



University of Nebraska-Lincoln

(Building/Department) Emergency Action Plan

Facility Name:

Date Updated:

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1. Overview

2. Building Description

3. Building Emergency Action Personnel

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research and property. For this reason, UNL has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your building.

Deans/Directors

1. Deans/Directors select a Building Emergency Coordinator (BEC) and give them the authority to implement all phases of the plan.
2. For shared buildings, Deans/Directors should decide who is best suited to be the Building Emergency Coordinator.
3. Building Coordinators coordinate a number of Floor Coordinators within their facility.
4. Identify alternative coordinators if the BEC is away from campus

Building Emergency Coordinator

- Implement this plan with the assistance of University Police
- Ensure that building occupants receive training in the emergency plan
- Conduct periodic emergency drills
- Revise plan as necessary
- Response Functions:
 - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
 - As it becomes available, provide information to the assembly area about the nature and status of the incident.
 - Serve as point of contact for UNL Police for information about the location, nature, and status of the incident
 - Once emergency responders issue an all clear, notify occupants they may safely re-enter the building.

5. Persons Needing Assistance Roster

The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

Name	Room #	Phone	Type of Assistance	Volunteer(s) & Phone

Seven General Strategies – Individuals with Disabilities or Access and Functional Needs:

- 1. Identify and Record Locations:** Identify and record their locations in the building. Provide this information to first responders when they arrive.
- 2. Procedures:** Procedures should be predetermine and practiced in drills. Address how to account for and assist individuals with disabilities during a protective action (evacuation, shelter in place, run-hide-fight)
- 3. Appropriate Equipment:** First responders will use appropriate equipment such as safe elevators or evacuation chairs during an emergency or rescue.
- 4. Defend in Place:** Provide areas of safe refuge within the building
- 5. Buddy System:** Implement procedures such as a “buddy-System” to assist during emergencies
- 6. Inform:** Routinely inform individuals with disabilities or access and functional needs that protective action plans have considered them. Let them know assigned staff will provide for their safety. Request they follow the directions of staff.
- 7. Assure:** assure individuals with disabilities or access and functional needs will receive assistance.

Note: Informing and assuring can be part of your Building Emergency Action Plan

Areas of refuge provide individuals with mobility impairments a place to wait until first responder’s can assist them, in University of Nebraska – Lincoln buildings, this would be exit stair landings.

6. Assembly Areas

List assembly area locations:

Assembly Area	Location
Primary:	
Alternate:	
Alternate:	

7. Building Warning Systems

List communication devices in building used to notify occupants of emergencies.

Device	Location	Coverage Area

8. Secure or Hazardous Locations

List locations in building that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take.

Location	Critical or Hazardous Operation

9. General Emergency Action Personnel Guidance for Incidence Response

Evacuation

(Fire, Hazardous Materials Release)

- Assist in evacuation if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone N Card etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

Ambulance

- **911, 2-2222, or 402-472-2222**
- Give exact location where ambulance is needed.
- Give brief description of emergency, including: number of victims, conscious/unconscious, breathing on their own, and CPR in progress.
- If a heart condition is suspected, be sure to advise the dispatcher.

Notification

- Notifications about serious incidents on campus are sent using the following methods when available:
 - UNL Alert (unlalert.unl.edu)
 - UNL main Web site: unl.edu
 - Campus radio KRNU 90.3
 - Social, Public and private media
- If you receive a UNL Alert, please share the information immediately.

Tornado

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

Tornado Watch means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise other to do the same.

In the event of a National Weather Service issued tornado warning:

- UNL Alert will be activated
- Lancaster County will sound sirens based on confirmation of a tornado
 - University personnel are directed to seek shelter for one or more of the above
 - It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.
- Where available, the University may provide supplemental notification tornado warnings through one of the following methods:
 - Amplified voice announcements over the public address system
 - unl.edu and social media

More information about emergency procedures: <http://emergency.unl.edu>

Building Emergency Personnel should:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts
- Be aware of your surroundings. Know your floor layouts. Know where building exits are located. Know alternate routes to reach exits. Know where you can shelter in place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide building occupants general information about evacuation and shelter-in-place movements.
- Know how to report an incident in your building.
- Assure that persons with disabilities have the assistance they may require during an incident.
- Sign up for UNL Alert to receive incident alerts via email and text messages.

Call University Police

- 2-2222 (Campus Phone)
- 402-472-2222 (Cell Phone)
- 911

10. Attachments (Additional procedures specific to this building)

11. Plan Submission

Send completed Building Emergency Plans and updates to preparedness@unl.edu

It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.