



# Emergency Preparedness Plan for:

\_\_\_\_\_  
*(Dept)*

## Location:

\_\_\_\_\_  
*(Building, Room #, etc.)*

**Confidential Information**  
Information contained in this Emergency Preparedness Plan is not for general distribution and may contain confidential information.

This plan is to be used in conjunction with the Binghamton University Emergency Response Manual.

Date Prepared:: \_\_\_\_\_

Date Updated: \_\_\_\_\_

Department Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Emergency Procedures

**Notify University Police (911) for the following events:**

- Medical Emergency
- Fire
- Explosion
- Criminal activities (*violence, theft, harassment, sexual offenses, etc.*)
- Bomb Threat
- Hazardous Material Incident (*spilled material, unknown substance, etc.*)
- Facilities Emergency (*major water leak, serious electrical hazard, etc.*)
- Any other dangerous or life-threatening situation

**Contact Physical Facilities for facility related events:**

- 777-2226 (days)
- 777-2341 (nights)
- Contact for the following events:
  - Power failure
  - Water leaks / flooding
  - Electrical interruptions
  - Electrical hazards
  - Structural hazards
  - All other facility related items

**Department Emergency Contacts:**

Name	Title	Work Phone	Home Phone	Cell Phone	Pager#

## Emergency Action Plan

### Medical Emergency Procedure

- Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
- Notify University Police of the location, nature and extent of the injury by calling 911 or using a Blue Light or Emergency Telephone. Always call from a safe location.
- Provide first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
- Send someone outside to escort emergency responders to the appropriate location, if possible.

### Fire or Explosion Emergency Procedure

- Alert people in the immediate area of the fire and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate the building fire alarm system by pulling the handle on a local fire alarm box.
- Notify University Police of the location and size of the fire by calling 911 or using a Blue Light or Emergency Telephone. Always call from a safe location.
- Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature and size of the fire.
- If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher you must evacuate the area.

### Hazardous Materials Releases:

Environmental Health and Safety is equipped to respond to and cleanup Hazardous Material Spills. A Hazardous Materials Emergency exists when:

- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area, or;
- The spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.

### Emergency Procedures:

- Alert people in the immediate area of the spill and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building evacuate the entire building. **If there is a chance of explosion from the chemical spill do not activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box.
- Notify University Police of the chemical, location and size of the spill calling 911 or using a Blue Light or Emergency Telephone. Always call from a safe location. Be prepared to spell chemical names.
- If building evacuation is required, evacuate the building using the Emergency Evacuation Procedure presented in this guide. Once outside, notify emergency responders of the location, nature and size of the spill.
- Isolate contaminated persons. Avoid contamination or chemical exposure.

## **Building Evacuation Procedure**

The need to account for and mobilize staff in an orderly way is crucial to an effective response in many emergency situations - particularly when the response requires some sort of evacuation or movement of staff from one place to another.

**When a fire alarm sounds** -- all staff (*including student staff on duty*) in the building should go to a pre-determined rendezvous point (*muster point*).

### **As you are leaving the building:**

- We need to assume collective responsibility for making sure that everyone gets out, as we are getting out quickly ourselves.
- If you are a member of a buddy system please move quickly to help your buddy to exit the building safely.
- On the way out, knock on your neighbors' doors, intrude into meetings, make sure that student staff get out of the building. It is not practical to assign this responsibility to any one person or even a small group, since there is just no way to guarantee who will actually be in a building at any time of the day or night.
- If possible, practical, and safe -- bring your personal belongings like coats, backpacks, handbags, wallets, etc.

### **Evacuation Procedures**

*(Evacuation is required any time the fire alarm sounds, an evacuation announcement is made or a university official orders you to evacuate.)*

- Turn equipment off, if possible.
- Quickly shutdown any hazardous operations or processes and render them safe.
- Notify others in the area of the alarm if they did not hear it.
- Take emergency supplies and staff rosters, if possible.
  - Exit the room
  - Take jackets or other clothing needed for protection from the weather.
  - Close windows and close, but do not lock doors as you leave.
  - Leave room lights on.
  - If you are away from the department's room/space when the alarm sounds you should exit the building immediately and not return to the department's room/space.
- If you are unable to leave the building due to a physical disability:
  - Go to the nearest area where there are no hazards.
  - Use a telephone to call University Police at 911, or use other means to advise them of the situation.
  - Be sure to give them the room number so they can send help to you.
  - If possible, signal out the window to on-site emergency responders.
  - One person may remain with you if they wish to assist you.
- Exit the building via the nearest safe exit route. Walk, do not run. Do not use elevators to exit.
- Move away from the building, report to the designated muster point and meet with other persons from the department or building. Report any missing or trapped people to the emergency responders.
- Keep existing groups together.
- Account for faculty, staff and students and sign in at evacuation point.
- Wait at evacuation point for directions
- Do not reenter the building until emergency staff gives the "all clear" signal. The silencing of the building fire alarm system does not indicate an "all clear" signal has been given.

## **Evacuation of Persons with Disabilities**

Be aware that faculty, staff and students with "hidden" disabilities (*arthritis, cardiac conditions, back problems, learning disabilities, etc.*) may also need individual assistance. Use the following list to assist both helpers and disabled persons. Use a "buddy system" naming who is responsible for whom.

### **To Assist Visually Impaired Persons**

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

### **To Alert People with Hearing Limitations**

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

### **To Evacuate People Using Crutches, Canes, or Walkers**

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry individual

### **To Evacuate Wheel Chair Users**

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- 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
- Most wheelchairs are too heavy to take down stairs
- Consult with the person to determine best carry options
- Reunite the person with the chair as soon as it is safe to do so

## Emergency Evacuation Procedures

Please provide a detailed description of how to evacuate the building from your department/work area:

**Muster Point:**

Faculty/Staff/Students shall meet at the following muster point to account for all individuals and determine if anyone has failed to exit the building (*must be at least 300 feet away from building*):

## Shelter-In-Place Procedures

The term, **Shelter-In Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Unless instructed to evacuate by emergency personnel, sheltering in a pre-determined safe location in your place of work is the preferred method of safely waiting out the emergency. In place sheltering usually lasts no more than a few hours and preparations, made in advance, can ensure that the event is as comfortable as possible.

### **If emergency officials direct you take shelter and not to evacuate, or if you are unable to evacuate:**

- Fire Emergency:
  - Close all doors between you and the fire.
  - Use cloth (*preferably wet*) to seal the gaps under doors or anywhere else smoke may enter.
  - If a phone is available, dial 911 and tell the dispatcher of your location.
  - If the room has a window, attract the attention of emergency responders by hanging a brightly colored cloth out of the window. Only open the window enough to hang the cloth and have a little fresh air (*opening the window too much may draw the fire to your location*).
  - If the room has no window and there is no phone, don't panic. Attract others to your location by tapping on pipes, walls, floors or any other surface that is available.
  
- Chemical / Biological / Radiological Emergency **or** Natural Disaster:
  - Remain calm.
  - If you are outdoors, go inside immediately.
  - Do not call 911 unless you are reporting an immediate life-threatening emergency.
  - In the event of a chemical emergency, try to make your building airtight so that outside air cannot enter. Close all doors, windows and vents.
  - Turn off all fans, including heaters or air conditioners and attempt to shut down air handling systems.
  - Move to an interior room (or hallway) with no windows or doors to the outside.
  - Stay indoors until you receive official notice on local emergency radio stations that it is safe to go out or until you are asked to leave the area.
  - Select a room in the building where occupants will be the most comfortable and which is easy to seal off. This room should, if possible, provide access to water, toilet facilities, and adequate room for people to sit or lie down. The room should also have a battery-powered radio, snack foods, and bottled water.
  - If you are in a car, close windows and vents.

## Shelter-In-Place Procedures

Please describe specific Shelter-In-Place procedures for your department/work area:

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Department: \_\_\_\_\_

**Emergency Disaster Plan**  
Binghamton University  
Environmental Health and Safety

*(Please describe any additional emergency procedures that pertain to your department/work area.)*

**Department/Area Specific Emergency Procedures:**

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