Emergency Action Plan
EHSSB, 1210

Effective Date   Feb 14, 2017

Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Cell/Pager</th>
<th>Home Phone</th>
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<tbody>
<tr>
<td>Professor/Supervisor</td>
<td>Samuel Jones</td>
<td>515-294-9698</td>
<td>515-550-1234</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Sarah Smith</td>
<td>515-294-1899</td>
<td>515-550-2345</td>
</tr>
<tr>
<td>1st Alternate</td>
<td>John Brown</td>
<td>515-294-7666</td>
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<tr>
<td>2nd Alternate</td>
<td>Paul Clark</td>
<td>515-294-9364</td>
<td>515-550-4667</td>
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<tr>
<td>3rd Alternate</td>
<td>Heather Elton</td>
<td>515-294-9651</td>
<td>515-550-5678</td>
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The following procedures should be followed in the event of an emergency.

Fire
1. Pull the nearest fire alarm and notify building occupants.
2. Call 911
3. Assist injured or disabled personnel.
4. Evacuate the building. Activate emergency shutoffs
5. Attempt to use a fire extinguisher only if you have been trained.
6. Meet at 4-H Building

Medical Emergency
1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Contact the injured person's supervisor.

Urgent Situation
(Suspicious person, package, activity, or bomb threat)
1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.

Violent Incident
1. Call 911.
2. Avoid - evacuate when you can.
3. Deny - lock/block doors, turn off lights, silence phones.
4. Defend - distract, attack, subdue.

Severe Weather
1. If you hear outdoor sirens or a severe weather warning
   Push tornado alarm
2. Proceed to the storm shelter in
   Room 1322 and 1323
3. Stay away from exterior doors and windows.
4. Stay in shelter until danger has pass
**Utility Outages**
1. Identify in advance any critical research materials or processes that many be affected by utility outages.
2. Identify backup systems or alternate resources to employ.
3. Have backups in remote locations for data stored on computers.
4. Notify appropriate contacts.

**Chemical Spill - Small or Low Hazard, Indoors or Outdoors**
1. Notify people in the immediate area.
2. Assist with injured persons.
3. Confine/limit the spill.
4. Clean up spill following procedures on EH&S Spills & Leaks webpage.
5. A chemical spill kit is located 
   Under the fume hood in room 1210.

**Chemical Spill - Large or Hazardous, Indoors or Outdoors**
1. Evacuate the immediate area and secure entrances or perimeter.
2. Pull the chemical spill alarm or fire alarm.
3. Dial 911. Report your name, chemical name, amount and location of spill.
4. Assist injured personnel.
5. Stay in a safe location until responders arrive.

**Emergency Evacuation Routes**
Please print your building emergency map and post with your Emergency Action Plan.
Maps are available at EH&S Building Information.

☐ This lab works with radiological materials. ☐ This lab works with biological materials.
Radiological Spill - Large/Major
1. If fire is involved, follow fire procedures.
2. If medical emergency is involved, follow medical emergency procedures.
3. Evacuate the room immediately shutting doors on the way out.
4. Call 911.
5. Post a "Keep Out" sign.
6. Proceed to Learning Center lobby
7. Notify EH&S at (515) 294-5359; after hours, contact DPS at (515) 294-4428.
8. Survey personnel present.

Radiological Contamination
External Contamination:
1. Remove contaminated clothing.
2. Wash contaminated skin thoroughly.
3. Monitor and rewash if necessary.
4. Contact EH&S at (515) 294-5359.

Internal Exposure:
1. If non-medical emergency, contact EH&S at (515) 294-5359 for assistance.
2. If a medical emergency, call 911.

Missing Radiological Inventory
1. Call EH&S at (515) 294-5359.
2. Proceed with given instructions.

Location-specific notes: