCHES, CHEMICALS COULD SPILL AND CAUSE HARM
4. Stay near the center of the building and avoid glass windows and doors.
5. If outdoors, stay in open areas, away from buildings and structures, and a safe distance from utility wires.
6. After tremors have stopped, gather valuables, if doing so will not jeopardize the personal health and safety of yourself and others, and quickly leave the building through the evacuation routes outlined in this Plan (Appendix A). DO NOT USE ELEVATORS.
7. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist the individual in evacuating the building if doing so will not endanger the personal health and safety of yourself and the individual needing assistance.
8. Once out of the building, gather at West center parking lot to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at parking lot north of the building. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly remains in the building. You should not leave the assembly area, either to re-enter the building, go to another part of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.
9. After tremors have stopped, stay away from damaged buildings and structures. Avoid going through or near buildings where there is a danger of falling debris.
10. Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

## **Mechanical Equipment or Other Physical Facility Emergencies**

1. Call Campus Facilities (882-8211 day, 882-3333 night).
2. Do not attempt to correct the mechanical emergency.
3. If fire ensues, follow procedures outlined for a Fire Emergency.

# **“ACTIVE THREAT”**

***Each individual is ultimately responsible for their own safety. In any response to an “active threat” on the MU campus, the University Police will implement any and all means necessary to neutralize the threat. The University Police Department will utilize all resources both on a proactive and reactive basis to ensure the safety of our campus community. In most cases a response to an “active threat” will involve a coordinated response from multiple law enforcement agencies. Remember, campus emergency preparedness is everyone’s concern! A significant number of issues regarding personal safety is included below.***

## **Law Enforcement Tactics –**

Police response tactics are to respond to the threat immediately and take such action as is necessary to neutralize the threat as quickly as possible. The safety of all persons involved in an “active threat” incident is of paramount importance, and responding officers will forego assistance to injured parties for the express purpose of meeting and neutralizing the threat, and thereby reducing the overall number of casualties.

## **Introduction:**

An “active threat” is defined as any incident that by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.

1. Types of “active threats”:
  - a. Active shooter
  - b. Hostage/barricaded subject
  - c. Sniper
  - d. Suicide/Homicide bomber
  - e. Known or suspected terrorist threat (biological/chemical threat)
  - f. Anyone using or threatening to use a dangerous weapon (knife, machete, pellet gun)

## **Notification Procedures:**

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

1. Call 9-1-1 (from any phone)
2. Call the University Police at (573) 882-7201

## **Campus notification procedures:**

The MU campus will use the following systems to notify campus faculty, staff, students, and parents of an existing “active threat” to MU (options 1, 2, & 3 will likely be activated almost simultaneously).

1. Text Messages
2. Email
3. Automated Phone Message
4. MU Alert Website

In addition to the above means of communication, the University will also seek to use public mass media (radio and TV) for appropriate announcements to keep the MU campus informed.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report the incident or to assure their personal safety or the safety of others. Mass use of cell phone systems typically results in system overloads and the general failure of the system until traffic diminishes. Additionally, individuals should avoid posting messages onto ANY Social Media platform so as NOT to create false and misleading information that can impact or delay response and create greater panic.

## **DCRC notification procedures:**

The University has established an internal notification system called Alertus to keep all occupants informed on the status of any “active threat”. Other systems that will be used to inform building occupants of the initiation of an “active threat” situation include:

1. Emails
2. Air horns

## **Notifications to persons occupying public space:**

DCRC has identified the following public spaces within its area of control. Notifications of an “active threat” situation will be made to persons in these areas as long as it is safe to do so without endangering DCRC personnel. These spaces are:

Room 132, 136, 137 will be notified by an available office staff member

Room 159, First floor break room will be notified by an available office staff member

## **Protective Actions**

“Active threat” situations are very dynamic and they evolve quickly. Individuals should assess their situation and be prepared to make decisions in a matter of seconds. An “active threat” situation typically does not last for a long period of time unless it evolves into a hostage situation.



## Individual / Group Safety:

1. Stay calm and assess the situation; determine the location of the threat if possible.
2. Call 9-1-1 or University Police at (573)882-7201 as soon as it is safe to do so.
3. Evacuate the area by a safe route if possible, if not seek an area of safe refuge.
  - a. Run away from the building as quickly as possible.
  - b. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction the wind is blowing during such an attack or threat.
  - c. Run Option:
    - i. Run in a zig-zag pattern
    - ii. Cover your head with a bag, books, or other items that would offer some level of protection
    - iii. Do not stop running until you are well clear of the building
  - d. Window Option:
    - i. Consider if a fall from the window injure you
    - ii. Break the window, if necessary
    - iii. Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
    - iv. Hang by your hands from the window ledge
    - v. Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury
4. If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. desk, arm chairs, tables, cabinets, etc.).
  - a. Tie down the door, if possible, by using a belt attached to the door handle.
  - b. Cover any windows that may be in the doors.
  - c. Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
  - d. Set your cell phone to vibrate or silent.
  - e. Stay low to the ground and remain as quiet as possible.
  - f. Breathe to manage your fear - focus your mind.
5. Once in a secure location, be cautious of opening the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access. Be wary of leaving a secure location during an active threat situation. Be alert and aware of your surroundings. Keep in mind the fire alarm may be used to lure you out to a vulnerable location.
6. Be prepared to combat the subject to neutralize the threat if your life is in imminent danger. Active resistance may increase the chance of survival, but this is strictly a personal decision.
  - a. Position yourself in the room in a location that will allow for the element of surprise if the threat(s) enters.
7. If you are barricaded in a room, identify objects that could be used as projectiles or

weapons to deter the threat from pursuing you at your location. Examples may be student desks, keys, shoes, belts, books, cell phones, iPods, book bags, laptops, pens, pencils, etc. or any item capable of being launched or used against an attacker. Articles of clothing can be used for protection against a knife-wielding attacker.

- a. **IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. Active resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. When offering resistance, there are NO guarantees that NO one will be injured.**
  - b. Throw anything available at the shooter(s), aiming at the face to distract his/her aim
  - c. Fight to survive! - bite, kick, gouge eyes, etc. Be as aggressive as you can!
  - d. Continue to fight until the shooter(s) is no longer a threat
  - e. Use all available weapons to attack and secure the shooter(s) - anything can be a weapon
  - f. If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.
    - i. Attack in a group (swarm)
    - ii. Grab the shooter's extremities (arms, legs, head) and take him/her to the ground using body weight to secure him/her. Each member of the group is responsible for securing a single extremity.
8. If you incapacitate the threat:
- a. Call 911 and advise law enforcement the threat(s) is down.
  - b. Provide your location and stay on the line, if possible.
  - c. Secure the suspect (belts, body weight, etc.).
  - d. Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON**
    - i. Weapons should be secured in a trash can.
      1. If no trash can is available, secure the weapon as best possible.
  - e. Do not appear threatening to responding law enforcement officers. **RAISE YOUR HANDS and DROP TO YOUR KNEES.**
  - f. Render first aid to injured persons that may be in or near your area. **Do this so long as it is safe to do so.** Simple first aid includes applying direct pressure to the wound and elevating if possible.
9. DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the

- facility and obtaining or providing emergency medical assistance.
10. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
  11. If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.

## Recommended Practices

1. Be prepared and aware of your environment! Anticipate the unexpected.
2. Incorporate “active threat” preparedness into each department’s BEP
3. Practice these emergency operations plans once implemented so each department will have general guidelines on how to react in a crisis.
4. Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.
5. Early detection of individuals having personal, family problems or demonstrating odd or threatening behavior can reduce the likelihood of “active threat” events. The University has resources to assist these persons through:
  - a. The Counseling Center (<http://counseling.missouri.edu/>)
    - i. Address:  
119 Parker Hall  
Columbia, MO 65211
    - ii. Phone:  
(573)882-6601
  - b. The Employee Assistance Program (<http://counseling.missouri.edu/>)
    - i. Address:  
102 Parker Hall  
Columbia, MO 65211
    - ii. Phone:  
(573)882-6701
  - c. The University Police Department
    - i. Address:  
901 Virginia Avenue (Virginia Avenue Garage)  
Columbia, MO 65211
    - ii. Phone:  
(573)882-7201

## **University Emergency Operations Plan**

The University of Missouri-Columbia in accordance with state and federal guidelines has developed an Emergency Operations Plan (EOP) which will be implemented in the event of a disaster. A disaster is defined for purposes of the EOP as any type of situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Disasters are distinguished from emergencies by the greater level of response required.

In the event that a disaster does occur, an Emergency Operations Center (EOC) will be activated to coordinate the implementation of the EOP in responding to and recovering from the disaster. All activities and decisions relating to the disaster will be made from the EOC.

The EOP provides for the dissemination of information about the disaster through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the university community, public, and media are kept informed about the situation. The PIO and the EOC will ensure through whatever communication methods are available that buildings are informed about what additional and further steps, if any, should be taken by the occupants. Until such information is received, the DCRC Emergency Action Plan should be followed.

## **EMERGENCY PREVENTION TIPS**

The following tips when followed will help reduce emergencies:

1. **Smoking:** The University has a NO SMOKING POLICY
2. **Trash Accumulation:** The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered.
  1. All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
  - All trash containers for combustible materials should be dumped at the end of the shift.
  - Special attention should be given to the location of paper recycling containers.
3. **Improper Storage of Combustible and Flammable Materials:** Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed.
  1. All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can, which is properly labeled and meeting the requirements of the UM-Columbia Hazardous Waste Management Program.
  2. Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact EHS.
4. **General Housekeeping:** One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:
  1. Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
  2. Keep corridors and stairways free of clutter
  3. Computer and Electrical Cables are kept organized to prevent clutter
  4. Frayed electrical cords should be discarded

## **PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY**

1. In the event of any emergency there are occupants of the building who will need assistance in evacuating the building, taking shelter, taking cover, etc.
2. If you encounter someone who needs assistance during an emergency you should attempt to assist the individual, if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. If you know or have reason to know that you will need assistance during an emergency you should report that information to the Building Emergency Coordinator as soon as possible.
4. More details about emergency evacuation for persons who need assistance can be found in Appendix C.
5. The following people are occupants of the building who have expressed the need for assistance in the event of an emergency to the Building Emergency Coordinator.

<b>Known Persons Needing Assistance</b>			
<b>Name/ Department</b>	<b>Room Number/ Location</b>	<b>Dept. Phone</b>	<b>Type of Assistance Needed</b>

## **TRAINING:**

- ❖ Before implementing the EAP, the Building Emergency Coordinator and Building Managers/Supervisors shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- ❖ The EAP must be reviewed with all occupants at the following times: Initially when the plan is developed, whenever the employee's responsibilities or designated action under the plan change, and whenever the plan is changed.
- ❖ At least annually employee meetings are to be held to train employees of the contents of the EAP and revise the plan as appropriate.
- ❖ Drills will be conducted and full participation requested.

**PLAN REVIEW:**

1. The EAP should be reviewed and updated annually.
2. The EAP will be reviewed annually by the DCRC safety committee.
3. The EAP will be maintained by the Building Emergency Coordinator and made available to all occupants of the building.



**ENVIRONMENTAL HEALTH AND SAFETY INCIDENT REPORT**

**DATE/TIME OF INCIDENT:**

**DATE/TIME INCIDENT NOTIFICATION RECEIVED:**

**HOW CONTACTED & BY WHOM (By telephone, in person, by MUPD Dispatch, etc.):**

**INCIDENT DESCRIPTION (Who/What/When/Where/How):**

**EHS RESPONSE REQUIRED: Yes  No**

**INCIDENT RESPONSE DESCRIPTION (If no response was required by EHS, but information was provided to/by EHS or spill clean-up procedures were confirmed by EHS, so state in this section):**

**ITEMIZE EQUIPMENT USED IN RESPONSE:**

**ITEMIZE ANY ADDITIONAL EQUIPMENT NEEDED FOR RESPONSE OR FOR PERSONAL SAFETY:**

**COMMENTS (Include any problems or potential problems noted during the incident, recommended improvements in procedures, etc.):**

**DATE/TIME RESPONSE WAS COMPLETED:**

**LIST ANY RELATED REPORTS (e.g., Police or Fire reports, EHS documents, etc.):**


**NAME OF PERSON PREPARING REPORT:**

**DATE OF REPORT SUBMISSION:**

(Use this form to report emergency incidents to Environmental Health and Safety.)

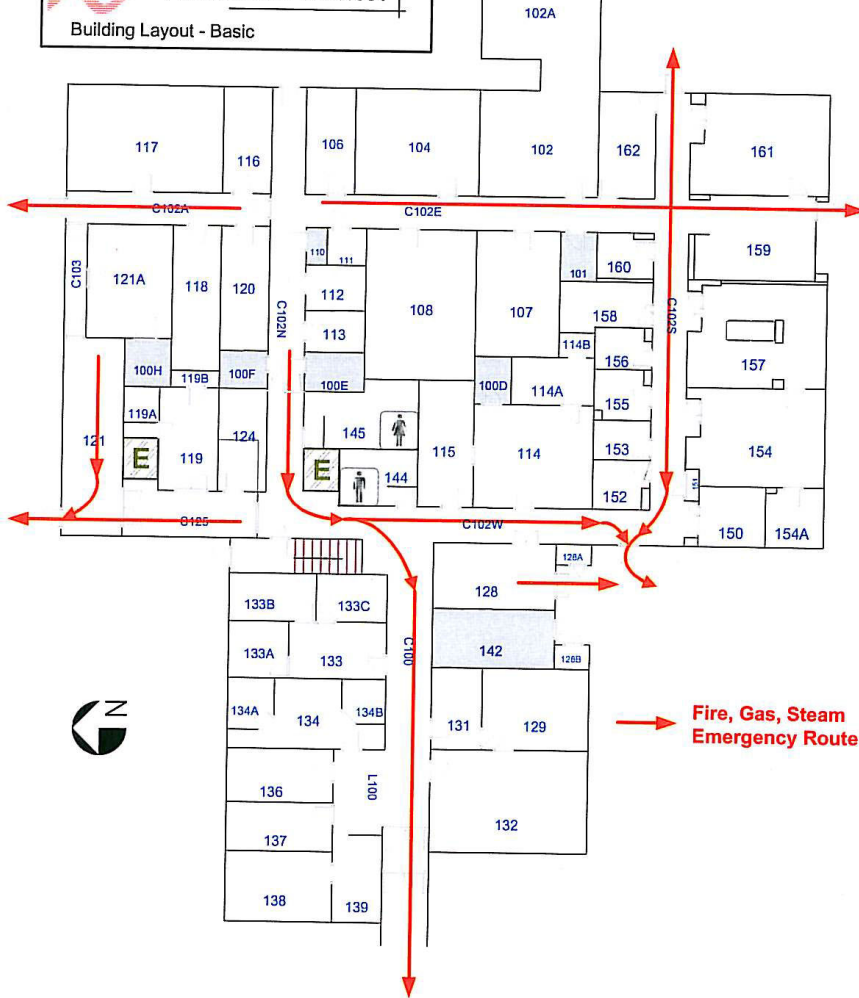
**Appendix A**  
**EVACUATION ROUTES**

See the next three floor evacuation diagrams.

 Dalton Cardiovascular Research Center  
Building Layout - Basic

# 1st Floor

1/16/2009



→ Fire, Gas, Steam  
Emergency Route

# 2nd Floor

1/16/2009



# 3rd Floor



## **Appendix B**

### **SHELTER and Evacuation LOCATIONS**

Tornado Shelter: First Floor hallway by women's restroom.

Evacuation rally point: West parking lot. Secondary location if west parking lot is not safe is North parking lot.

## **Appendix C**

### **Emergency Evacuation for Persons with Disabilities and Others Who May Need Assistance In the Event of an Emergency**

#### **General**

This appendix provides evacuation guidelines for persons with disabilities who believe they will need assistance in the event of a fire or other building emergency. In this document, “persons with disabilities” are defined as anyone who may need assistance during a building emergency. Faculty, staff, students and visitors with disabilities who believe they will need assistance in the event of an evacuation should develop their own emergency plans, and identify their primary and secondary evacuation routes from each building they use.

Persons with disabilities should:

- ❖ Be familiar with evacuation options.
- ❖ Seek evacuation assistants who are willing to assist in case of an emergency.
- ❖ Ask supervisors, instructors, building emergency coordinators, or Environmental Health & Safety about evacuation options for buildings.
- ❖ Contact Environmental Health & Safety about any questions or problems.

Most MU buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible to move into unaffected wings of a building rather than exiting. However, in most MU buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

#### **Evacuation Options**

Persons with disabilities should evacuate to the nearest exit or seek shelter.

There are four basic evacuation options for persons with disabilities.

- ❖ Horizontal
  - Using building exits to the outside ground level
  - Going into unaffected wings of multi-building complexes
- ❖ Stairway
  - Using steps to reach ground level exits from the building
- ❖ Stay in Place
  - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
  - With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation.

- Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
  - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available.
  - It may also be more appropriate for an occupant who is alone when the alarm sounds.
  - A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance
- ❖ Area of Refuge
- With an evacuation assistant, going to an area of refuge away from obvious danger.
  - The evacuation assistant will then go the building evacuation assembly point (Appendix A) and notify the Building Emergency Coordinator or on-site emergency personnel of the location of the area of refuge.
  - Emergency personnel will determine if further evacuation is necessary.
  - The safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies.
  - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
  - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
  - For assistance in identifying Areas of Refuge, contact Environmental Health & Safety.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbia Fire Department (CFD). The CFD will tell the individual their decision or relay the information via the University of Missouri Police Department (MUPD).

## **Evacuation Guidelines**

### Mobility Impaired – Persons Using Wheelchairs or Similar Mobility Aids

Persons using wheelchairs or other similar mobility aids should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or MUPD the location of the person with a disability. If the person with a disability is alone, s/he should phone emergency services at 911 before leaving her/his worksite to tell Emergency Services which area of refuge s/he is going to use.

If a stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway area.



Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

#### Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options outlined above, until emergency personnel arrive and determine if evacuation is necessary.

#### Deaf or Hard of Hearing (D/HOH)

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

#### Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

### **RESOURCES**

Preparing the Workplace for Everyone: Accounting for the Needs of People with Disabilities

<http://www.dol.gov/odep/pubs/ep/preparing.htm>

ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities

<http://www.ada.gov/emergencyprep.htm>