I. AUTHORITY

Authority for this Action Plan is contained in OSHA regulations as promulgated in 29 CFR 1910.160.

II. MISSION

The mission of the University of Notre Dame, within this Plan, is to minimize the local effects of a disaster or other emergency situation upon the University community through the appropriate use of available personnel, facilities, and equipment.

The objective is to outline a plan of action so that emergencies can be dealt with immediately in a logical and coherent manner.

III. THE ACTION PLAN

The Emergency Action Plan (EAP) designates Security as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies.

Upon receiving the initial contact the Security Officer in Charge (OIC) will make an initial judgment about the level of response necessary and communicate with the appropriate personnel as outlined in the attached plan.

Emergency Situations Included:
- Fire
- Weather Emergency
- Medical Emergency
- Structural Failure
- Utility Emergency
- Bomb Threat
- Catastrophic/Terrorist Attack-Event
- Chemical/Biological/
  Radiological Hazards
- Active Shooter / Violence
- Intruders
- Disturbance
- Missing Person

These are general guidelines. Each emergency situation will dictate the type of emergency response needed.

IV. EMERGENCY REPORTING AND EVACUATION PROCEDURES:

All building occupants should be aware of emergency reporting and evacuation procedures. They should learn the location and operation of fire alarms and fire extinguishers in the work area. Employees are authorized and have the responsibility to use them in an actual emergency. Each employee should know the location of at least two exits in the building. These are identified through floor plans, demarcation of doors marked “EXIT” and discussion with supervisor or Security Department Representative.

The Risk Management & Safety Department, in conjunction with Notre Dame’s Fire and Security/Police Departments, has developed these general emergency evacuation procedures and each department should supplement these procedures with department-specific information. These procedures should be posted in every department and distributed to all building occupants.

Each department is responsible for ensuring that their employees and students are aware of the proper emergency evacuation procedures. Each department is also required to develop procedures to account for activities being conducted in the department, establish a designated assembly location to account for individuals after evacuation, etc. Risk Management & Safety can assist departments in developing and reviewing these procedures.

With the exception of personnel and crowd evacuation, most operations on campus are not deemed critical to have personnel remain at their work sites. Exceptions will be noted as necessary.

A. General Evacuation Procedures: All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given. Fire doors should never be blocked open and doors and stairwells should not be obstructed.

In the event of uncontrolled fire, smoke, chemical spills or other emergency situations, building occupants should:

1. Notify Security Police Dispatch (911 or 574-631-5555) and provide:
   a. Your name
   b. Building
   c. Exact location of emergency
   d. Type and extent of emergency

2. Close all the doors to the room containing the fire or other hazard when leaving.

3. Activate the fire alarm at the nearest manual station located in the hallway, if possible.

B. If you are trapped in a building because of smoke, heat, flames, or other hazards and cannot find an escape route:

1. Close the door(s) in your room. Seal door cracks and ventilation grills with cloth or wetted towels or clothing, if possible.

2. Contact Security at 911 and give your exact location to the Dispatcher.

3. Smoke accumulates at the ceiling and works its way down. Stay close to the floor where the air is fresh.

4. Remain calm, help is on the way.

C. Persons Needing Assistance

During both evacuation drills and an actual emergency, persons needing assistance should be helped to the nearest fire escape window or door or stairway door for their increased protection and to make rescue easier for trained emergency personnel. In no case should emergency action obstruct exit routes or subject others to injury.

D. Rescue/Medical Response

To the extent possible, rescue and/or medical duties should be performed only by qualified persons including but not limited to: ND Security Police, ND Fire Department or other trained medical personnel, including the Red Cross.

V. WEATHER EMERGENCIES

Flood: In the event of a flood in or around a building, all occupants should move to the highest level of the building with points of exit. Evacuate quickly, quietly,
and in an orderly fashion as directed by Security Department or its designee.

**Lightning** - A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

**If you are inside:**
1. Avoid windows during an electrical storm.
2. Avoid using electrical appliances and stay away from all metal objects during a storm.
3. Do not go outside.

**Tornadoes** - A tornado warning is issued when a tornado has been sighted or when the NWS issues a tornado warning for St. Joseph County.

**If you are inside:**
1. Do not leave the building during a tornado warning.
2. All occupants should move to an interior room or hall on the lowest level and avoid windows and large rooms, auditoriums or gymnasiums.
3. Get in a crouched position, head between knees with hands protecting the back of the head.

**Warning Sirens** - Are designed for notifying persons outdoors of imminent severe weather. In addition, the University will issue an ND Alert notifying the campus of the threat.

**All Clear** - The siren will not issue an “All Clear”. Once the NWS lifts the warning, a second, “All Clear” ND Alert message will be sent using the public address systems on campus. The notification is also available via radio or television.

- Warning sirens are tested at 11:30 am 1st Thursday of each month.

**VI. ACTIVE SHOOTER / VIOLENCE**

If an active shooter occurs in your vicinity, think “OUT!”

**Figure Out:** Determine what is going on and where.

**Get Out:** If you are in a building and there is an accessible escape path, attempt to leave the premises.
- Have an escape route and plan in mind; leave your belongings behind; follow police instructions
- Call NDSP if possible and provide what information you can, including the location and number of shooter(s), a description of the shooter(s), any weapons used and potential victims.

**Hide Out:** If evacuation is not possible, find a place to hide where the shooter is less likely to find you:
- Hide in an area out of the shooter’s view; provide protection; lock and blockade the doors if possible; block entry to your hiding place; and silence your cell phone.

In all cases, call NDSP as soon as you can safely do so and provide what information you can; wait for law enforcement.

**Overpower:** As a last resort, only when your life is in imminent danger, attempt to disrupt or overpower the shooter
- Act as aggressively as possible against him/her; yell, throw items, and commit to your actions.

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**Emergency Action Plan**

*(Galvin Hall)*

**In the event of a tornado:**
seek shelter in basement of building.

*(Galvin Hall) Assembly area:*
in the event that the building has to be evacuated, occupants should leave the building through the nearest exit and meet away from the building. Go to (lawn area between stadium and library).

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