

INDIANA UNIVERSITY

EMERGENCY ACTION PLAN

for

Ballantine Hall
BL 111



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I. PURPOSE

The purpose of an Emergency Action Plan is to protect IU employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. SCOPE

For the protection of IU employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disasters or emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others.
2. Inform employees how to communicate in an emergency.
3. Assign specific tasks.
4. Identify employees with specific needs.
5. Provide a building specific plan.
6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.
 - Emergency and accessible exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station locations
 - Tornado shelters
 - Areas first searched

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, Indiana University stations: WFIU 103.7 FM and WTIU Channel 30, NOAA radio, building smoke detection system, emergency siren,

web/internet, private citizen, or Indiana University Police Department (IUPD). It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUPD. (e.g. In case of fire, Yell, “Fire!”, pull building alarm, call other offices, etc.) Inform immediate supervisor who will continue notification up the Chain of Command. The building emergency alarm system is reserved for total evacuation of the building.

C. **Emergency Alarms and Advisories**

1. **Sprinkler Alarm – Smoke Detection – Fire Alarm**

In the event of a fire, sprinkler and/or HVAC smoke detection systems **will** activate the alarm automatically. The Ademco dialer **will** send a notification to IUPD/Control Center. Manual pull station alarms are located on each floor.

2. **Homeland Security Advisory System (HSAS)** is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

- a. **Low Condition – Green**
- b. **Guarded Condition – Blue**
- c. **Elevated Condition – Yellow**
- d. **High Condition – Orange**
- e. **Severe Condition – Red**

For more information go to:

<http://www.whitehouse.gov/news/releases/2002/03/20020312-1.html>
or type “homeland security color codes” into the web search engine.

3. **Emergency Sirens**

When you hear a *steady wail* it means that a tornado has been sighted in Monroe County or the National Weather Service has issued a tornado warning. Take cover immediately. Tune to local cable TV or radio stations.

When you hear a *fast wail* it means that some type of unusual emergency has occurred, such as a hazardous chemical spill. Go indoors. Tune to a local cable channel or radio station for further instructions.

IV. **ASSIGNMENTS AND RESPONSIBILITIES**

- A. Emergency Control Committee will report to the Emergency Control Center (See Section V), unless the prevailing situation dictates otherwise. **Communication will be by voice with the ranking member in charge. “Ranking member” should be interpreted as the chairman (Susan Platter). If the chairman is not present, “ranking member” should be interpreted as the individual who has worked in Ballantine Hall the longest or is otherwise judged to have relevant expertise (Art Heckman).**

The Committee consists of floor monitors from each floor. Some floor monitors have bullhorns and radios that are used to assist with communications during certain emergencies.

- Ground Floor Art Heckman (BH 022) (bullhorn and radio)
- Floor 1 Lucinda Miller (BH 120) (bullhorn and radio)
Roger Crandall (BH 12) (bullhorn and radio)
Lisa Blackwell (BH 120) (bullhorn and radio)
Dan Allen (BH 120) (radio)
Carol Reynolds (BH 132) (bullhorn and radio)
Nancy Vazquez-Soto (BH 129) (bullhorn and radio)
- Floor 2 Anita Schaad (BH 206) (bullhorn and radio)
- Floor 3 Kathryn Propst (BH 307)
Madeleine Gonin (BH 307)
Erick Carballo (BH 307) (radio)
Cordah Robinson (BH 307) (bullhorn and radio)
Deb Munson (BH 306)
- Floor 4 Christine Baker (BH 405) (bullhorn and radio)
- Floor 5 Jessica Hamilton (BH 565)
Yvette Rollins (BH 547) (bullhorn and radio)
Shelly Scott (BH 502)
Paula Koons (BH 544)]
Deborah Piston-Hatlen (BH 542)
Nancy May-Scott (BH 520)
Tricia Wall (BH 502)
- Floor 6 Isabel Piedmont (BH 642)
Jill Giffin (BH 644) (bullhorn and radio)
Daniela Ortiz (BH 642)
- Floor 7 Susan Platter (BH 744) (bullhorn and radio)
Becky Bryant (BH 742)
JoEllen Fitzgerald (BH 742)
Alexia Bock (BH 702)
- Floor 8 Jennifer Brown (BH 805) (bullhorn and radio)
Karla Allgood (BH 844)
Jane Drake (BH 805)
- Floor 9 Connie May (BH 913A) (bullhorn and radio)

- B. Assistance to Physically Challenged: Floor monitors are responsible for helping physically challenged individuals to a safe location, if feasible under the current circumstances. The separate list of individuals with self-identified physical

disabilities who work in the building also includes a “buddy” who has agreed to assist the person in case of emergencies. Floor monitors and ”buddies” are not expected to put their own life and health in danger in order to rescue others.

The floor monitor should assist the physically disabled person to proceed to a stair landing, where he/she should wait for assistance from emergency professionals (fire fighters, paramedics, etc.). Once outside the building or away from the danger zone, the floor monitor should report the person’s location to emergency personnel.

C. Responsibilities

1. Emergency Control Committee

- Review plan annually, revise as necessary, and make copies available to building employees and the Office of Risk Management.
- Plan training exercises to test evacuation plan.
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Determine method of notifying building occupants of emergency.
- In any emergency situation, the ranking member of the Ballantine Hall Emergency Control Committee present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
- Report missing or injured occupants to emergency personnel.
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions until IUPD arrives, then:
 - Obtain volunteers to carry out specific actions.
 - Develop system to assist persons who need assistance.
 - Order evacuation, if deemed necessary.
 - Take any other action necessary to protect life.

2. Floor Wardens

- Obtain recommended training: First Aid/CPR, Warden Training, Fire Extinguisher and additional training as necessary.
- When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone they see of the need to evacuate.
- Assist persons who need assistance.
- Once out, advise building ECC and/or emergency personnel of anyone remaining in the building.
- Keep occupants from reentering building until advised by ECC or emergency personnel that reentry is allowed.

Note: Often times, Emergency Control Committee members receive Floor Warden training and perform the duties of both positions.

V. EMERGENCY CONTROL CENTER

When sheltering in place, emergency actions should be coordinated from the Emergency Control Center. The location will be designated by the Chairman of the Emergency Control Committee.

If the emergency allows us to remain in the building, the Emergency Control Center is located in BH 022. If the emergency necessitates leaving the building, the emergency control centers will be:

North Side: Beck Chapel

East Side: Parking lot north of Goodbody Hall (in inclement weather, ground floor hallway of Goodbody Hall)

VI. EVACUATION ROUTES & MEETING PLACES

- A. Maps of evacuation routes are displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. The building manager shall verify that the signs are in place and up to date. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes. Meeting places will be established to account for individuals.
- B. Meeting places will be established by individual Ballantine Hall departments to account for individuals. (See departmental Emergency Action Plans.)
- C. Account for employees in departments &/or floors as well as possible.
- D. Report to the Emergency Control Committee and emergency personnel any missing, trapped or injured occupants.

VII. DISABILITIES

In an emergency, each person has different skills and abilities. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

- A. Assign a designated area for persons who may need assistance when evacuating, (e.g. hearing, mobility, vision or speech impaired, the elderly and children). The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples in this building:
 - 1. One-hour fire-resistive hallway adjacent to an exit.
 - 2. Vestibule located next to an exit enclosure.
 - 3. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.
- B. Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired,

what assistance they may need and determine how they will communicate. (For further information go to: <http://www.eeoc.gov/facts/evacuation.html>)

Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. The information it contains is confidential and will be made available only to the person's immediate supervisor, the building manager, the Office of Risk Management, and/or the chairperson of the building's ECC. It is not to be posted on the web as part of this Emergency Action Plan.

- C. If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location.
- D. IU employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with a mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. (If possible, leave a two-way radio with those in an area awaiting rescue assistance.)

VIII. RESPONDING TO EMERGENCIES

Each emergency requires a different response. In bomb threat, hazardous material spill or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

- A. To summon immediate assistance, **using a building or cell phone**, to report an accident, serious injury or a crime in progress call:

FIRE, POLICE, AMBULANCE.....911
911 or 9-911 from IU building phones connects to IUPD.
911, the only emergency number for cell phones, connects to City Dispatch.

PHYSICAL PLANT/OPERATIONS
(Utilities, Building Services, etc.).....5-8728

- B. **Fire Procedures:** To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

- 1. Verbally warn employees in the immediate area, (such as yelling, "FIRE!") and activate alarm upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- 2. **DIAL 911** from a telephone in a safe area to report the incident to IUPD. (There may be a 4 second delay before the operator answers.) The IU dispatcher is responsible for contacting the appropriate department or agency.

3. Give your name, building room number and type of emergency.
4. Stay on the line until you have given all necessary information.
5. **CLOSE THE DOORS AS YOU LEAVE.**
6. Use Stairways. When out, move away from building to a prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders. **(Because fire fighters will enter Ballantine primarily through the northeast wing, ground entrance, from the northwest stairs at that entrance, staff monitoring the evacuation of students should position themselves to direct traffic on the northeast wing floors out of other entrances, including the ground lobby exits, first floor exits facing Chemistry and the upper parking lot, and the exit at the west end of the first floor hallway [northeast wing] that begins near the Language Lab and runs past the computer labs. Similarly, those exiting the second and third floors of the northeast wing could also use the mid-hall stairwells bisecting that wing to move from the third floor down to the first, reducing traffic that still attempts to use the stairwell at the northern end of that wing. Some staff should use the indicated exits and encourage students to move away from those exits. Some staff have bullhorns and will use them to help move people out and away from the building.)**
7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
8. Notify:
 - a. Fire fighters if you suspect someone may be trapped inside the building.
 - b. Immediate supervisor, the ECC Chairperson (or highest ranking member present), and proper agencies for any needed services.
 - ECC Chairperson: Susan Platter 855-1547
 - ECC Assistant: Isabel Piedmont 855-5458

C. **Tornado or Severe Thunderstorm Procedures**

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1. Listen for latest advisories on commercial and/or weather radio. (WTTS, 92.3 FM is the local Emergency Alert System station for Bartholomew, Brown, Decatur, Jackson, Lawrence and Monroe Counties.)
 - a. Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.

Post spotters (any employee) at window to observe and report imminent weather changes during a tornado watch. Inform supervisor and/or building manager if deteriorating weather occurs or if tornado

warning is issued. (Training is available from the National Weather Service to become an official severe weather spotter.)

- b. Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or is sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

The warning siren is a steady wail and sounds when there is a tornado in the area. If you are outside when you hear the siren, take cover in a building close by. Other means of notification (computer alerts, weather radios) may also report that a warning is in effect; check your floor to make sure that everyone has heard the siren. Action to be taken depends on whether the response is appropriate to faculty office floors or to the lower four floors with classrooms and staff offices.

The siren typically sounds for five minutes. Individuals should stay in safety areas until the all-clear is given by floor monitors or professional emergency personnel, or until they hear for themselves via the radio that the National Weather Service has issued an “all clear” notice.

Faculty office floors (4 through 9)

- Floor monitors should check their floor to make sure that everyone has heard the siren.
- Then they should immediately move personnel to the designated safe assembly area (for example, a restroom or hallway).
- Close all doors and stay there until the warning period expires. The cessation of the siren does NOT imply that the emergency is over.

Classroom floors (Ground through 3)

Staff members on classroom floors have volunteered to alert faculty teaching classes that a warning has been sounded and to advise them to move their students to the hallway or other designated areas. Each office has assigned one or more personnel to a pre-planned “flight path” down classroom corridors (These paths are indicated below).

To facilitate prompt response, persons receiving first aid and CPR training will have vests supplied by Risk Management. Personnel from adjacent offices will coordinate their flight paths to cover their share of the classrooms. Faculty teaching in structurally safe classrooms without windows (BH 011, 109, 310) would be notified first by nearby staff to expect their empty seats to be filled. These faculty would also be asked to monitor the influx until room capacity is reached. Continuing to other classrooms, the staff would then inform faculty in nearby classrooms to move those students into any nearby classrooms without windows, up to their estimate of the added capacity of

those rooms. Thereafter, the advice would be for students and faculty to move into the hallways.

NOTE: BH 013 is not considered structurally sound in case of tornado and is therefore **not** a safe tornado refuge. The language lab rooms BH 115, 117 and 188 are also not structurally sound, being under the same roof as BY 013. Even though these rooms have no windows, individuals should NOT stay there in case of tornado.

To facilitate prompt response (as opposed to hesitation or extended argument in the event of a tornado warning) these designated staff persons would post a flier on the door of each classroom within their flight path in the first two weeks of the semester, to briefly introduce themselves and this plan (offering them the handout in Appendix 1) to the faculty assigned to their rooms for that semester. Each semester a list of faculty teaching in all Ballantine Hall rooms, by time and day, will be made available by the Registrar and distributed to volunteering staff members to facilitate this visitation.

Specific Plans for Classroom Floors

Ground Floor: CeLTIE (BH 120)

Personnel from the first floor Language Lab will first notify faculty in BH 013 to evacuate that hall, proceed to cover other classrooms on the NE wing of the ground floor.

First Floor: CeLTIE (BH 120)

Lucinda Miller, Roger Crandall, Lisa Blackwell, Dan Allen
Phone: 855-0006, -0004, -0005

One staff person will first notify faculty in BH 109, estimate the number of empty seats and then work south down the rest of the NE wing of the hall on the First Floor.

A second staff person will move upstairs to the second floor, using the stairwell that bisects the NE wing to cover the classrooms on the second floor of the NE wing.

As indicated above, a third staff person will descend to the ground floor of the NW wing to ensure coverage of the rest of the ground floor.

First Floor: Independent Major Office (BH 129)

Nancy Vazquez-Soto, 855-9588 & Teaching Resources CTR. (BH 132) Carol Reynolds, 855-2635

Carol and Nancy will divide responsibility for the SW wing of the hall, first floor. Carol will work from the southern most end of the hall back, while Nancy will work south from the lobby area. If Nancy or Carol hears the alert first, they should first inform the other and then knock on classroom doors.

Second Floor: Writing Tutorial Services (BH 206) Anita Schaad, 855-6738
Anita has agreed to work the SW hallway of the second floor, which is across the elevator lobby from the Tutorial Services office located in the NE Wing.

Third Floor: TLTC (BH 307) Kathryn Propst, Madeleine Gonin, Cordah Robinson and Erick Carballo, 855-3580 & Film Studies Office (BH 306) Deb Munson, 855-1072

Kathryn has agreed to send two persons down the hallways of the third floor, one to work the NE the other the SW wings.

Deb is not as constantly in her office, which is locked at all times, but Deb and the TLTC people should inform each other first and divide up their responsibilities as they determine.

2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries.
4. Report injuries and damage to IUPD via 911, then Risk Management.

D. **Blizzard**

1. If indoors:
 - a. Stay calm and await instructions from the designated official.
 - b. Stay indoors!
 - c. If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
 - a. Find a dry shelter. Cover all exposed parts of the body.
 - b. If stranded in a vehicle:
 - Stay in the car or truck.
 - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Exercise to keep blood circulating and to keep warm.

E. **Earthquake**

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. Standing in a doorway is not recommended. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.

2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.

F. Flood

1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through floodwater.
 - c. If car stalls, abandon it immediately and climb to higher ground.
2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

G. Hostile Intruder

If a person is observed acting unusual, engaged in an illegal activity, or seems out of the ordinary the observer should dial 911 and report it to the police. At that time, the caller will be given information and instructions concerning the circumstances.

IX. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

- A. Call **911** immediately if the injury is life threatening. Provide the following information:
 1. Nature of medical emergency.
 2. Location of the emergency (address, building, room number).
 3. Your name and the phone number from which you are calling.
- B. Do not move victim unless absolutely necessary.
- C. Send someone from the location of injury to the ground floor (by the rotating globe) in order to facilitate the rapid deployment of the arriving EMS to that location.
- D. An Automated Electronic Defibrillator (AED) is located in BH 121. The CeLTIE staff on the first floor are trained in its use and can be reached at 855-8383. Call them

or one of the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

1.	Art Heckman	BH 022	855-5303
2.	Carol Reynolds	BH 132	855-2635
3.	Nancy Vazquez-Soto	BH 129	855-9588
4.	Lucinda Miller	BH 120	855-0005
5.	Roger Crandall	BH 120	855-0006
6.	Lisa Blackwell	BH 120	855-8383
7.	Dan Allen	BH 120	855-1140
8.	Anita Schaad	BH 206	855-6738
9.	Erick Carballo	BH 307	855-7829
10.	Kathryn Propst	BH 307	855-7829
11.	Cordah Robinson	BH 307	855-7829
12.	Madeleine Gonin	BH 307	855-7829
13.	Christine Baker	BH 405	855-8226
14.	Paula Koons	BH 544	855-2067
15.	Yvette Rollins	BH 547	855-6651
16.	Isabel Piedmont	BH 642	855-5458
17.	Daniela Ortiz	BH 642	855-088
18.	Jill Giffin	BH 644	855-7947
19.	Alexia Bock	BH 702	855-8234
20.	Jennifer Brown	BH 805	855-8612

- E. First Aid Kits are located in BH rooms 022, 120, 123, 132, 206, 307, 442, 446, 502, 542, 544, 547, 642-A, 647, 702, and 844.
- F. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - 1. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - 2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
- G. When rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call **911** and refer to Hazardous Substance Spill section of this document.

X. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of Ballantine Hall can be ordered by the building manager or the ranking member of the Ballantine Hall Emergency Control Committee in concert with: Physical Plant, law enforcement, the Office of Risk Management or local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.

- B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of: main controls for **gas, steam and electrical** supply leading into the building. For utility or building service emergencies, call 855-8728.

XI. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE (CBRNE) THREAT

Indiana University policy is to evaluate bomb/ CBRNE threats in order to determine the appropriate action that must be taken. The threat that a bomb/ CBRNE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. **Telephone Threat:** The person receiving a telephone bomb/ CBRNE threat should remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call 911**. Give all available information. Notify IUPD, then immediate supervisor.
- B. **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important.
1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call 911 to notify the campus police or persons with the safety/security responsibility at any IU facility.
 3. Safeguard the received material until it is given to the proper authority.
- C. **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm**. Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. **Appearance**
 - a. Powdery substance felt through or appearing on the package or envelope.
 - b. Oily stains, discoloration, or odor.
 - c. Lopsided or uneven envelope.
 - d. Excessive packaging material such as masking tape, string, etc.

- e. Excessive weight.

2. **Handling Suspected Packages or Envelopes**

- a. Do not shake or empty the contents of any suspicious package or envelope.
- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- f. Notify IUPD, by calling 911, and your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

- D. **Bomb/CBRNE Threat Evacuation:** A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/CBRNE threat, the building manager, her/his designee or the ranking member of the Ballantine Hall Emergency Control Committee will cordon off the area, wait until IUPD arrives, and then consult with the University Police for an evacuation decision. The University Police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

TELEPHONE BOMB/CBRNE THREAT CHECKLIST

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
 - What building?
 - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____ Telephone # at which call received: _____

Time received: _____ Date call received: ___/___/___ Nationality: _____

CALLER'S VOICE

___ Calm	___ Nasal	___ Soft	___ Angry	___ Stutter
___ Loud	___ Excited	___ Lisp	___ Laughter	___ Slow
___ Raspy	___ Crying	___ Rapid	___ Deep	___ Normal
___ Distinct	___ Slurred	___ Whispering	___ Clearing Throat	___ Ragged
___ Deep Breathing		___ Disguised	___ Cracking Voice	___ Accent

BACKGROUND SOUNDS/NOISES

___ Street Noise	___ Voices/Talking	___ Wildlife Sounds	___ PA System	___ Music
___ Static	___ Motor	___ Factory Machinery		___ Clear
___ Radio/TV	___ Long Distance	___ Local	___ Office Sounds	___ Weather
___ Cell Phone	___ Restaurant Sounds		Other (Specify) _____	

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education)	___ Incoherent	___ Profane/Foul	___ Irrational
___ Taped Message	___ Message Being Read		

REMARKS _____

Your name: _____ Your position: _____

Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

XII. HAZARDOUS SUBSTANCE

The following are the locations of:

Material Safety Data Sheet (MSDS):	Filing cabinet in BH 032.
Personal Protective Equipment (PPE):	BH 029, 032 and 036.
Spill Containment and Security Equipment:	BH 029, 032 and 036.

Chemical Spill

Introduction: The **HAZardous Waste Operations and Emergency Response** standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“**Hazardous substances**” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties.

“**Location**” means any place on the IU campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc.

Releases are either incidental or emergency response situations.

A. **Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. Emergency Response Situation

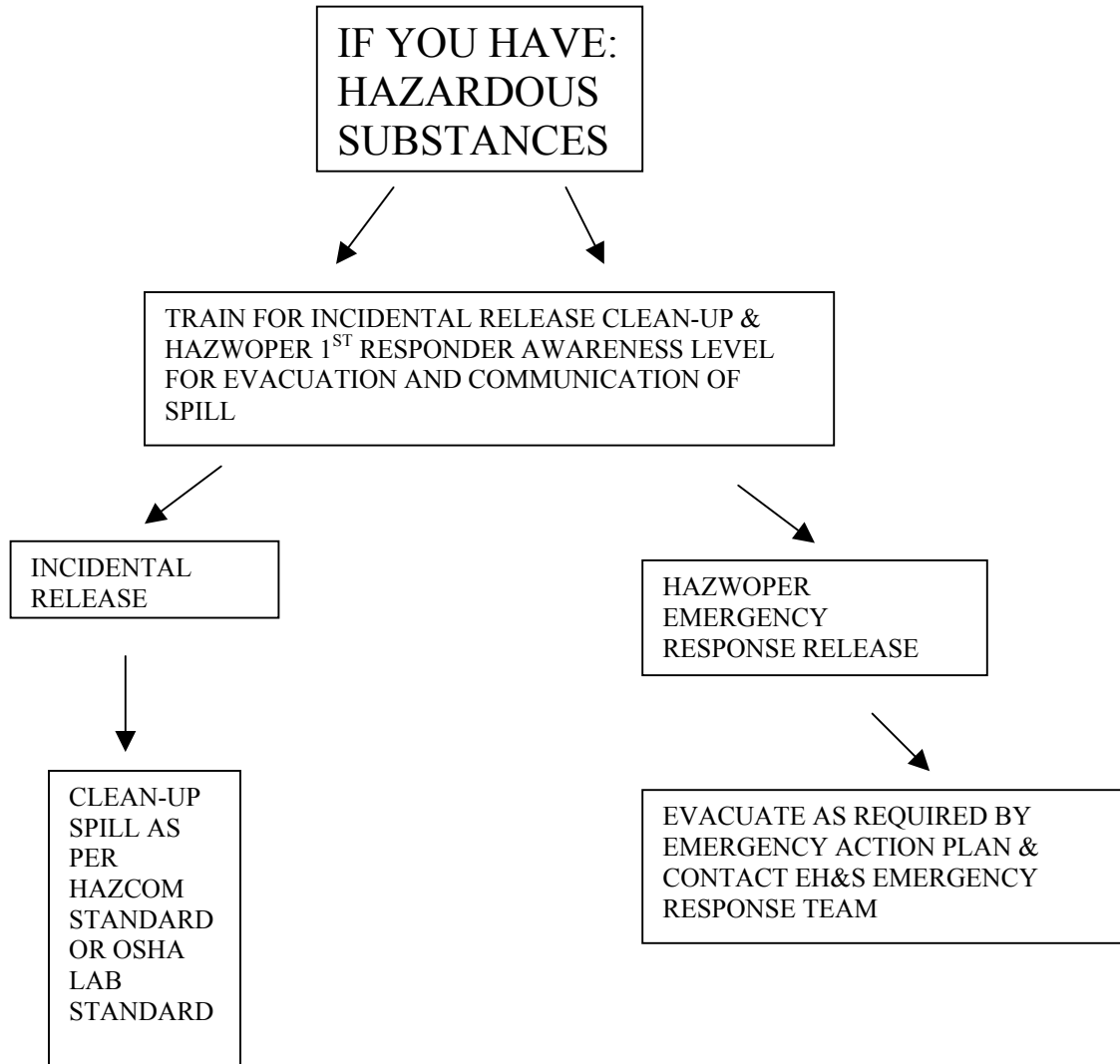
A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis, however, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact the Department of Environmental Health and Safety's (DEHS) Emergency Response Team at 855-6311 or by dialing 911 after hours.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS's Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.

C. **Response Flow Chart**



XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. **Employee Responsibility**

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
2. Smoking is not allowed in Indiana University buildings or within 30 feet of any walkway. Extinguish all cigarettes in proper receptacles.

3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

Call the Office of Risk Management, 855-9758, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
 - a. Fire and smoke doors blocked open.
 - b. Storage and trash in stairways and hallways.
6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible for keeping their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **911**, will be posted on all telephones.
7. Each supervisor will be responsible for properly training their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Operations Center/Control Center (855-8728).

XIV. NEWS INFORMATION

Information to the news media will only be released through the Office of the Vice President for University Relations: 855-0850 or cell phone: 812-360-0909.

XV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XVI. FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

The Chair of the Ballantine Hall Emergency Control Committee or one of her designees as listed below:

Susan Platter	855-8253	platters@indiana.edu
Isabel Piedmont	855-5458	jpiedmon@indiana.edu
Kathryn Propst	856-1367	kpropst@indiana.edu

XVII. DEFINITIONS

Ademco -----	Brand name for automatic telephone dialer.
Assembly Area -----	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
BTFD -----	Bloomington Township Fire Department.
DEHS -----	Department of Environmental Health and Safety.
Emergency Control Center	Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
Emergency Control Committee (ECC)	Building occupants with authority to make decisions affecting the university in an emergency.
EMS -----	Emergency Medical Service.
Floor Warden -----	Person who assists Emergency Control Committee during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.
Hazardous Substances -----	Includes every known chemical.
HVAC -----	Heating, Ventilation and Air Conditioning.
HSAS -----	Homeland Security Advisory System.
IDLH -----	Immediately Dangerous to Life and Health.
IUPD -----	Indiana University Police Department.
LEL -----	Lower Explosive Limit.
MSDS -----	Material Safety Data Sheet.
NOAA -----	National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.
PI -----	Principal Investigator.
PPE -----	Personal Protective Equipment.
Ranking Member -----	Member of Emergency Control Committee with superior rank or knowledge.

XVIII. EMERGENCY ACTION PLAN ADDENDUM

Ballantine Hall

BL 111

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuating the building.

This list is confidential and will be available only to the individual's immediate supervisor, the building manager, the Chairperson of the building's Emergency Control Committee and the Crisis and Disaster Planning section of the Office of Risk Management.

It is NOT to be posted on the Internet as part of this building's Emergency Action Plan.

NAME

BUILDING FLOOR AND ROOM #

1. At this time, no one indicates that they may need assistance

APPENDIX 1: Information for Instructors Teaching in Ballantine Hall Classrooms

The following handout will be delivered to BH instructors at the beginning of each semester by the volunteers listed on pages 12-13 under “Specific Plans for Classroom Floors.”

PLEASE READ AND BE FAMILIAR WITH THIS
IMPORTANT EMERGENCY INFORMATION.

I am _____ from the _____ office on the _____ floor of Ballantine. With other IU employees, we seek to acquaint you with the following emergency plans. This will help us implement an “Emergency Action Plan for Ballantine Hall” that has been constructed with the assistance of campus Risk Management. In an emergency situation, some Ballantine Hall safety officers will wear green safety vests, and may use bullhorns to help inform you and manage the situation. Please cooperate fully with the safety officers.

In Case of Tornado

Inside Ballantine Hall, it is virtually impossible to hear the siren that the County Emergency personnel sound to warn of an impending tornado. I and other staff members who work in Ballantine have agreed to notify students and instructors when we become aware of a tornado warning.

To protect you and your students from possible injury from strong winds and debris should a tornado move through campus, **we ask you to usher your students from this classroom into the hallway or main lobby of this floor, as space is available.** If your classroom is BH 011, 109 or 310, we ask that you keep your students in the room and, as empty seats are available, accept additional students from the hallway until the room is full. Please make sure your classroom door is closed when the last person leaves. The overriding aim here is to keep away from outside windows.

We have dropped by early in the semester to inform you about this plan so that if we have to return, you will understand who we are and what the alert is about. As we will not have any time to discuss or debate the matter once we are notified about a tornado alert, we ask you to channel any questions you have about this procedure to the Ballantine Hall Safety Committee: bhsafety@indiana.edu

In Case of Fire

When the fire alarm sounds, our main goal is to protect you and your students from possible injury. You and your students must evacuate the building right away. **We strongly urge you to lead your students out of the building together and to move your students far enough away from the building to facilitate free and easy passage of those coming behind you from the building.** We cannot have people backed up in the stairwells because others block the door once outside the building. This has happened during evacuations before, and many people were caught in a stairwell or hall for an unsafe period of time. If you are hearing impaired or unable to assist in an evacuation, please let me know so the building Safety Officers can help you.

In Case of Medical Emergency

If there is a medical emergency, call **9-911 (campus phone) or 911 (cell phone)** immediately. Send someone to meet the emergency responders at the globe on the ground floor. An emergency first aid kit is located in _____. An Automated External Defibrillator (AED) is located in BH121 (phone 855-8383).