



**EASTERN KENTUCKY UNIVERSITY**



# **EMERGENCY ACTION PLAN**

**EOP ANNEX - I**

**29 CFR 1910.38**

**PRODUCED 03/02/2023 BY:**



**EMERGENCY MANAGEMENT  
& SECURITY**

Although Eastern Kentucky University takes precautions to prevent them, emergencies do occur. When they do, employees are expected to use their own personal judgment and discretion in order to make quick, effective and decisive responses. Eastern Kentucky University is required to have in place an Emergency Action Plan per OSHA standard 29 CFR 1910.38. The plan must meet all criteria of the referenced standard (Appendix II). The following is Eastern Kentucky University’s planned response to emergency situations, and all employees are encouraged to follow these guidelines for the duration of their employment. Noted throughout Eastern Kentucky University’s Emergency Action Plan are references to the standard so that compliance is readily identifiable to an OSHA inspector if an inspection/investigation is conducted.

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## Plan Adoption and Record of Changes

Date of Adoption: 09/28/2019

Changes	Entered By	Date Entered
Dizney Building was modified to be an Enhanced Shelter-In-Place (ESIP) building through the U.S. Army Corps of Engineers, FEMA, and the CSEPP Program.	Gary Folckemer, Director of Emergency Management & Security	11/18/2019
Situational Awareness Section modified to reflect up-to-date registration options for <i>EKU Alerts</i> . Faculty/Staff Emergency Action Plan Contacts section updated to reflect current position titles.	Charles Daab, EM&S Infrastructure Supervisor	05/24/2021
Changed Division of Public Safety to Division of Facilities Management & Safety and Facility Services to Facilities Management.	Gary Folckemer, Director of Emergency Management & Security	06/09/2021
Periodic Review with University Counsel	Gary Folckemer, Director of Emergency Management & Security	07/08/2021
Changed Title of Staff - EAP Plan Contacts – to EM&S Projects & Infrastructure Manager	Gary Folckemer, Director of Emergency Management & Security	03/02/2023

# PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCY

29 CFR 1910.38 (c) (1)

## EMERGENCY PHONE NUMBERS

Eastern Kentucky University Police Department (EKUPD) is open 24 hours a day. All fires or other emergencies on the Richmond Campus should be reported as soon as possible by dialing 911 from any campus telephone or, if by cell phone, 859-622-1111. Deaf or hard of hearing individuals may access the Department's TDD by calling 859-622-6279 and/or they may text message someone who can inform authorities. Be sure to specify where you are; whether you are on EKU's campuses, and your exact location.

Note: If the reporting party is located on the EKU Richmond Campus and uses a campus phone, dialing 2-1111 or 911 will achieve a direct connection with the EKUPD Dispatcher. The EKUPD Dispatcher will notify and coordinate any outside resources needed for assistance:

- Richmond Fire/Rescue Department
- Madison County Emergency Medical Services
- Richmond Police
- Madison County Sheriff
- Kentucky State Police
- Others that may apply

If you are off the EKU Richmond Campus, report all fires or other emergencies, by dialing 911, as soon as possible.

Calling 911 from your cell phone may connect you with the Madison County Dispatch Center, or other appropriate Dispatch Center based on your physical location. The 911 Dispatch Center you reach will notify and coordinate the resources you need (e.g. Police, Fire/Rescue, Emergency Medical Services) for the location you are in. Again, always be sure to specify where you are; whether you are on EKU's campuses, and your exact location.

**You can program the EKUPD 859-622-1111 and 911 telephone numbers into your mobile devices to ensure quick access to this resource when needed.**

# EVACUATION / SHELTER IN PLACE PROCEDURES

## 29 CFR 1910.38 (c) (2)

### Situational Awareness

- Be aware of the designated emergency evacuation staging and accountability areas located throughout campus.
- When moving from building to building during the performance of your duties take a few moments to orient yourself as to where you are in reference to the location(s) of the closest evacuation point(s) in the event an emergency situation occurs during your stay.
- Do not count on others to keep you safe; it is the responsibility of all ECU faculty/staff to be aware of their surroundings and to be prepared to act appropriately if an emergency situation were to arise.
- Register to be a recipient of the ECU Alerts emergency notification system.  
**[Note: Current employees, and registered students, are automatically enrolled in Rave Mobile Safety – Emergency Notifications. Other community members may SMS (Text) to Opt-In.]**  
Be informed. Text “ECUAlerts” to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 77295.
- **ECU Alerts** is the University’s system for notifying ECU students, faculty, and staff in the event of a disaster, or other emergency, that takes place on campus. Emergency information and instruction may be sent using one or all of the following methods:
  1. Text message to your cell phone.
  2. Email notification to your ECU email account.
  3. Voice call/audio message to a cell phone or other telephone.
  4. Indoor notification systems (Computer Pop Ups and Alert Beacons).
  5. Designated ECU websites: (ECU Main, Police, Emergency Mgmt Websites, Facebook, and Twitter).
  6. Outdoor notification system (Sirens).
- Understand the importance of your role in making this plan work effectively.
- If you receive an ECU Alert, you may share the information with others around you. Notify the EKUPD if you need help, have relevant information, observe suspicious activity, or need to report an event that is taking place.
- Review your contact information in RAVE by going to myECU and locating the RAVE Emergency Notifications link under the ECU Links Card.

### Evacuation

Evacuation is the movement of persons from a dangerous, or potentially dangerous place, to a safe place. Evacuation can be EXTERNAL such as for a fire or fire alarm or INTERNAL such as for severe weather, chemical release, or active shooter. Internal evacuation is commonly referred to as sheltering in place. Examples include the evacuation of a building due to a fire alarm or seeking the best available refuge during severe weather (see fire evacuation/severe weather maps in your building and in Appendix III). In an extreme situation, large portions of, and perhaps the entire campus, may be required to relocate or evacuate.

### External Evacuation

- Always evacuate, as soon as possible;
  - If the fire alarm sounds
  - If special evacuation announcements are made, and/or
  - Authorized and designated faculty or staff safety coordinators direct you to evacuate.
- Address any special circumstances that exist within the room/area you are evacuating prior to departure if you have been adequately trained to do so.
- Close office/classroom doors and windows upon departure if possible.
- Do not use elevators during an evacuation.
- Use designated corridors and fire exit stairs that lead to the ground level.

- If possible, aid people not physically able to evacuate via the steps, by assisting them to the nearest enclosed stairwell, or an enclosed room; immediately notify EKUPD or the appropriate jurisdictional authority of the following:
  - Name
  - Specific location
  - Individual details (gender, approximate weight, restrictions (e.g. wheelchair, crutches, etc.))
- Exit the building in an orderly manner and move to the designated Evacuation Assembly Areas. Instruct students/visitors to do the same.
- Follow instructions of emergency response personnel.
- If possible, bring any and all means to account for those who were occupying the building as well as the means to document who has assembled.
- Do not leave the area prior to being accounted for unless the type of emergency that exists requires immediate relocation from the area in question. Upon reaching safety make contact with university representatives (department supervisors, instructors, etc.) to account for your wellbeing and location.
- Do not re-enter the building or area until an “All Clear” announcement is given by emergency response personnel.

### **Evacuation Assembly Areas (EAAs)**

EAAs are the point(s) to which all building occupants should report to following a building evacuation, and are pre-identified locations (see Appendix I). Specific incidents may require the EAA to relocate.

### **Internal Evacuation**

- When the direction, by authorities, to shelter-in-place has been given, (e.g. during severe weather), everyone is to begin the protocol below, and avoid or minimize driving or walking outdoors;
- Locate a room to shelter inside. It may be an interior room, at the lowest level, and without windows or with the least number of windows. The more walls between you and the danger, the better. Utilize as many rooms as necessary to accommodate the number of people in the building. Shut and lock the door(s).
- Faculty/Staff members should, if possible, bring any and all means to account for those within their areas as well as supplies to document who has assembled.
- Monitor the ECU Alert system for emergency and/or further instructions.
- Take refuge until an evacuation can be safely initiated or an “all clear” is given.

### **Shelter-In-Place: Community Wide Chemical Emergency**

- When alerted of a community wide chemical emergency, immediately move to the nearest enhanced shelter-in place (ESIP) building.
- ESIP Buildings are Alumni Coliseum, Combs Classroom Building, Disney Building, Model Laboratory School Gymnasium, Perkins Building, University Building, and Whitlock Building.
- Once inside the ESIP Building, activate the Collective Protection System.
- If you are unable to go to an ESIP building, shelter in place (SIP) with a SIP kit.
- Refer to the ECU Chemical Release Response Manual for more information.

### **Evacuating or Seeking Shelter – Access and/or Functional Needs**

- Your safety is very important to ECU. Maintaining your safety is a joint responsibility, between you, the University, and emergency response agencies. The person most responsible for your safety is you.
- Can you evacuate (externally and internally) on your own? If you cannot, for any reason, plan for how you can gain assistance in evacuating, so that you can escape danger and remain safe.
- The elevators may be used to transport individuals with access and/or functional needs, and their escorts, to a safer location (if this can be done prior to an alarm or warning being issued).

- Elevators typically will not work, and are generally not safe to use, during a fire, fire alarm, or any situation where the power could be disrupted, such as during a tornado warning or other damage to the building.
- Any individual in need of help or rescue should seek the best available refuge (e.g. an enclosed stairwell or a room) and call EKUPD at 859-622-1111 (on Richmond Campus) or 911 (off Richmond Campus) to report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders.

## **ASSEMBLY AND ACCOUNTABILITY**

### **29 CFR 1910.38 (c) (4)**

- Assemble at the Evacuation Assembly Areas (EAAs) as identified in Appendix I, or on Building Emergency Plan maps (Appendix III). Faculty/Staff members should, if possible, bring any and all means to account for those within their areas as well as supplies to document who has assembled.
- On duty (i.e. at work) area/unit supervisors, managers, or equivalent (i.e. any employee responsible for subordinate employees) have the responsibility to account for the location and condition of all of their direct reports who are also on duty (i.e. at work) after an evacuation.
- Make sure that you have been accounted for as an occupant of the building when the emergency evacuation took place. Do not leave the EAA until you have been accounted for.
- On duty (i.e. at work) employees from each particular area/unit have the responsibility to report to their on duty (i.e. at work) area/unit supervisor or manager or equivalent, in person, or by text, or by phone call, and inform them about their status (e.g. name, phone number, location, and condition, such as “I am safe and well” or “I need help”).
- If employees are not accounted for, their identity and last known location are to be reported, by the employee’s on duty (i.e. at work) direct supervisor, to emergency responders for search, and possible rescue, operations.

**Do not re-enter a building or affected area until an “All Clear” announcement is given by Emergency Response Personnel.**

## SPECIFIC TYPES OF EMERGENCY SITUATIONS

**Note: If you perceive that there is an emergency situation, and it is not specifically addressed in the following section, refer to the *Procedures for Reporting a Fire or Other Emergency* section of this document.**

### Fire Emergency

- If a fire is discovered / observed pull the nearest fire alarm to evacuate the building.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).
- When a fire alarm is activated all occupants of the building are required to evacuate.
- If the fire is at an incipient state (small/controllable), if a fire extinguisher is readily accessible and if you are trained in the use of the extinguisher, an attempt may be made to extinguish the fire.
- Building occupants are not required to fight fires. Fire extinguishing efforts must be stopped when there is a risk of personal harm.
- Always activate the fire alarm (you or someone you direct) before any attempt is made to extinguish a fire.
- Be prepared to use an alternate route if necessary due to the location of the emergency situation taking place.
- Take care of any special circumstances that exist within the room you are evacuating from if possible to do so prior to departure and if you have been adequately trained to do so (e.g. securing/capping hazardous chemicals, switching off machinery, stopping experiments, etc.). Otherwise, evacuate immediately.
- Close doors and windows as you evacuate if possible.
- Do not use the elevators.
- Keep low as you exit from the building if dense smoke is present within the corridor.
- Follow instructions of emergency response personnel.

### Medical Emergency

- If there is a medical emergency, follow the Check – Call – Care method.
- Check the scene for safety and check the victim for consciousness.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).
- Care for illness or injuries (first aid) only if you have been trained and certified to do so.
- Do not move someone unless safety dictates.

### Tornado Watch

- Be Prepared! Tornadoes are possible in and near the watch area.
- Review and discuss emergency plans.
- Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- Monitor weather announcements.
- If you are on an upper floor, and the likelihood of a tornado warning being issued exists, consider moving to the lowest level of a permanent structure while the elevator (if there is one) can be safely utilized.

### Tornado Warning

- Take Action! A tornado has been sighted or indicated by weather radar.
- Community sirens and ECU Alerts may be activated.
- There is potential imminent danger to life and property.
- Move to an interior room on the lowest level of a sturdy building. Avoid Windows.
- If in a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.
- Continue to monitor weather reports/conditions via mobile device, weather radio, etc.



### **Severe Weather Warning**

- Seek inside shelter, in the best available area for refuge.
- Consider the following:
  - Move to the lowest level of a permanent structure.
  - Close windows and doors.
  - Seek interior rooms on the lowest floors possible without windows and outside wall exposure (interior hallways, restrooms, classrooms, offices, etc.).
  - Avoid single story wide-span roof areas such as auditoriums, gymnasiums, cafeterias, etc. if at all possible. If located in a structure of this nature stay away from the outside walls and windows.
  - Attempt to stay calm and follow instructions being communicated through ECU Alerts and other media outlets.
  - Use your arms to protect your head and neck.
  - Remain sheltered until the severe weather warning has expired.

### **Hazardous Materials Release or Spill – Small Scale**

- Evacuate and Isolate the immediate area.
- Secure the location.
- Shut down any relevant utilities or equipment and turn off the HVAC systems and vents if possible and if you have been trained to do so.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

### **Chemical Emergency – Community Wide**

- When alerted of a community wide chemical emergency, immediately move to the nearest enhanced shelter-in place (ESIP) building.
- ESIP Buildings are Alumni Coliseum, Combs Classroom Building, Disney Building, Model Laboratory School Gymnasium, Perkins Building, University Building, and Whitlock Building.
- Once inside the ESIP Building, activate the Collective Protection System.
- If you are unable to go to an ESIP building, shelter in place (SIP) with a SIP kit.
- Refer to the ECU Chemical Release Response Manual for more information.

### **Bomb Threat / Threat of Attack**

- If you receive a communication (i.e. a phone call, written note, text, or electronic communication) or have information concerning a communication about a bomb threat or other attack, preserve as much information as you can, immediately report the incident to ECU Police, and provide as much detail as possible.
- Protect yourself and create and manage distance and shielding from a perceived threat.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

### **Suspicious Device / Item**

- If you receive or are notified of a suspicious package, STOP.
- Do not handle the package. Do not open, touch, taste, or smell the item.
- Evacuate the area immediately.
- Call 911 or 2-1111 from any campus telephone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).
- Do not use cell phones or radios in close proximity to any suspicious device or package.

## **Explosion**

- Take cover and protect your head, neck, and torso.
- Leave the area as soon as it is safe to do so.
- Do not use elevators.
- Move away from the affected area and stay clear.
- If you are trapped in debris, signal your location with any means available.
- Avoid any unnecessary movement and cover your nose and mouth to help filter your breathing.
- Call 911 or 2-1111 from any campus phone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

## **Earthquake**

- Drop, Cover, & Hold On.
- Drop down to the floor.
- Take cover under something sturdy and protect your head, neck, and torso.
- Keep away from overhead fixtures, windows, unsecured cabinets/shelves/stacked objects, and any other hazards that may pose a threat during the occurrence.
- Hold on to a secure object until the shaking has stopped and you are sure it is safe to exit.
- Evacuate if the fire alarm sounds or if instructed by Emergency Responders.
- Move away from buildings and other things that may collapse or fall.

## **Active Shooter – Targeted Violence**

In general, how you respond to an active shooter or targeted violence will be dictated by the specific circumstances you encounter. Generally, there are two groups of individuals in an active shooter or targeted violence situation; those being directly confronted with active violence/shooter(s) and those who are at some distance away from the active violence/shooter(s).

If you find yourself being threatened in an active shooter or targeted violence situation, you must use individual discretion and quickly determine the most reasonable way to protect your own life.

- **Figure Out**
  - What will you do to survive?
  - Can you RUN?
  - Is there a path of escape?
  - Can you HIDE?
  - Is there a chance to get to where the shooter may not find you?
  - Is your only option to FIGHT and defend yourself?
  
- **Run! (Get Out)**
  - Move quickly and have an escape route in mind.
  - Leave belongings behind.
  - Evacuate regardless of whether others agree to follow.
  - Survival chances increase if you are not where the shooter/aggressor is.
  - Keep your hands visible.
  
- **Hide! (Hide Out)**
  - If you can't get out because the shooter is between you and the only exit then hide out.
  - Move out of public areas and look for a well-hidden or well protected place.
  - Avoid places that might trap you or restrict movement.
  - Lock doors if possible. If the space can't be locked, try to barricade or block the doors with heavy furniture or objects.
  - The main exterior doors of your building may not be able to be quickly secured; therefore, you should be prepared to secure the next interior level such as an office suite, classroom, or other space.
  - Turn off lights, noise producing devices, and remain silent.
  - Spread out.
  
- **Fight! (Defend Yourself)**
  - Fight as a last resort and only when your life is in imminent danger.
  - Assume the aggressor's intentions are lethal.
  - Choose to survive and commit to your actions.
  
- **Call 911 When it is Safe to Do So**
  - Call 911 or 2-1111 from any campus phone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

If you are away from an active shooter or targeted violence situation, and if it is recommended you do so, **Secure in Place**. You can secure your hiding place by locking or barricading doors and windows. Try to conceal yourself and take cover. Silence electronic devices and await updates.

**For additional information on specific types of emergencies or any other general questions, refer to the ECU Emergency Management Webpage at:**

**<https://emergency.ecu.edu>**

## FACULTY / STAFF RESCUE AND MEDICAL DUTIES

### 29 CFR 1910.38 (c) (5)

It is the responsibility of the Richmond Fire/Rescue Department and the Madison County Emergency Medical Services, to fight fires and perform rescues, and provide medical duties, to the ECU Richmond Campus. Off the Richmond Campus, fire and rescue, and medical duties, are the responsibility of the jurisdictional Fire/Rescue Department and Emergency Medical Services, respectively, for the area involved. The ECU Division of Facilities Management & Safety along with selected and identified faculty/staff, who receive specialized training, may follow predetermined protocols that only allow exposure to hazards that they have been trained and equipped to mitigate.

## FACULTY / STAFF EMERGENCY ACTION PLAN CONTACTS

### 29 CFR 1910.38 (c) (6)

Director of Emergency Management & Security ..... (859) 622-8987  
EM&S Projects & Infrastructure Manager ..... (859) 622-3438  
Your Immediate Supervisor (i.e. who you report to) ..... \_\_\_\_\_

## FACULTY / STAFF MAY BE UTILIZED FOR CRITICAL OPERATIONS PRIOR TO THEIR EVACUATION

### 29 CFR 1910.38 (c) (3)

- In the event of an emergency and if possible, employees who operate energized equipment, machinery, or experimentation, and who have been designated as operators (or other similar term), and instructed on the operations by their supervisor, manager, or equivalent, should remain in the workplace long enough to monitor, reduce, and/or shut down critical operations until such energized material has been reduced to a safe capacity or stopped before they evacuate.
- Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy sources in equipment, machinery, or experimentation are considered to be energized.
- Every area/unit supervisor, manager, or equivalent (i.e. any employee responsible for subordinate employees) have the responsibility to evaluate their work areas for the presence of energized material or operations, and if present, must determine, document, and train all of their employees who work with/on those processes or operations, on a procedure to safely reduce the operating capacity, or shut down, the processes or operations, to avoid the buildup, and release of energy potentially harmful to people, the environment, and/or property, if left unattended.
- Every employee who works with/on such processes or operations has the responsibility to learn, and implement when necessary, the procedures to safely reduce the operating capacity, or shut down, the processes or operations, to avoid the buildup, and release of energy potentially harmful to people, the environment, and/or property, if left unattended.
- Address any special circumstances that exist within the room/area you are evacuating prior to departure if possible (e.g. securing/capping hazardous chemicals, switching off machinery, stopping experiments, etc.).
- If possible, energized material should be reduced to a safe level, or its operating capacity shut down, before evacuating.

## FACULTY / STAFF ALARM SYSTEM

### 29 CFR 1910.38 (d)

A majority of the buildings on the Eastern Kentucky University campuses are equipped with a supervised fire alarm monitoring system capable of being perceived above ambient noise and/or light levels by persons in the affected portions of the building. In the event a building fire alarm system is activated, speakers and/or strobes will serve as the warning device notifying occupants of the need to evacuate. The alarm is distinctive and recognizable as a signal to evacuate the area or to perform actions designated under the emergency action plan.

Some buildings may only be equipped with "local only" smoke detectors.

If a building is not equipped with an alarm system, evacuation should be accomplished through voice or touch, directing occupants to leave the area. Any person may order an evacuation if they perceive danger in the area.

Call 911 or 2-1111 from any campus phone or if by cell phone, call (859) 622-1111 (on Richmond Campus) or 911 (off Richmond Campus).

Eastern Kentucky University may utilize EKU Alerts (as described in the Evacuation/Shelter in Place Procedures) to provide public information and warning for necessary emergency actions.

## FACULTY / STAFF NOTIFICATION

### 29 CFR 1910.38 (e)-(f)

All faculty/staff members are expected to understand and fulfill their roles in the Emergency Action Plan.

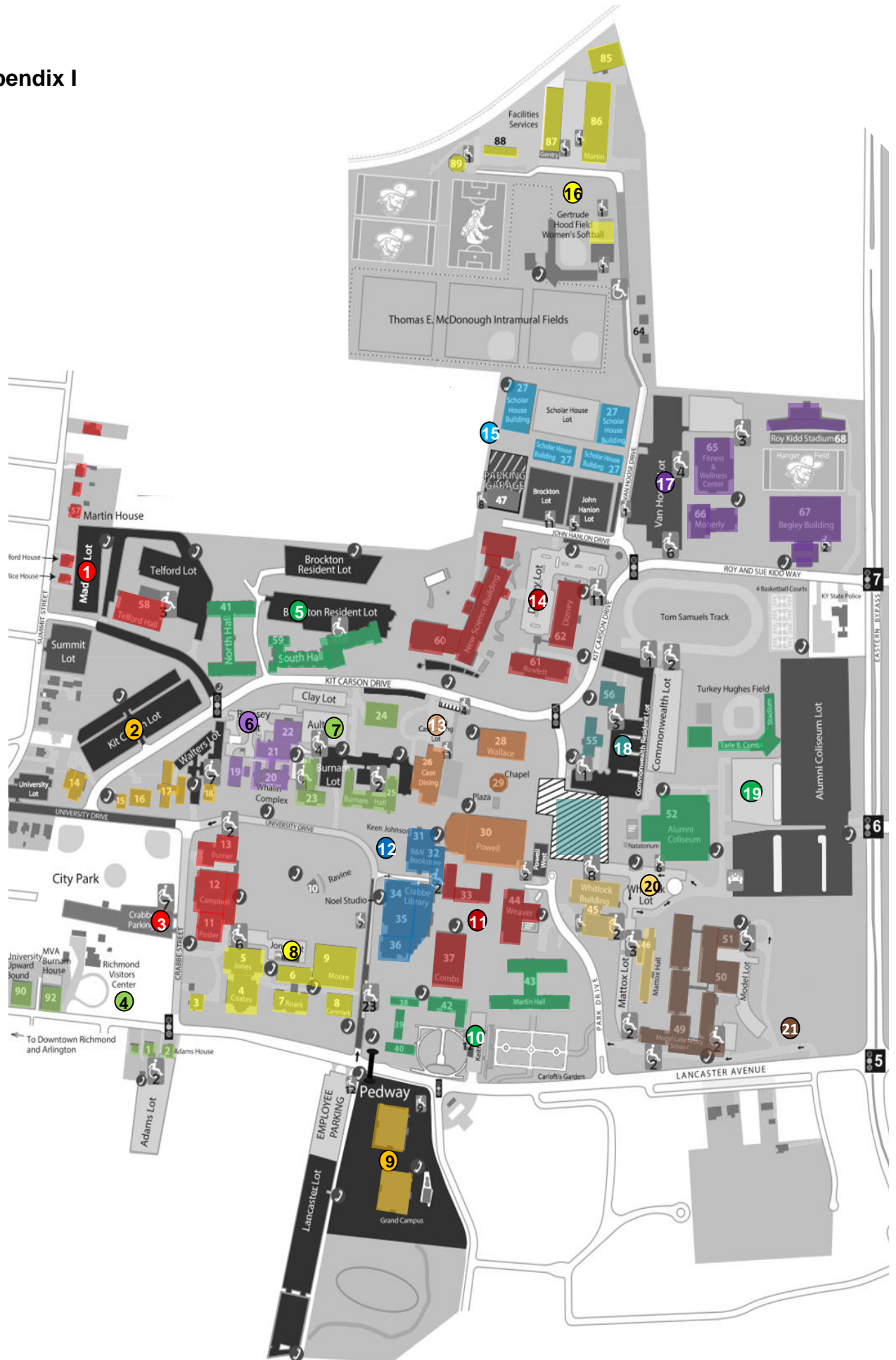
All faculty/staff members are expected to complete the following:

1. Review the Emergency Action Plan.
2. Question any information contained in the plan when clarification is desired or needed.
3. Perform self-inspections of working areas, identifying evacuation routes, emergency exits, places where best available refuge may be sought, the presence of critical operations, and the presence of alarm systems, in all areas they operate in.

Building Supervisors serve as an important liaison between occupants of their buildings, the Division of Facilities Management & Safety, and emergency responders. Building Supervisors have a responsibility for assisting with the coordination of prompt and safe action of staff, faculty, and students in their designated areas during emergencies and drills. Building Supervisors are provided with a copy of this Emergency Action Plan, to share with other occupants of their buildings, and to be utilized in a plan activation and/or training exercises.

# APPENDICES

# Appendix I







## EKU Evacuation Assembly Areas

Assembly Area	Buildings	Area Description
<b>1</b>	Martin House, Telford Hall, Telford House, Rice House	In the Madison Parking Lot
<b>2</b>	Baptist Student Center, Catholic Newman Center, Methodist Student Center, Turley House, Walters Hall	In the Kit Carson Parking Lot
<b>3</b>	Burrier Building, Campbell Building, Foster Music Building	In the Crabbe Street Parking Lot
<b>4</b>	Adams House, Burnam House, Million House, Upward Bound Building	In Irvine McDowell Park
<b>5</b>	North Hall, South Hall	In the Brockton Parking Lot
<b>6</b>	Ramsey Building, Whalen Complex	In the Ramsey Parking Lot
<b>7</b>	Burnam Hall, Clay Hall, Sullivan Hall	In the Ault Parking Lot
<b>8</b>	Blanton House, Cammack Building, Coates Building, Jones Building, Memorial Science Building, Moore Building, Roark Building	In the Jones Parking Lot
<b>9</b>	Grand Campus Buildings 1 & 2	In the parking lot between Buildings 1 & 2
<b>10</b>	Beckham Hall, Keith Building, Martin Hall, McCreary Hall, Miller Hall	In the Keith Parking Lot
<b>11</b>	Combs Building, McGregor Hall, Weaver Building	In the courtyard between the Combs Building & McGregor Hall
<b>12</b>	B&N Bookstore, Crabbe Library, Keen Johnson, Little Building, University Building	In the plaza by the Daniel Boone Statue
<b>13</b>	Case Dining, Chapel of Meditation, Powell Building, Wallace Building	In the Clay Parking lot by Case Dining
<b>14</b>	Dizney Building, New Science Building, Rowlett Building	In the Dizney Parking Lot
<b>15</b>	Scholar House Apartments & Child Development Center	In the Scholar House Parking Lot
<b>16</b>	Black Building, Gabbard Building, Gentry Building, L.O. Martin Building, Presnell Building, Women's Softball Building	In the gravel parking lot by the volleyball court
<b>17</b>	Begley Building, Fitness and Wellness Center, Moberly Building, Roy Kidd Stadium	In the Van Hoose Parking Lot
<b>18</b>	Commonwealth Hall, Palmer Hall, Student Recreational Building	In the Commonwealth Parking Lot
<b>19</b>	Alumni Coliseum, Earle B. Combs Stadium, Men's Baseball Building	In the Alumni Coliseum Parking Lot
<b>20</b>	Mattox Hall, Whitlock Building	In the Whitlock Parking Lot
<b>21</b>	Donovan Annex, Kearns Gymnasium, Model Laboratory School	In the open field next to Model Laboratory School
<b>22</b>	Keene Hall	In the Keene Parking Lot
<b>23</b>	Business & Technology Center, Center for the Arts	In the Business and Technology Circle Drive
<b>24</b>	Adams Building, Carter Building, CRAFT Building, Greenhouses	In the Carter Parking Lot
<b>25</b>	Ashland Building Complex	In the Ashland Parking Lot
<b>26</b>	Hummel Planetarium, Perkins Building, Stratton Building	In the Perkins Parking Lot

## Appendix II



### UNITED STATES DEPARTMENT OF LABOR

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** E
- **Subpart Title:** Means of Egress
- **Standard Number:** 1910.38
- **Title:** Emergency action plans.

#### **1910.38(a)**

**Application.** An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

#### **1910.38(b)**

**Written and oral emergency action plans.** An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

#### **1910.38(c)**

**Minimum elements of an emergency action plan.** An emergency action plan must include at a minimum:

##### **1910.38(c)(1)**

Procedures for reporting a fire or other emergency;

##### **1910.38(c)(2)**

Procedures for emergency evacuation, including type of evacuation and exit route assignments;

##### **1910.38(c)(3)**

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

##### **1910.38(c)(4)**

Procedures to account for all employees after evacuation;

##### **1910.38(c)(5)**

Procedures to be followed by employees performing rescue or medical duties; and

##### **1910.38(c)(6)**

The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

#### **1910.38(d)**

**Employee alarm system.** An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

**1910.38(e)**

**Training.** An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

**1910.38(f)**

**Review of emergency action plan.** An employer must review the emergency action plan with each employee covered by the plan:

**1910.38(f)(1)**

When the plan is developed or the employee is assigned initially to a job;

**1910.38(f)(2)**

When the employee's responsibilities under the plan change; and

**1910.38(f)(3)**

When the plan is changed.

[45 FR 60703, Sept. 12, 1980; FR 67 67963, Nov. 7, 2002]

## Appendix III

Insert  
Building Specific Fire Evacuation Routes  
&  
Severe Weather Shelter Map

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