

Emergency Action Plan

EHSSB, 1210

Effective Date Feb 14, 2017

Contacts:	Name	Office Phone	Cell/Pager	Home Phone
Professor/Supervisor	Samuel Jones	515-294-9698	515-550-1234	515-555-1234
Emergency Contact	Sarah Smith	515-294-1899	515-550-2345	515-555-2345
1st Alternate	John Brown	515-294-7666	515-550-3456	515-555-3456
2nd Alternate	Paul Clark	515-294-9364	515-550-4667	515-555-4567
3rd Alternate	Heather Elton	515-294-9651	515-550-5678	515-555-5678

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

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

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 may 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.

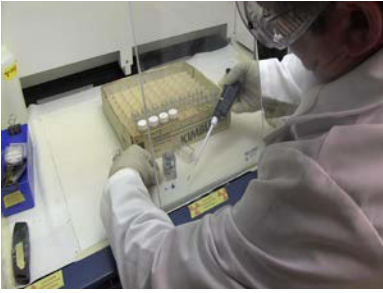
Emergency Evacuation Routes

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.
9. Wait for EH&S assistance.

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: