



Physical Plant

Emergency Action Plan

Plan originated: 02/2004

Last updated: 06/2009

Wendel Reece – University Safety Manager

TABLE OF CONTENTS

I. PURPOSE

II. FIRE / EXPLOSION

- A. Emergency Escape Procedures and Assignments
- B. Rescue and Medical Duty Assignments
- C. Emergency Reporting Procedures
- D. Physical Plant Safety Coordinator Duties
Attachment #1 – Physical Plant Refuge / Safe Zones

III. STORMS / SEVERE WEATHER

- A. Introduction
- B. Responsibilities
- C. Evacuation Plans
- D. Physical Plant Refuge/Safe Zones
Attachment #2 – Remote Campus Building Shelter Locations
Attachment #3 – Physical Plant Designated Shelter Areas

IV. MEDICAL EMERGENCY

- A. Responsibilities
- B. Emergency Phone Call Poster
- C. Employee Radio Call Listing

V. BOMB THREAT

- A. Purpose
- B. General Policy Statement
- C. Specific Procedures
- D. Training

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 office of the University Safety Officer, the Physical Plant Safety Coordinator's 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.

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

Sheet Metal

NORTHEAST CORNER OF PHYSICAL PLANT BUILDING

Operations Administration

Key Shop

Energy Management

SOUTHWEST CORNER OF PHYSICAL PLANT BUILDING

Grounds

SOUTH SIDE OF PHYSICAL PLANT BUILDING

Print Services

Central Supply

Mail Services

EAST SIDE OF PHYSICAL PLANT BUILDING

Transportation

Director's Office

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 Safety Specialist Responsibilities

The University of Northern Iowa Environmental Safety Specialist is responsible for the completion of the following activities. He or 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. Distribute procedures for reporting a fire, explosion, or other emergency, the location of fire exits, and evacuation routes to each employee.
5. Assure that employees have the opportunity to be trained in the procedures of the Physical Plant Emergency Action Plan.
6. Keep records of all training and practice drills pertaining to the emergency action plan.
7. 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

Elevators/Clocks

Electrical

NORTH SIDE OF PHYSICAL PLANT BUILDING

Plumbing

Room 25

Carpenter/Paint

Sheet Metal

NORTHEAST CORNER OF PHYSICAL PLANT BUILDING

Operations Administration

Key Shop

Energy Management

SOUTHWEST CORNER OF PHYSICAL PLANT BUILDING

Grounds

SOUTH SIDE OF PHYSICAL PLANT BUILDING

Print Services

Central Supply

Mail Services

EAST SIDE OF PHYSICAL PLANT BUILDING

Transportation

Director's Office

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

All Power Plant employees

SOUTHEAST CORNER OF WAREHOUSE 1

All Physical Plant employees in warehouse

III.

STORMS / SEVERE WEATHER

D. 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
Art II 06
Gil 030

Utilities & Power Plant
Building Services
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 emergency siren.
- b. Transfer dispatch activities to phone 3-6250 and 3-6516 only. Move into designated disaster shelter area, located in Energy Management. Log time of notification.

Dispatch role priority list is as follows:

Mary Hover

Peg Pape

Jane Close

Dennis Hayes

- c. Begin advising all employees with radios and cell phones of severe weather/tornado and to seek shelter. **Dispatch A** located at 3-6250 and **Dispatch B** located at 3-6516 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 (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.

Emergency Notification List

UNIT	NAME - TITLE	PHONE #	CELL PHONE #
Administration	Dean Shoars – Director	273-2582	404-5090
	Dennis Hayes – Operations Admin.	273-7653	
	Mike Zwanziger – Facilities Coord.	273-7826	404-8979
	Cathy McRoberts – Mgr. Warehouse	277-0765	
Safety	Wendel Reece – Univ. Safety Mgr.	273-7269	239-9920
	Gordon Krueger – Env. Safety Spec.	273-3445	230-6315
Campus Services	Bill McKinley - Assistant Director	273-6109	215-7744
	Jack Geary - Assistant Manager	273-2301	
	Jack Shafer - Assistant Manager	273-6423	
	Dennis Nieman - Assistant Manager	273-2869	
	Steve Young - Assistant Manager	273-3231	
Operations/ Maintenance	Scott Hall – O&M Manager	273-2625	404-1263
	Jim McNamee – Supervisor Zone 3	273-2622	
	Dave Diercks – Supervisor Zone 3	273-2792	
	Ron Hall – Supervisor Zone 1	273-2297	
	Keith Reid – Supervisor Zone 2	273-6090	
Grounds	Paul Meyermann – Campus Planning	273-3035	404-5094
	Terry Sheerer – Manager Grounds	273-6287	
	Lynn Pakala – Supervisor Grounds	266-5135	266-5135
Energy Management	Jane Close – Clerk III	273-6250	
	Chuck Fosselman – Mgr. Power Plant	273-2091	404-5091
Print Services	Nancy Witham – Supervisor	273-2448	
	Bindery	273-2635	

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 either the men and women rest rooms in the hallway or to Room 25. 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 10 D 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 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.

(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
CAMPUS SUPPLY

Upon receiving a severe weather "ALERT" all department personnel will move to the Campus Supply Office room #35, a designated emergency shelter.

Personnel will remain there until the "All Clear" is given.

The supervisor 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 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.

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 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.

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 the men's/women's restroom on the East Side of the building or Room 25. |
| HVAC: | Move to west restroom or clock/elevator room. |
| Plumbers/Steam fitters: | Move to Room 25 |
| Electricians: | Move to the elevator/clock shop. |
| Elevator Technicians | Stay in elevator/clock room |
| Fire Alarm Technicians | Stay in elevator/clock room |
| Carpenters | Move to Room 25. |
| Painters: | Move to Room 25. |

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 Scott Hall 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 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.

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 seek immediate shelter in Energy Management offices 21, 21A and 25A. Personnel not in the Physical Plant Building should seek immediate shelter in the nearest designated shelter area and, if possible, report their location(s) to **37368** or **33057**. 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 **36250** and **36516**, 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 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.

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 Del Sherwood (via 2-way or at 3-2866) 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 Del Sherwood (via 2-way or at 3-2866). 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 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.

EMERGENCY ACTION PLAN
SEVERE WEATHER
PRINTING & MAILING SERVICES

Upon hearing the emergency siren:

- Move to print services bindery room.
- Stay in sheltered area until the weather passes.
- 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 notify the manager to verify that all persons in their group are safe and accounted for.

Please remember that there is "NO GUARANTEED" safe place during a tornado or severe storm but the Black Hawk County Emergency Management Agency has determined that the bindery room is the best available for our 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.

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 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.

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 Dennis Nieman/Steve Young (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 Dennis Nieman/Steve Young (via 2-way or at 3-2869 or 3-3231). 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 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.

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

Remote Campus Building Shelter Locations

A#2: lower floor corridor
BAK: ground floor, South hallway by room 44A & hallway by room 18
BCS: ground floor rest room
BEN: hallway by North entrance-custodian supply room
BRC: center hallway of building
CAC: interior hallway by room 108
CAM: by room 1043
CBB: ground floor hallway adjacent to loading dock
CEEE: hallway by restrooms and stone wall
CET: lower level mechanical area
COM: basement & between Ball Room and Georgian Lounge
DAN: hallway by North entrance-custodian supply room
DOM: vehicle entrance office / under the steps on the South end
ITT: lounge area ground floor room 21
GIL: basement hallway & basement level hall at the East end of building
GNH: basement level hall at the bottom of stairs
HAG: lower level hall from laundry room to stairwell & South lower level hallway called grafeettie hall
HPC: WRC first floor men's track locker room or adjacent hallway, bathroom or lockerrooms
ITC: center hallways or restrooms
KAB: interior hallway by room 111
LAT: basement restroom & basement level hall, West end of building
LAW: by room 17E & by room 15E
LIB: hallway by room 142
MAU: lower level
MCL: lower level
MSH: west basement hallway & 1st floor South West hall area
MUS: rooms 013 or 014
NRV: all of lower floor, except lower level lounge
P#1: basement level in center room #018
PHP: center hallway
PHY: ground floor hallway
PLS: basement hallway adjacent to purgatory
RDC: ground level main hall, away from entries
RID: lower level laundry room & hallway from 034-013
RSL: basement hallway by room 48 or practice rooms
SAB: ground floor break room & hallway by room 3
SEC: basement hallway adjacent to TV Services & basement corridor
SHC: first floor women's restroom & room 123A
SHU: all lower level from East entrance to lower level lounge
SRL: first floor main lobby, near statuary & hallway by room 1
SSC: ground floor, East - West hallway
SWT: basement level green room & basement hallway by room 11
TOW: lower level by loading dock, hallway in front of elevator
WH1: restrooms
WRC: first floor men's track locker room or adjacent hallway, bathroom or lockerrooms
WRT: ground floor North - South hallway & hallway by room 12
WST: ground floor men's restroom

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

**BLACK HAWK COUNTY
EMERGENCY MANAGEMENT AGENCY**
Web Site www.co.black-hawk.ia.us/ema

1925 Newell Street
Waterloo, Iowa 50707

Phone 319-291-4373
Fax 319-291-6104
E-mail bhcema@co.black-hawk.ia.us

**Commission Members
(Chair)**
Mayor John Mardis
Evansdale, IA.

(Vice Chair)
Barbara Leestamper
Board of supervisors

Mayor Jon Crews
Cedar Falls, IA.

Mayor Michael Schares
Dunkerton, IA.

Mayor Wm. Henninger
Elk Run Heights, IA.

Mayor Jeff Palmer
Hudson, IA.

Mayor Harry Fischels
Gilbertville, IA

Mayor Rick Lubben
LaPorte City, IA.

Mayor Ron Penn
Raymond, IA.

Mayor Tim Hurley
Waterloo, IA.

Sheriff Mike Kubik
Black Hawk County

Wendell E. Reece, CSP
Safety Coordinator
Physical Plant
Cedar Falls, Iowa 50614-0189

July 30, 2004

Dear Wendell,

The following recommendations are based on the walk through and evaluation of the current designated severe weather shelter areas and other potential severe weather shelter areas within the University's Physical Plant Building.

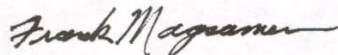
Severe Weather Shelter Areas

- Room 001
- Room 005
- Room 009
- Room 021
- Room 025
- Room 025A
- Room 025C
- Room 035
- Room 040
- Room 046
- Room 055
- Room 057

There are no guaranteed safe areas during severe weather event, the above identified shelter areas are recommendations based on the assessment of University staff and myself.

Please send an updated map of the Physical Plan Severe Weather Shelter Areas when completed. Thank you for the opportunity to visit your facility.

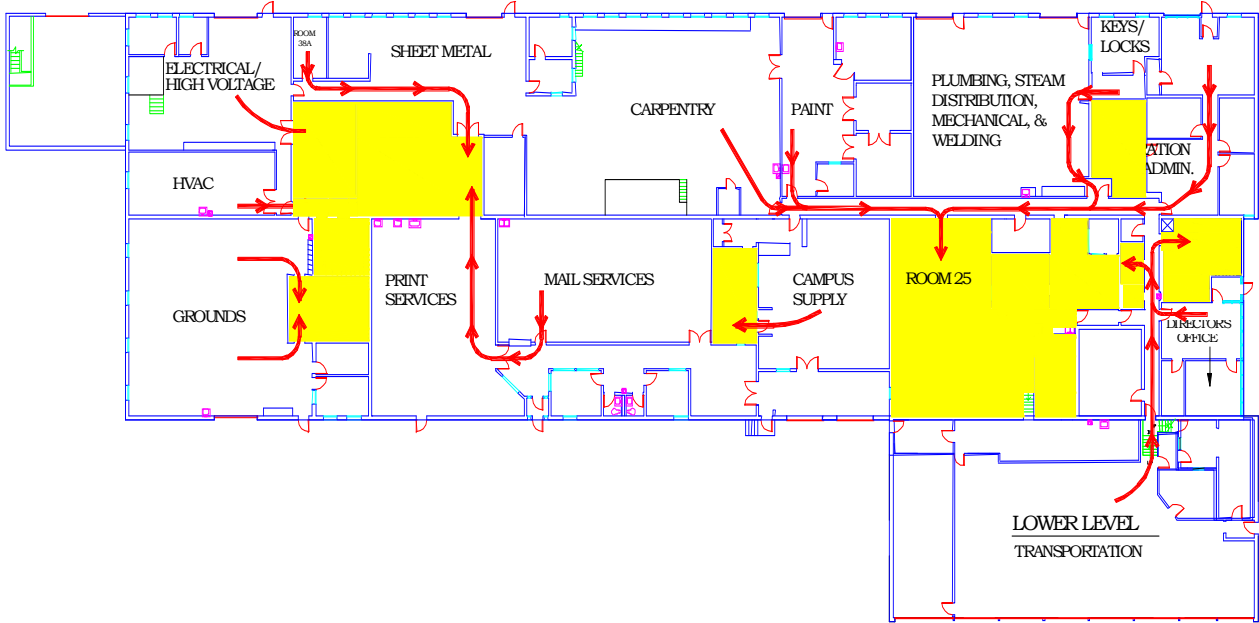
Sincerely,



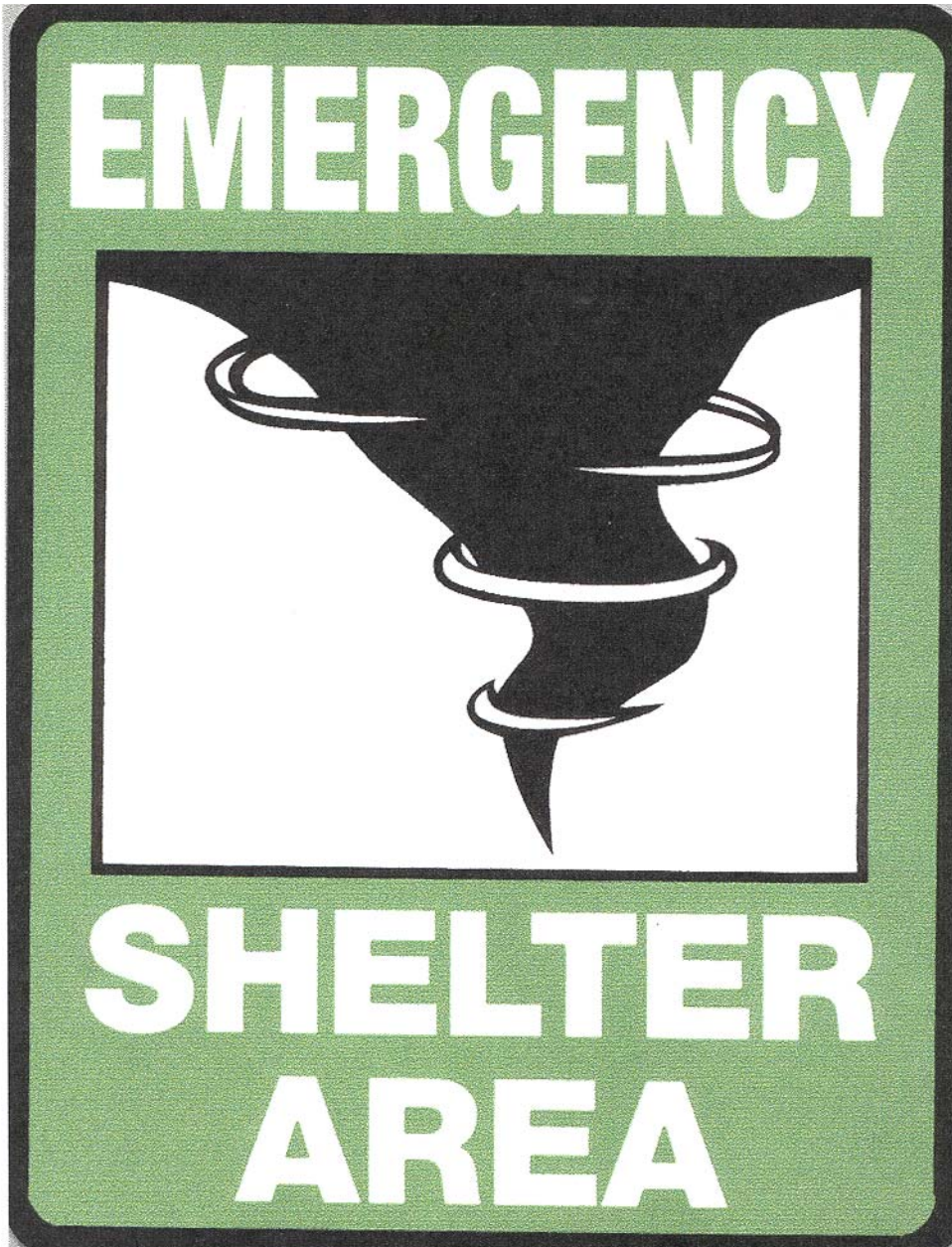
Frank Magsamen
BHC Emergency
Management Coordinator

SEVERE WEATHER SHELTER AREAS

UNIVERSITY OF NORTHERN IOWA
PHYSICAL PLANT



Example of signage: Physical Plant designated shelter areas sign.



IV.

MEDICAL EMERGENCY

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.

**Environmental Safety
Specialist
or designee
3-3445**

1. Receive notification of medical emergency.
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 the University Human Resources Department 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 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**

Physical Plant Radio List

NAME	RADIO	NAME	RADIO
BARRY DESSINGER	212	JEFF UHLENHOPP	251
BOB BELLMAN	726	JIM HANSEN	225
BOB FOSTER	221	JIM MCNAMEE	218
BOB PUDIL	274	JIM RIGGLE	205
BRENT MAITLAND	608	KEITH KRESSIN	252
BRIAN BUHR	285	KEITH REID	201
BRIAN MCBRIDE	222	KURTIS KEOUGH	202
BRIAN PETERS	242	LARRY BARUTH	200
BRUCE BLAKESLEY	268	LARRY DUNHAM	277
CARL & STEVE TRAN.	310	LARRY EVERTS	316
CATHY MCROBERTS	306	LARRY STAPLETON	606
CHRIS ABBOTT	264	LARRY VANDYK	250
CHUCK CORNISH	239	LESLIE LYNCH	248
CHUCK FOSSELMAN	609	LINDA MILLER	210
CRAIG COOK	261	LYNN PAKALA	302
CULLEN CRAWFORD	226	MARISA & STUDENT	309
DARYL COURTNEY	270	MARK STURM	238
DAVE ANDERSEN	237	MARLYN WEBER	296
DAVE CARTER	220	MIKE HENNY	297
DAVE DIERCKS	204	MIKE ZWANZIGER	246
DAVE PRUIN	241	PAUL MEYERMANN	224
DAVE SCHULTZ	225	PHIL CHIEN	223
DAVE TISUE	227	RANDY BRUNSCHEON	303
DEAN HARRENSTEIN	234	RICH SMILEY	707
DEAN SEEKINS	255	RICK ELEFSRUD	261
DEAN SHOARS	281	ROD BAKER	284
DEB VANROEKEL	304	ROGER SATTIZAHN	289
DEL CORDES	223	RON & JERRY	308
DEL SHERWOOD	282	RON HALL	229
DENNIS NIEMAN	307	SCOTT HALL	247
DENNIS/BILL RM 10	800	STEVE YOUNG	315
DENNY HEREID	230	STUART MACKEY	607
ERIC & JESSIE	311	TERRY SHEERER	301
GREG THIES	202	TOM WYMORE	240
IVAN CHIPP	283	TONY HANSON	216
JEFF JUHL	298	VIC PAULSEN	249
		WENDEL REECE	501

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.