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Building Emergency Action Plan (BEAP)

**Name of Building:**

**Primary BSSR Name:**

**Work Phone:       Cell Phone:**

**Date:**

[Insert BEAP completion or most recent revision date here]

**Version: 2019**

**UND Building Emergency Action Plan**

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**PLAN DEVELOPMENT VALIDATION**

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Primary Building Safety and Security Representative (BSSR), designated by the Dean, Department Head, or Director in the building, should coordinate the completion of the checklist and development of the BEAP with representatives from the Building Safety Committee (BSC)). The BSC is comprised of representatives from each department located in the building. The BSC should utilize the BEAP checklist in developing their initial emergency plan.

Although developing an emergency plan for your building may appear to be a daunting task initially, action steps from the Building Emergency Action Plan Checklist should prevent planning efforts from becoming overwhelming. Assistance from the Emergency Management Office will also make the planning effort less stressful. Once the initial plan is completed, the BEAP should be submitted to the Emergency Management Office for review. The staff will review the BEAP and provide feedback as warranted, suggesting any plan modifications if needed. Emergency Management and the Operations Center will also keep a completed BEAP on file after any potential modifications and review. When the plan has been completed, the BSC should disseminate it to all departments in the building through the appropriate representatives on the BSC. The BSC representatives should then educate their personnel on the BEAP, focusing on specific building evacuation routes, sheltering areas inside the building, access and functional needs provisions, and outside evacuation assembly areas.

All BEAPs should be reviewed and revised if needed on an annual basis. If there are no significant changes that warrant a revision, document your annual review. Send a copy of the annual review page to the Emergency Management Office via mail. If the BEAP is revised, send the new paper copy and disk to the Emergency Management Office and make sure to distribute the revised plan to all BSC members. If you have any questions about the BEAP, contact the BSSR or the Emergency Management Office.

Instructions:

1. Check the BEAP to ensure that all appropriate sections that require boxes or spaces to be filled in has been completed. Utilize the BEAP Checklist in the front of this plan as a guide to the areas that need to be completed.
2. The BSSR or a designated BSC member(s) should save a copy of the completed BEAP on a server to a file where it can be retrieved by more than one person for continuity purposes. Emergency Management Office recommends that the BEAP be saved in the following format: **BEAP MEMORIAL UNION**.

For example, if your building name is the Biomedical Research Building, then your BEAP file name would be “BEAP Biomedical Research Building”.

1. Email a completed copy of the BEAP to the Emergency Management Office **und.oem@und.edu**.
2. Print a copy for each BSC member to take back to their departments. Make sure that any department that is not represented on the BSC receives a copy of the completed BEAP.
3. Schedule a yearly BEAP review date (or as necessary) to update and revise the BEAP. If you make changes to the BEAP, please send an updated copy to Emergency Management Office and disseminate revised copies of the BEAP to the departments in the building.

**REVISION DOCUMENT**

**This BEAP has been developed, revised, or reviewed by the following individuals:**

|  |  |
| --- | --- |
| Prepared or revised by: Building Safety and Security Representative/Developer | |
| Name: | Date: |
| Reviewed by: Building Safety Committee and Deans or Department Heads | |
| Name: | Date: |
| Reviewed by: The Emergency Management Office | |
| Name: | Date: |

An annual complete review of the BEAP has been performed by the following reviewers on the following dates:

|  |
| --- |
| 1st Year Annual Review Date: |
| Reviewers: |
| 2nd Year Annual Review Date: |
| Reviewers: |
| 3rd Year Annual Review Date: |
| Reviewers: |

The BEAP may require important updates or additions prior to the scheduled annual review. In order to maintain a record of specific changes made, enter the changes in the boxes below.

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| Change  Number | Subject  or page number | Entered By | Date  Entered |
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**TRAINING AND DOCUMENTATION**

Training is an integral part of the Emergency Management program for your building. It is the responsibility of each Building Safety and Security Representative (BSSR) to ensure all building employees are trained on the Building Emergency Action Plan that will be used to protect the building they work in. All building occupants are responsible for becoming familiar with the BEAP and be ready to follow directions that will be given by Building Safety Committee (BSC) members during an emergency.

An orientation training program has been developed by the Emergency Management Office for all new primary and backup BSSRs. The training session will provide an overview of the Building Safety and Security Representative program, basic emergency plan development tips, and an explanation of downloadable documents utilized in building emergency action plan development. For more information check the Emergency Management Web site at <http://und.edu/public-safety/emergencies/index.cfm> or call to schedule an orientation program.

**DRILLS AND EXERCISES**

Building evacuation and sheltering drills are encouraged, but not mandatory at the University of North Dakota campus. If your building would like to have a drill, the BSSR and/or BSC may coordinate the drill and document it. All buildings and components are encouraged to participate in severe weather/tornado drills on the campus. Emergency Management can help in planning, implementation, and evaluation of any drills that buildings would like to do. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills) require advanced planning and technical assistance. These types of drills should only be developed with assistance from and consultation with the Emergency Management Office.

**COMMONLY USED ACRONYMS**

**BEAP –** Building Emergency Action Plan: The emergency action plan that each building is required to complete utilizing the BEAP template, checklist, and associated forms.

**BEAP Checklist** – Building Emergency Action Checklist: A checklist provided to guide the BSSRs and BSC in development of a building safety, security, and emergency planning program for their building. Suggested time periods are provided to guide development of the plan.

**BSSR** – Building Safety and Security Representative: A representative selected by a Dean, Department Head, or Director to serve as the building coordinator for emergency planning, safety and security activities. Each occupied UND building should have one primary BSSR and can have multiple backup BSSR representatives. Backup BSSRs are often drawn from each department that occupies the building and usually are a part of the BSC.

**BSC** – Building Safety Committee: Consists of representatives from each building that have been chosen to participate in the development of the Building Emergency Action Plan. These individuals also perform the important role of assisting the BSSRs in performing timely actions to protect the individuals in their building during natural disasters or campus security threats.

**EFC** – Emergency Floor Coordinator: Building personnel chosen to provide coordination for any type of emergency. Each floor in the building should have an EFC that will be able to quickly and safely evacuate, shelter, or guide building occupants as to appropriate emergency procedures during building emergencies. EFCs should have backups and should be able to quickly communicate/coordinate with one another during an emergency.

**EMO** – Emergency Management Office: Responsible for preparing the University to manage large-scale emergencies on campus, campus and building emergency planning, and other critical emergency planning and preparedness information. Resource information may be found online: <http://und.edu/public-safety/emergencies/index.cfm>.

**ICS** – Incident Command System: ICS is a part of the National Incident Management System which establishes a framework for consistent incident management structure when responding to emergencies. ICS principles should be utilized during all campus emergencies.

**MSDS** – Material Safety Data Sheet: A MSDS is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance.

**NIMS** – National Incident Management System: A national emergency response framework that utilizes ICS principles to integrate first responders and other agencies into a consistent incident response template.

**PPE –** Personal Protective Equipment: Personal protective equipment refers to protective clothing such as safety glasses or goggles, face shields, lab coat, mask, gloves, etc., designed to protect the wearers from hazardous chemicals.

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| **Building Emergency Action Plan Checklist** | | | | | | |
|  | **Completed** | | **In Progress** | |  | **Comments** |
| 1. | |  | |  | Designate additional backup BSSRs as needed to facilitate the BEAP. (Complete Form 1 to reflect BSSR Contact Information.) |  |
| 2. | |  | |  | Review the UND BSSR protocol to become fully aware of roles and responsibilities. |  |
| 3. | |  | |  | Attend BSSR meetings provided by Emergency Management Office. |  |
| 4. | |  | |  | Identify representatives from all departments or floors in the building to serve on the BSC. (Complete Form 2 to reflect BSC Contact Information.) |  |
| 5. | |  | |  | Assemble the BSC annually to review BEAP. |  |
| 6. | |  | |  | Post copies of the UND Emergency Procedures Flyer on all floors. Download a copy at <https://campus.und.edu/safety/_files/docs/emergency-procedures-flyer.pdf> |  |
| 7. | |  | |  | Establish Emergency Notification procedures within the building. |  |
| 8. | |  | |  | Identify fire evacuation assembly areas (one outdoors and one indoors for winter) for the building. (Complete Form 7.) |  |
| 9. | |  | |  | Identify severe weather sheltering areas within the building suitable for all building occupants and ensure accurate maps indicating these areas are posted in your building. |  |
| 10. | |  | |  | Identify safe areas within the building that can be secured or barricaded that may provide cover from an armed intruder. Ensure that building occupants understand that personal choices must be made based on each unique situation and fleeing the building may be an option too. |  |
| 11. | |  | |  | Identify bomb threat evacuation assembly areas for the building (same as fire assembly areas). (Complete form 7.) |  |
| 12. | |  | |  | Identify Emergency Floor Coordinators (EFC) and appropriate backup personnel for each floor in the building. (Complete Form 3.) |  |
| 13. | |  | |  | Ensure all EFCs have their cell phones and office phones registered in the Emergency Notification System. |  |
| 14. | |  | |  | Identify CPR/First aid certified personnel in the building and record certification expiration dates. (Complete form 7.) |  |
| 15. | |  | |  | Identify the location of faculty, staff and students with access and functional needs within the building who might need extra assistance during an emergency.  (Complete Form 4.) |  |
| 16. | |  | |  | Identify congregation areas (stairwell landing, end of a hallway, etc.) for students or staff with mobility issues. This is the area where first responders would go to assist those with access and functional needs during a building evacuation. |  |
| 17. | |  | |  | Identify all labs and rooms with hazardous chemicals and areas of special concern within the building. (Complete Form 5 with locations and specific hazards concerns/materials.) |  |
| 18. | |  | |  | Identify any special tasks and assignments in the event of an emergency evacuation (securing equipment, clearing public areas, and special considerations for visitors.) (Complete Form 6.) |  |
| 19. | |  | |  | Issue bomb threat checklists to receptionist personnel and others who routinely answer incoming phone calls for the department. (See bomb threat checklist in the BEAP Template.) |  |
| 20. | |  | |  | Post suspicious package and mail indicator flyers in the mail room or areas in the building where staff frequently handle mail. (See suspicious package/letter indicator poster in the BEAP Template.) |  |
| 21. | |  | |  | Brief all building occupants on the building's BEAP. (Note: Faculty members should brief students about evacuation routes and sheltering locations.) |  |
| 22. | |  | |  | Encourage all building occupants to download UND SafeCampus app. |  |
| 23. | |  | |  | Send completed BEAP to Office of Emergency Management Stop 9031 or und.oem@und.edu. |  |
| 24. | |  | |  | Schedule a yearly plan review for the Building Emergency Action Plan. |  |

**Form 1 – Building Safety and Security Representatives (BSSR) Contact Information**

**Building Name:**

**I. PRIMARY BSSR:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

**II. BACKUP BSSRs:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

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| --- | --- | --- | --- | --- | --- |
| 1. Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

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| --- | --- | --- | --- | --- | --- |
| 1. Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

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| --- | --- | --- | --- | --- | --- |
| 1. Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

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| 1. Name: | | | | | |
| Position/Title: | | | | | |
| Building Name: | | | Office # | | Floor # |
| Work Phone: | Cell Phone: | | | Text capable: Y  N | |
| Work Email: | | Home Email: | | | |

**FORM 2 – BUILDING SAFETY COMMITTEE (BSC) Contact Information**

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| --- |
| **Building Name:** |

**BUILDING SAFETY COMMITTEE MEMBERS:**

|  |  |
| --- | --- |
| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

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| 1. Name: | Department: |
| Email Address: | Phone Number: |

**Form 3 – Emergency Floor Coordinators (EFC) Contact Information**

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| Identify Emergency Floor Coordinators (EFC) and their appropriate backup personnel for each floor in the building. |

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| --- |
| **Building Name:** |

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| **Floor #** | **EFC Name & Email** | **Backup Name & Email** |
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**Form 4 – Access and Functional Needs**

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| Identify areas where people with access and functional needs are located. (Those who would most likely need assistance during an emergency may include individuals with hearing, sight or mobility impairments.)   * Do not identify individuals, only their access and functional need. * The location should be as specific as possible. (Example: Wheel chair bound employee in room 205, Twamley Hall) * Individuals must “opt-in” to be identified in this section. |

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| **Building Name:** |

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| **Room #** | **Room Location Specifics** | **Access and Functional Needs** |
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**Form 5 – Hazard Issues**

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| List any hazards or special concerns for your building.   * These should be as specific as possible. (Example: A Biosafety Research Lab (BSL 3) is located in room 205 on the south end of the building on the second floor. * Locations of major concern for first responders should be listed on this form.   *►****NOTE: CONFIDENTIAL INFORMATION - NOT TO BE POSTED FOR PUBLIC ACCESS*** |

**Location of Hazardous Areas or Areas of Special Concern:**

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| **Building Name:** |

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| **Room #** | **Room Location Specifics** | **Hazardous Issues or Special Concerns** |
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**Form 6 – EMERGENCY EVACUATION SPECIAL TASKS**

List any special tasks and assignments that need to be completed prior to evacuation (e.g. turning off dangerous equipment, clearing public areas). Also, identify any special considerations for visitors (e.g. faculty/staff candidates, guest speakers, event participants) in the event of a building evacuation.

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| **Building Name:** |

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**Form 7 – EVACUATION LOCATIONS, AED LOCATIONS, CPR CERTIFICATIONS**

List outdoor evacuation assembly areas used in summer months and indoor evacuation assembly areas in neighboring buildings used in winter months. If applicable, identify location of AED in your building and identify at least two individuals who are training in CPR.

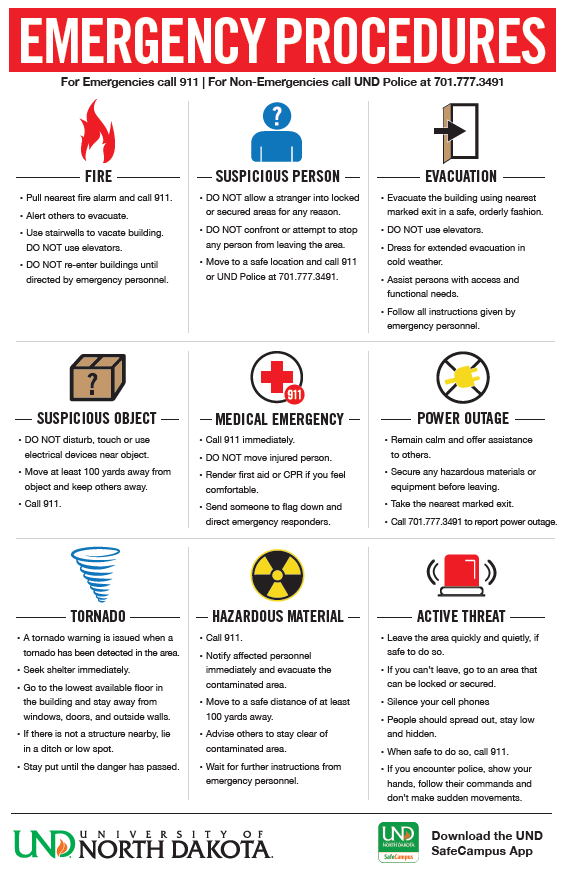
|  |
| --- |
| **Building Name:** |

|  |  |
| --- | --- |
| **Outdoor evacuation location (**for use in summer months) |  |
| **Indoor evacuation location** (location in neighboring building for use in winter months) |  |
| **AED Locations** |  |
| **Name of AED Coordinator** (if applicable) |  |
| **Names of CPR trained staff in your building** (if applicable) Must have at least two if you have an AED present in your building per AED policy. | 1.  2. |

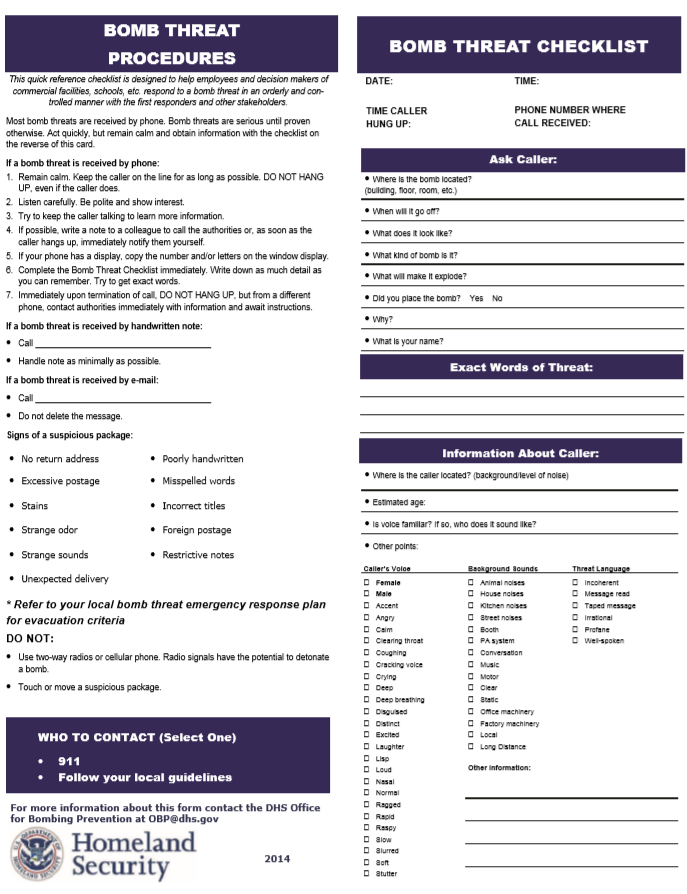
|  |
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| **ASSISTING PERSONS WITH ACCESS AND FUNCTIONAL NEEDS DURING AN EVACUATION** |
| Alerting Visually Impaired Persons:   * Announce the type of emergency * Offer your arm for guidance * Tell person where you are going, obstacles you encounter * When you reach safety, ask if further help is needed   Alerting People with Hearing Limitations:   * Turn lights on/off to gain person's attention * Indicate directions with gestures * Write a note with evacuation directions   Evacuating People Using Crutches, Canes or Walkers:   * Evacuate these individuals as injured persons * Assist and accompany to evacuation site if possible * Use a sturdy chair (or one with wheels) to move person * Help carry individual to safety   Evacuating Wheelchair Users:   * Non-ambulatory persons’ needs and preferences vary * Check for the availability of special evacuation chairs * Others have minimal ability to move lifting may be dangerous * Some non-ambulatory persons have respiratory complications * Remove them from smoke and vapors immediately * Wheelchair users with electrical respirators get priority assistance * Immediately advise first responders of special evacuation cases |

**UND Emergency Procedures Flyer:**

The UND Emergency Procedures Flyer (UND-EPF) has been designed to provide faculty, staff, students and visitors in your building the opportunity to review basic emergency procedures for common emergencies that may occur in your building. The UND-EPF should be posted in common areas, classrooms, offices and workspaces within your building. The UND-EPF can be downloaded as a full page document on the Emergency Management Web site located at <https://campus.und.edu/safety/_files/docs/emergency-procedures-flyer.pdf>







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| --- |
| **Active Threat / Active Shooter** |
| **RUN / ESCAPE** |
| * Have an escape route and plan in mind * Leave your belongings behind * Run regardless of whether others agree to follow * Help others escape, if possible * Do not attempt to move wounded people * Prevent others from entering an area where the active shooter may be * Call 9-1-1 and University Police at 701-777-3491 when you are safe |
| **HIDE** |
| * Hide in an area out of the shooter’s view * Lock the door or block the entry to your hiding place with tables, chairs or anything * Silence your cell phone so that you are not detected by the shooter * Turn off radios and computer monitors * Do not answer the door * Remain where you are until “all clear” instructions have been given |
| **FIGHT** |
| * Fight as a last resort and only when your life is in imminent danger * Attempt to incapacitate the shooter * Commit to your actions…your life  depends on it |
| **INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR** |
| * Your name * Nature of the incident * Location of the incident * Description of person(s) involved * Number of persons involved * If shots have been fired * Injuries to anyone, if known |
| **HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES** |
| * Remain calm and follow instructions * Put down any items in your hands (i.e., bags, jackets) * Raise hands and spread fingers * Keep hands visible at all times * Avoid quick movements toward officers such as holding on to them for safety * Avoid pointing, screaming or yelling * Do not stop to ask officers for help or direction when evacuating |
| **IN THE EVENT YOU ARE TAKEN HOSTAGE OR HELD AGAINST YOUR WILL** |
| * Avoid heroism and drastic action. In all probability, your captors do not want to harm you. The initial 45 minutes are the most dangerous. Don't speak to your captors unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor without staring. * Do not expect the captor to behave rationally. Don’t do anything to aggravate your captor. Comply with instructions as best you can. Avoid speculation as to the outcome of the situation. Avoid arguments. * Try to rest. Try to maintain a calm, composed attitude. This will help to calm other captives and insure their safety. * Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you. * You will need to give descriptions of your captors. Learn all you can about them and notice as many details about their character, clothing, voice, build, etc. * If medications, first aid, or rest room privileges are needed by anyone, request them. |

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| **BOMB THREATS** |
| **CLEAR THE AREA** |
| If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 9-1-1 first, then University Police at 701-777-3491.  For a bomb threat, immediately call 9-1-1 then notify University Police at 701-777-3491. Any person receiving a phone call bomb threat should obtain the following information from the caller:   * When is the bomb going to explode? * Where is the bomb located? * What kind of bomb is it? * What does the bomb look like? * Why did you place the bomb?   Keep talking to the caller as long as possible and record the following:   * Time of the call. * Age and sex of the caller. * Speech pattern, accent, possible nationality, etc. * Emotional state of the caller. * Background noise. |
| **REPORT TO EVACUATION ASSEMBLY AREA** |
| **Important:** In the case of a bomb threat, only the President of the University or designee has the authority to evacuate a facility or part of a facility, or to enter or remain in an evacuated facility. Deans, department heads, faculty, or staff may not order evacuation or remain in or enter an evacuated facility. |

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| **CIVIL DISTURBANCE / DISRUPTION** |
| Most campus demonstrations such as marches, meetings, speeches, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:   * Interference with the normal operations of the University, * Prevention of access to offices, buildings or other University facilities, and/or * Threat of physical harm to persons or damage to University facilities.   If any of these conditions exist, University Police should be notified and will be responsible for updating the Operations Center (OC) on any developments. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed. |
| **Peaceful, Non-obstructive Demonstration** |
| Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.  If demonstrators are asked to leave, but refuse to leave by regular facility closing time:   * Arrangements will be made by the OC to monitor the situation during non-business hours. * Determination will be made whether or not to treat the violation of regular closing hours as a disruptive demonstration. |
| **Non-violent, Disruptive Demonstrations** |
| In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:   * Demonstrators will be asked to terminate the disruptive activity by University Police or a designee. * The OC will consider having a photographer or video camera available for verification/documentation purposes. * Key University personnel and student leaders will be asked by the Vice President of Student Affairs and Diversity or the AVP of Public Safety/Chief of Police to go to the area and persuade the demonstrators to desist. * The Vice President of Student Affairs and Diversity or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities. * If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by University Police. * Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable. * After consultation with the President and the Executive Council, the need for an injunction and intervention of University Police will be determined. * If determination is made to seek the intervention of University Police, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest. |
| **Violent, Disruptive Demonstrations** |
| * In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Executive Council will be notified by the OC. * University Police will take action to prevent further escalation and to save lives and University property. * OC will consider courses of action to be presented to include a recommendation to ask for local law enforcement assistance. * Marketing and Communications will be notified and asked for assistance to document (videotape or photograph) the event. |

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| **COMPUTER HACKING/VIRUS/INTRUSION** |
| **COMPUTER HACKING/VIRUS** |
| Response   * If you have a system supervisor or network coordinator, get in touch with him or her immediately. If you are the system supervisor, call UIT. * After an attack, make sure that all passwords are changed. * Take account of your unit records and make sure all of your information is accounted for and intact. * Make sure that people are aware of the virus. Alert fellow colleagues and people to whom you may have passed the virus.   Mitigation Measures   * Make sure that you have a license for all software applications installed on all of your computers. * Acquire software only from reliable sources. * Make sure that you have a good antivirus program set up on your computer. * Consult technology-related news sources regularly to stay informed about the latest viruses and their characteristics. * Create a tough set of passwords. * Create backup copies |
| **COMPUTER INTRUSION** |
| Response   * Shut down the affected systems. * Notify a supervisor and the University IT Help Desk (UIT-701-777-2222) * Check to see if access control and security products that are currently in use need to be upgraded or if additional items need to be purchased. * If documents or computer files were stolen, check unit access lists to see who had access to the information. * Compile a list of what documents, files, etc., were taken. * Procure backup copies of documents and disks from their off-site storage location. * The UIT can determine whether someone performed the illegal entry from within the University or an outside source. * Determine whether it is necessary to change computer passwords and add more security measures to the system. * Make sure all personnel who noticed suspicious activity or have relevant facts pertaining to the break-in are willing to participate in police interviews in order to reconstruct the events. * Activate unit Continuity of Operations Plan (COOP).   Mitigation Measures   * Keep a written log of who has authorized access to secured areas of your systems. * Ensure that all computer resources are password protected and safeguarded with security measures such as firewalls, security routers, etc. * Limit access to University-sensitive documents and files to a minimal amount of employees and keep a running list of who has access to what. * Perform background checks on all employees that will have access to sensitive documents/computer files and secured areas of the facility. * Instruct employees as to the proper usage of computers, stressing the need to keep passwords secure and to log off their terminals at the end of the day. * Secure all computer disks and copies of documents daily in a protected area on-site, with backup copies of pertinent information also stored off-site. * Immediately report any missing or altered documents/computer files or suspicious activity to the proper supervisor. |

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| **EARTHQUAKE** |
| If a major earthquake were to occur, UND needs to be prepared to provide its own resources for an uncertain period of time. It is always a good idea to maintain certain supplies in your office. The biggest dangers during an earthquake are falling debris (building materials and heavy falling objects such as file cabinets and book cases), breaking glass, and fires (from gas lines, electrical short circuits or other causes). |
| **INDOORS** |
| * Stay inside until the shaking stops. * Take cover underneath a sturdy desk or table protecting your head and neck. * Stay away from windows or objects which could fall on you. Expect fire alarm and sprinkler systems to activate. * Do not use elevators. |
| **OUTDOORS** |
| * Move to an open area away from trees, buildings, walls, and utility poles/lines. Do not enter a building. * Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection. Stay in this position until the shaking stops. * If in a moving vehicle pull to the side of the road as quickly as possible but keep away from overhead hazards such as buildings, trees, overpasses, and utility wires. Stay in the vehicle. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake. |
| **AFTER SHAKING STOPS** |
| * Evacuate the building taking your keys, wallet, purse, and emergency supplies. Refer to evacuation procedures. * Watch for persons who are injured, trapped or need assistance. Provide assistance in evacuating if possible. Do not move seriously injured persons. * Notify:   + 9-1-1 for emergencies.   + UPD at 701-777-3491 to report the situation. * Go to your designated Evacuation Assembly Point. Report any injured or trapped persons. * Tune portable radios to local stations for updates, and follow instructions given. * Do not re-enter any building until declared safe by emergency authorities. * Be prepared for aftershocks. |

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| **EXPLOSIONS** |
| In the event of an explosion or similar emergency, take the following action: |
| * Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris. * Call 9-1-1. * Give the 9-1-1 dispatcher the following information:   + Location   + Area where explosion occurred   + Cause of explosion, if known   + Injuries   + Before you hang up, make sure the dispatcher has all of the information needed.   Evacuate the area as soon as it is safe to do so, following established building evacuation procedures. |
| **TRAIN DERAILMENT** |
| * Treat the accident as a potential hazardous materials site. Do not approach the area unless it is safe to proceed. Potential hazardous materials are diesel fuel from the train engine as well as other items transported on the train. * A train derailment could impact many areas of the campus and could be potentially deadly. The principle hazards would be: explosion, fire, asphyxiation or poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns. * If outside, walk into the wind to keep hazardous materials and any plume behind you. * Be prepared to shelter in place if the building you are in cannot be evacuated without putting occupants in danger. |

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| **FIRES** |
| **EVACUATE AND CALL 911** |
| * Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling). * Hot Door - Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence. * Cool Door - Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor. * Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling. * Close doors behind you as you escape to delay the spread of the fire. * Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. * Stay out once you are safely out. Do not reenter until directed to by emergency personnel. |
| **POST FIRE EMERGENCY ACTIONS** |
| Building Re-Entry   * Do not re-enter the building until you have been informed it is safe to do so by a fire or University Police Officer * Do not enter the area where the fire has occurred, and do not disturb anything in the area of the fire. There will be an on-going investigation into the cause of the fire. * Inform the UPD of any information that you may have concerning the cause of the fire   Insurance Claims   * + If your work area has been affected by the fire through smoke, water, or fire damage, it must be reported to UND Risk Management and Insurance so an insurance claim can be filed   + Claims must be reported within 48 hours of the event, catastrophic events must be reported immediately by telephone. The Operations Center will assist with notifications   + Do not throw away any damaged property that is subject to an insurance claim. It must be photographed and inventoried. UND Risk Management and Insurance and the insurance agency will arrange for disposal or restoration of damaged property or equipment   + Do not attempt to clean or repair any damaged items or property. The insurance company will make arrangements for cleaning and repairs |
| For additional information about fire safety, fire extinguishers or fire extinguishers training, please contact Office of Safety at 701-777-3341. |

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| **HAZARDOUS MATERIALS INCIDENT** |
| In the case of hazardous spills or leaks: |
| * Remove yourself from the area, and keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from the accident until the hazardous material has been identified. Try to stay upstream, uphill and upwind of the accident. * Call 9-1-1 immediately on or off campus. Provide dispatcher with information about the spill (location, injuries, type of chemicals, amount). * Leave immediate area but remain nearby to direct emergency personnel to the affected area. * Advise others to stay out of the immediate area. * Assist with obtaining information about the material: Safety Data Sheet (SDS), constituents, common use. |
| Assisting hazardous materials accident victims:   * Don't try to care for the victims of a hazardous materials accident until the substance has been identified and authorities indicate it is safe to go near victims. After that point you can move victims to fresh air and call for emergency medical care. * Remove contaminated clothing and shoes and place them in a plastic bag. * Cleanse victims who have come into contact with chemicals by immediately pouring water over the skin or eyes for at least 15 minutes, unless authorities instruct you not to use water on the particular chemical involved. |
| **EVACUATION** |
| The spill of any chemical substance that generates flammable or otherwise toxic or hazardous vapors should be accompanied by an evacuation. For most small spills, the evacuation area will be limited to the location wherein the release occurred. Larger releases or those involving chemicals that produce extremely hazardous or flammable vapors will require the evacuation of larger areas up to and including an entire building or section of campus. Generally the fastest way to evacuate a building is to pull the fire alarm on your way out of the building. When it is necessary to evacuate a section of campus, this function will be performed by the University Police. Whenever it is possible to do so safely, and if it is necessary, the decontamination of exposed personnel should be performed before they evacuate the location of the release. In all cases when decontamination is necessary, exposed personnel must be decontaminated before being transported away from the scene of the accident.  Non-ambulatory and otherwise disabled persons may require assistance during the evacuation process. Planning for the evacuation of a building including disabled persons should be worked out well in advance of an emergency situation. Keep in mind that in some emergency events, power will be off to the building rendering elevators useless. In this instance, non-ambulatory persons may have to be carried from the building to a safe location. Always consult with the individual concerning the best way to assist them.  In all cases, the evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities. |
| **DECONTAMINATION** |
| Any person that is exposed to a hazardous chemical should immediatelyremove the substance by an appropriate means. Approximately 80 percent of hazardous liquids can be removed by discarding affected clothing items. The remaining chemical should then be washed off with large quantities of water for at least 15 minutes. When the release is accompanied by hazardous vapors, the chemical decontamination process may have to be performed in an area that is adjacent to the site in which the spill occurred. |
| **NOTIFICATION** |
| **When the release involves the generation of flammable or extremely toxic vapors, immediate notification of emergency response personnel (calling 911) is required.** The best way to initiate the notification process is by immediately reporting the situation to University Police Department at 701-777-3491. Early notification is vital to insuring that emergency response personnel are on scene in a timely manner. Additional personnel who may need to be notified of the release include the Laboratory Supervisor, building occupants, and medical personnel. Upon notification that a release has occurred, University Police Department will notify the appropriate emergency response personnel including, fire, and ambulance service. |
| **CONTAINMENT** |
| The containment of spilled chemical substances is essential in reducing the amount of damage that is associated with a release. Containment should only be attempted when it may be performed without posing a health risk to personnel involved with the containment process. Strategies for containing hazardous materials include:   * Patching or plugging leaking containers. * Placing leaking containers into an over pack container. * Using absorbent materials to soak up liquids. Kitty litter is a good all-purpose absorbent. Additional materials that may be used depending on the nature of the release include paper towels, vermiculite, towels, sand, saw dust, and specifically designed neutralizing agents. Absorbent materials must be compatible with the material that has been spilled. * Eliminating traffic through the area where the spill is located. |
| **MITIGATION** |
| * **Be familiar with the hazards associated with all chemicals that may be employed in a given location.** Sources of information on chemical hazards include Safety Data Sheets (SDS); the manufacturer of the chemical; chemical labels; and the National Fire Protection Association (NFPA) ratings for health, flammability, reactivity and special hazards. MSDS for all hazardous chemicals should be kept readily available outside of the location in which the chemicals are stored and/or used. By storing them outside of a potentially hazardous location, they should be available for use in an uncontaminated environment after a release occurs. * **Use extreme caution when employing particularly hazardous substances**. Many chemicals are considered to be particularly hazardous substances. These chemicals include but are not limited to:   + Peroxide forming reagents (anhydrous ether, dioxane, et al.)   + Organomercury compounds (dimethyl mercury etc.)   + Picric acid   + Perchloric acid   + Hydrofluoric acid   + Osmium tetroxide   + Active metals such as sodium and potassium   + Benzoyl peroxide   + Carbon disulfide   + Ethers   + Mercury   + Pyrophoric substances (white phosphorus, n-butyl lithium, metal hydrides, phosphine, lithium aluminum hydride, diborane, some additional boranes, and some metal powders)   + Nitric acid   + Carcinogenic chemicals * **Wear all appropriate personal protective equipment (PPE).** When working with hazardous chemicals, safety glasses or goggles must be worn at all times. Additional PPE that may be needed includes laboratory coats, face shields, closed toed shoes, gloves and respiratory protection. * **Be familiar with the location and use of all emergency equipment and procedures.** All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All emergency equipment should be checked regularly, and the location clearly posted. Fume hoods are checked yearly and must not be used unless certified as fully functional. * **Be familiar with the location and use of all emergency equipment and procedures.** All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All emergency equipment should be checked regularly, and the location clearly posted. * **Know who to call in the event of a release.** In the event of a chemical emergency, the first party notified should be University Police Department at 701-777-3491 or Office of Safety at 701-777-3341. They will then inform all appropriate parties including the fire department, local hospital, ambulances, and public works if need for response. |

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| **MEDICAL EMERGENCIES** |
| **Call 9-1-1 for assistance. For minor injuries or illness call University Police at 701-777-3491.** |
| When the dispatcher answers, be ready to give your name, describe the nature and severity of the injury or illness, and the location of the victim.  In the case of serious injury, trained personnel should quickly perform the following steps:   1. Do not move the victim unless imminent danger exists (fire, structural damage, chemical spill, toxic fumes, explosion, etc.). 2. Keep the victim still and comfortable. 3. Ask the victim, "Are you okay? What is wrong?" 4. Check breathing and give artificial respiration if necessary. (See Red Cross guidelines for exposure to pathogens.) 5. Control bleeding by applying direct pressure on the wound. (See Red Cross guidelines for exposure to pathogens.) 6. Look for emergency medical ID on the victim. 7. Question witnesses and be ready to give all information to the first responders when they arrive. 8. Stay with the victim until help arrives. 9. Every office and department on campus should have persons trained in first aid and CPR. |
| **THE BASIC CPR STEPS** |
| 1. Recognize the emergency (tap and shout) 2. Activate EMS (CALL 911) 3. Check for breathing 4. Compressions: Provide 30 compressions 5. Airway: Open the victim’s airway 6. Breathing: Give 2 breaths. 7. Continue until help arrives. |

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| **POWER FAILURE** |
| **Call Operations Center at 701-777-2591 to report power outage.** |

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| **RADIOACTIVE MATERIALS** |
| In the event of a radioactive-material spill in your workplace, follow the emergency procedures below. Do not directly assist with the cleanup of a spill unless you are listed as an Authorized Radiation User (ARU). |
| * Leave the immediate area and report the spill immediately: * During regular business hours (M–F, 8 AM–5 PM) call the UND Office of Safety at 701-777-3341. * Before or after business hours, including weekends and holidays, call the UND Operations Center at 701-777-2591 and the responsible laboratory person(s) listed on the Safety Information Card. * Provide as much detail as you can about the incident. DO NOT put yourself or others in harms way to obtain such information. * Confine the spill area by closing the nearest door to the spill area. Assemble nearby and keep others from entering the contaminated area. Isolate contaminated persons and do not allow them to leave or spread the contamination. Secure the area until response personnel arrive. If the area has multiple entrances, ensure that staff are located at all entrances to prevent entry. Keep out until the spill has been cleaned and you are instructed that you may re-enter by authorized personnel. * If you have come in direct contact with a radioactive material, you may need to remove any affected clothing and thoroughly wash yourself with mild soap and warm water. Contact the Radiation Safety Officer (RSO) for directions. The Office of Safety staff will perform any necessary checks to assure that you are free of radioactive contamination. |

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| **RELEASE OF PATHOGENIC MICROORGANISMS** |
| **Call 9-1-1 or University Police at (701) 777-3491 to report a release.**  Generic spill procedures for pathogenic microorganisms inside and outside of a biosafety cabinet are described in this plan. Laboratories should post this information at their biosafety cabinet and review with lab personnel annually. Questions can be directed to the Office of Safety related to such protocols. Laboratories may need to modify these procedures to fit their laboratory based on risk assessment. Large scale production of pathogenic microorganisms is not performed on the UND campus. Therefore, any release of pathogenic organisms should be limited to the following: |
| **Level 1:** Disrupts a laboratory or small area within a laboratory building. Primary responsibility for containing and cleaning up the spill remains with the laboratory supervisor. In most cases the affected individuals communicate directly with the Office of Safety for assistance. Complete return to normal routine occurs quickly. |
| **Level 2:** Disrupts an area or floor. The Office of Safety will be the primary point of contact. This situation should not require the activation of a Response Team, although University Police Department may be asked to assist in securing a perimeter while cleanup is performed. Return to normal operations could take days.  When an accident occurs that involves the release of pathogenic microorganisms whether inside or outside a biosafety cabinet or other primary containment device, the lab supervisor will be notified immediately. Trained laboratory staff working with these microorganisms will be responsible for mitigation. Materials necessary for containing a release should be readily available at the lab. When transporting a pathogenic microorganism, spill supplies should be packaged and carried during the transport. At a minimum, this should include absorbent materials, appropriate disinfectant, gloves and autoclave bags. The Office of Safety is available for assistance, and should be contacted as soon as possible in such an incident. All high containment transports must be communicated with the Office of Safety prior to that movement.  If there is a release outside of a primary containment device, such as a biosafety cabinet, the names of all potentially exposed individuals should be recorded and provided to the lab supervisor. This includes locations outside of the lab or building if occurring during a transport process. In general, leaving the area for 20 minutes to let materials settle is advisable. Signage restricting access should be posted on the entry to the area where the release has occurred. |
| **Level 3:** If the release involves a Biosafety Level 3 (BSL3) organism outside of the biosafety cabinet or other primary containment device, that area should be evacuated and the Campus Safety Office contacted immediately. Lab and agent specific protocols will be in place for incident response in all high containment labs. The names of all potentially exposed individuals should be recorded and provided to the lab supervisor. The contaminated area should be restricted to trained individuals with authorized access to the area only. Signage should be posted on the lab entry restricting access as needed.  If the release also involves radioactivity, special cleanup procedures will be in place specific to that laboratory and materials. The extent of the modification to response procedures will depend on the isotope involved. However, the biological component of the spill will be first inactivated prior to disposal as a radioactive waste. Lab supervisors with pathogenic microorganisms and radioisotopes will have preplanned lab specific responses prepared for their facility. The Radiation Safety Officer (RSO) will be called during normal working hours or the UPD after normal working hours to report the release in addition to contacting the lab supervisor and Campus Safety Office.    For re-entry into a lab following a cleanup, the lab supervisor and Office of Safety will make the decision that an area is safe for re-entry following appropriate cleanup and decontamination and based upon principles of risk assessment performed for the scenario at hand. In the simplest clean up scenario a cleanup zone is established and cleaned with an appropriate disinfectant in sufficient concentration and an established contact time. More complex cleanups may require room decontamination via established gas or vapor methods. For larger clean ups or when handling agents outside of primary containment in a BSL3 lab, biological indicators should be considered for quality assurance. |

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| **WEATHER EMERGENCIES** |
| **SEVERE THUNDERSTORM** |
| Severe thunderstorms can produce a tornado, winds of at least 58 mph, and/or hail at least ¾" in diameter.  Before a thunderstorm do the following:   * Help people with access and functional needs to a safe place. * Stay indoors, do not exit the building or use elevators. * Remain calm and alert. * Listen for information and instructions from emergency personnel.   During a thunderstorm do the following:  Indoors   * Stay indoors. Do not exit buildings or use elevators. You could be trapped in an elevator if power is lost. Locate an interior room. * Go directly to an enclosed, windowless area in the center of the building. Corners or building support columns are best. Avoid the middle of interior walls. * Stay away from all windows and large glass objects. * Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. * Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall. * Remain inside until storm has passed or you are cleared to leave. * Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks. * Help direct people with access and functional needs to a safe place, if necessary.   Outdoors   * Move away from trees, buildings, walls and power lines. * Seek the lowest possible ground (i.e., ditch or small trench). Lie flat in a ditch or low-lying if it’s the only area available. Never enter an open trench where a cave in or flooding may be possible. * Stay away from power lines and puddles with wires in them. They may be live. * Do not use matches or lighters, in case of leaking gas pipes or fuel tanks. * Remain in position until noise and high winds have stopped. * Do not enter any building that is deemed or looks unsafe.   Lightning   * Seek protective shelter immediately. * If outdoors, do not stand underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Avoid open areas, and seek low areas such as a ravine or valley. * Get off or away from open water as well as metal equipment or small metal vehicles (motorcycles, bicycles, golf carts, etc.). Stay away from wire fences, clotheslines, metal pipes and rails. If you are in a group in the open, spread out, keeping people several yards apart. * Remember, lightning may strike many miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.   Hail   * Seek protective shelter immediately. * Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes. |
| **TORNADO** |
| * + A **tornado watch**is issued by the National Weather Service when tornadoes are possible in the area.   + A **tornado warning**is issued when a tornado has been sighted or indicated by weather radar in the area.   Indoors   * Move to lower floors in multistory buildings and away from windows or other objects that could fall. The areas which would be utilized as fallout shelters would provide the best protection. Stay near inside walls when possible. * Keep calm. Even though a warning has been issued the chance of a tornado striking your building or location is very slight.   Outdoors   * Move into a building and avoid downed electric power lines, utility poles and trees.   While Driving   * Pull off the road and stop away from trees. If possible, walk into a safe building. Avoid overpasses, power lines and other hazards. * Listen to your radio for emergency instructions. |
| **Severe weather internet resource list:**   * National Weather Service: [www.weather.gov](http://www.weather.gov) * North Dakota Department of Emergency Services: <https://www.des.nd.gov/> * Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov) * National Readiness Website: [www.ready.gov](http://www.ready.gov) * American Red Cross: [www.redcross.org](http://www.redcross.org) * UND Emergency Management: <https://campus.und.edu/safety/emergencies/> * Grand Forks Code Red notification system: <http://www.grandforksgov.com/government/city-departments/emergency-management/codered-information> |
| **Shelter-in-Place**  There are a number of emergency situations during which building or facility evacuation is not the best solution and may not be advisable. In such cases, either a lockdown or a shelter-in-place may be preferable.  You may be advised to "shelter-in-place" rather than evacuate your building during emergency situations such as large hazardous material releases or severe weather emergencies.   * Advice to shelter-in-place will be conveyed through official university notification systems. * Stay inside the building or go indoors as quickly as possible if you are working outside. * Close windows to provide a tighter seal against chemicals, vapors, smoke and/or fumes. * Locate supplies you may need such as food, water, radio, or flashlights if you have them. * In case of a tornado, go to a basement or lowest level central room or corridor where there are no windows and few doors. * In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems. Most UND building ventilation systems are centrally controlled and will be shut down by Facilities Management during such events. * Stay tuned and monitor official university emergency notification systems information for further instructions. |