



Emergency Response Plan

For

Students

The Emergency Response Plan for Students provides students with basic *emergency response steps to be executed during emergency situations*. This plan focuses on facility evacuations and shelter-in-place procedures. The primary purpose of the Emergency Response Plan for Students is life safety.

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Section I. Introduction

1. Purpose

The primary purpose of this Emergency Response Plan for Students is to provide important safety information in the event an emergency or natural disaster that occurs within the University or the general area.

2. Communications

Plan Activation

In case of any type of emergency, individuals making the discovery should first move to a safe location and call 911 (internal lines call 9-911) and/or contact Public Safety 650-508-3502 (internal lines call 3502). Individuals making the discovery may also pull the fire alarm or take other appropriate emergency actions. Initial responders should never intervene in any ongoing crime or dangerous event.

Media Communications

Individuals authorized to speak with the news media have been designated by the University. No one else is authorized to speak with the news media.

Information

Emergency information regarding events that are affecting or that may impact normal University operations will be recorded at (650) 508-3500 and posted on the University website (www.ndnu.edu). This information is updated at 6:00 am and 6:00 pm, or more frequently if necessary, during emergency periods.

3. Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently (page 5). Everyone should also be able to execute shelter-in-place/emergency lockdown procedures (page 6). Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

Students should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm/siren sounds. Students should also maintain contact with Student Affairs, International Affairs and/or Residential Life after a disaster.

Section II. Critical Procedures

4. Evacuation Procedures

Basic Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All students are to assemble in designated areas (see Attachment A). Evacuation orders may be given for multiple purposes.

1. Become familiar with your living area and alternate exit locations.
2. When the fire alarm sounds, evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, brace yourself against the door and carefully open (be prepared to shut if there is smoke or flames); if safe, proceed with the evacuation.
10. No one is to return to the building until the University authorizes permission.

Special Evacuation Procedures

“Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

Evacuation of People Needing Mobility Assistance

If you are in need of mobility assistance we encourage you to discuss your needs with your professors and members of your living community as soon as possible after the start of the semester to discuss evacuation procedures in case of fire or other emergency.

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts should be offered from within the class or work area at the beginning of the semester.

People who are dependent upon equipment for their mobility:

- Should be assigned an Escort from within the class or work area or living community at the beginning of the semester.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the designated handicapped stairway in the building, accompanied by a prearranged Escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the Escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

If there is a direct and immediate threat, the individual should be moved. If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a Buddy along with the Escort will need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

5. Shelter-in-Place (a/k/a Emergency Lockdown)

There are a number of emergency situations where an evacuation of a building, room and/or office area is not advisable – hostile intruder, hazardous release outside, terrorist attack outside, etc. These threats require shelter-in-place procedures to be executed – the exact opposite of a facility evacuation. Often shelter-in-place situations constitute life-threatening events and conducting a facility evacuation or failing to respond properly could be a fatal mistake.

Communications

- A shelter-in-place will be announced by siren, intercom or other voice communication.
- If a situation that may require a shelter-in-place is discovered, the individual making the discovery shall immediately move to a safe location, contact Public Safety and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

Shelter-in-Place Procedures for:

Earthquake

- If an earthquake strikes take cover immediately under a sturdy object.
 - Be prepared to move with the object and, if possible, grab the object.
 - Cover your head, neck and face to the fullest extent possible.
 - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
 - Do not move seriously injured individuals.
 - Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

Hazardous Release Outside

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- Close windows and window treatments.
- Everyone is to remain quiet and not enter hallways or open areas.
- Crouch down in areas that are away from windows.
- Air ventilation systems will be shut down.

- A vertical evacuation may be considered.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Public Safety to evacuate the building, or
 - There is imminent danger in the immediate area.

Hostile Intruder/Violent Student or Employee

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- A silent evacuation should be considered if it can be conducted safely.
- Lock and barricade doors.
- Close windows and window treatments.
- Turn off lights.
- Everyone is to remain quiet (quietly call 911, internal lines call 9-911) and not enter hallways or open areas.
- Crouch down in areas that are out of sight from doors and windows.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Public Safety to evacuate the building, or
 - There is imminent danger in the immediate area.

6. *Emergency Situations*

- If an **Accident or Medical Emergency** is discovered, the individual making the discovery shall immediately call 911 (internal lines call 9-911) and/or contact Public Safety at 650-508-3502 (internal lines call 3502) and provide as much information as possible. If possible, stay with the injured person and keep the victim calm and comfortable. Do not move any seriously injured person. Administer CPR or first aid only if qualified to do so.
- If a **Criminal Activity** is discovered, the individual making the discovery shall immediately call 911 (internal lines call 9-911) and/or contact Public Safety at 650-508-3502 (internal lines call 3502) and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime.
- If an **Earthquake** strikes take cover immediately under a sturdy object. Do not attempt an evacuation during the earthquake. Once the shaking stops evacuate and be prepared for aftershocks. Once outside, seek open areas away from power lines, buildings and objects that might fall.
- If a **Fire** is discovered, the individual shall immediately pull the closest fire alarm switch, evacuate the area, and call 911 (internal lines call 9-911) and/or contact Public Safety at 650-508-3502 (internal lines call 3502). Evacuate the building or area in an orderly and safe manner.
- If a **Hazardous Substance** is discovered, the individual shall immediately call 911 (internal lines call 9-911) and/or contact Public Safety 650-508-3502 (internal lines call 3502) and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke,

etc.). Close off and evacuate any contaminated areas. Exposed individuals should quarantine themselves at a safe location.

- If a **Hostile Intruder, Violent Student or Violent Employee** is discovered, the individual making the discovery shall immediately call 911 (internal lines call 9-911) and/or contact Public Safety 650-508-3502 (internal lines call 3502) and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation.

Section III. Attachments

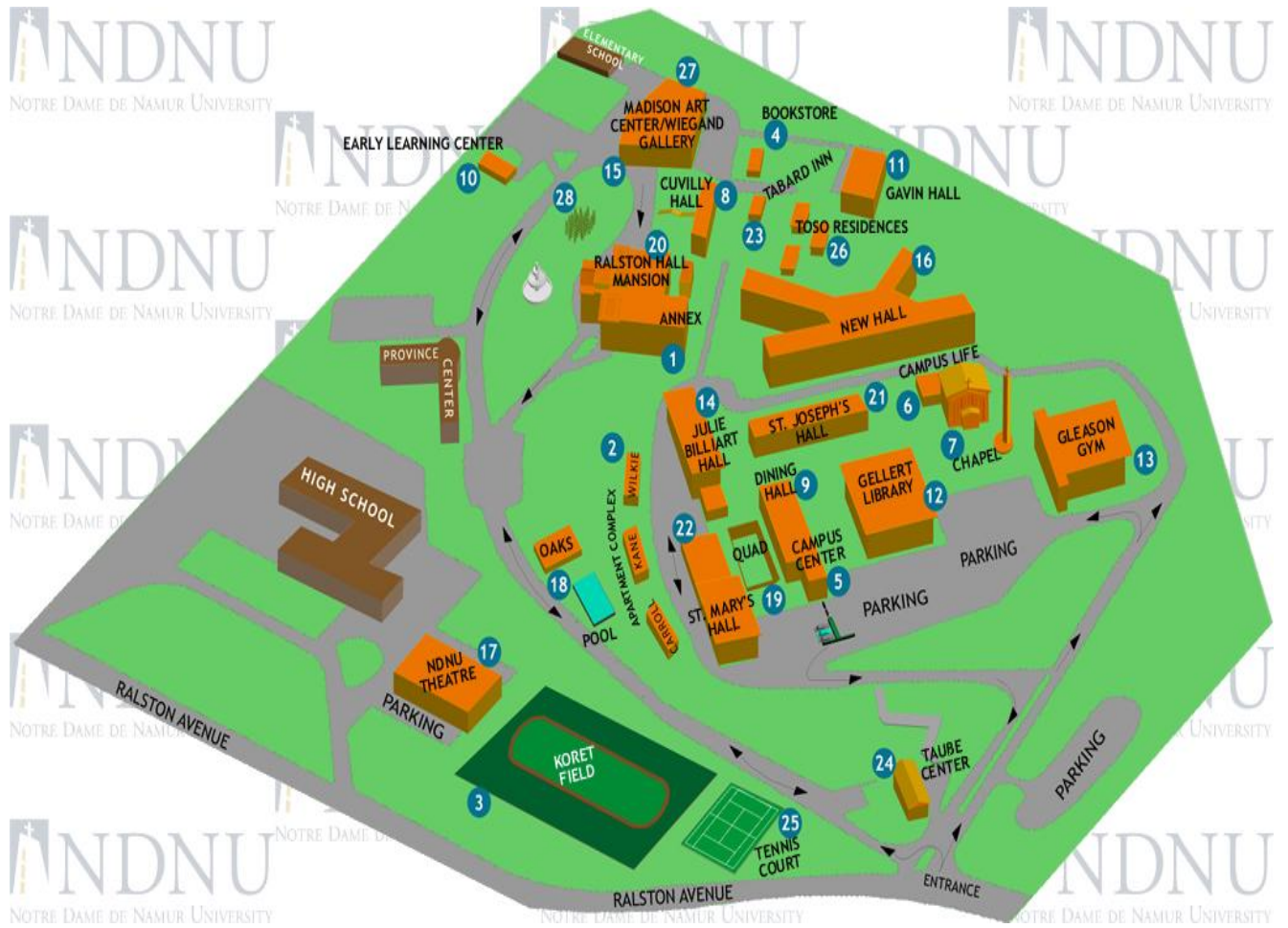
Attachment A

EVACUATION ASSEMBLY LOCATIONS

<u>BUILDING</u>	<u>ASSEMBLY AREA</u>
APARTMENTS	
Carroll	Oaks Parking Lot
Kane	Oaks Parking Lot
Wilkie	Oaks Parking Lot
Lower Offices	Oaks Parking Lot
CAMPUS CENTER	Gym Lawn
CUNNINGHAM MEMORIAL CHAPEL	Gym Lawn
CUVILLY HALL	Ralston Hall Front Lawn
EARLY LEARNING CENTER	Fenced-in Playground
GAVIN HALL	Ralston Hall Front Lawn
GLEASON GYM	Gym Lawn
JULIE BILLIART (JB)	Gym Lawn
LIBRARY	Gym Lawn
MADISON ART CENTER	Ralston Hall Front Lawn
Facilities Grounds Wiegand Gallery	
NDNU THEATER	Theater Front Lawn Area
NEW HALL	Gym Lawn
OAKS BUILDING	Oaks Parking Lot
RALSTON HALL	
1 st , 2 nd , 3 rd , floors; Music/Annex	Ralston Hall Front Lawn
CAMPUS LIFE OFFICE	Gym Lawn
ST. JOSEPH HALL	Gym Lawn
ST. MARY'S HALL	Gym Lawn
TABBARD	Ralston Hall Front Lawn
TAUBE CENTER	Taube Parking Lot
TOSO Residence-SND	Ralston Hall Front Lawn

*NOTE: This is an initial assembly area. Depending upon the level of the emergency students may be required to move to other locations. This will be determined by the Incident Commander.

Notre Dame de Namur Campus Map



NDNU Floor/Building Monitors

1. Apartments – Nikki Rodrigues (Lead), Morganna Hayes
2. RH Annex - Elena Gekker
3. Music Offices - Debra Lambert
4. Bookstore - Debra Johnson
5. Campus Center - Carrie McKnight, Carl Sieglaff, Jordana Simon
6. Campus Life Building - Karen Hackett
7. Chapel - Father Tom Splain
8. Cuvilly Hall - Louella Jorgensen, Karen Smith
9. Dining Hall - Susan Mamlok
10. ELC - Gloria Gill
11. Gavin Hall - Michelle Jones
12. Gellert Library – Ruth Briesemeister
13. Gleason Gym - Josh Doody
14. JB – Zenaida “Ruby” Baca (Lead), Nicole Misley, Olufolarin Oke
15. Facilities - Deidre Mefford
16. New Hall (West) – Ryan Sheffer, Rosella de Alva, Morganna Hayes (backup)
17. New Hall (East) – Nathan Nunez (Lead), Ashley Novosad
18. NDNU Theatre - Mary Hill
19. Oaks – Dennis Dow, Edna Esnil
20. St. Mary’s Hall - Claudine Luckey
21. Ralston Hall Mansion - Liz Schooler, Susie Sharron, Sharon Bearce
22. St. Joseph’s Hall – Jesus Garcia (Lead), Hannah Geiger, Stephanie Biehl
23. St. Mary’s one story wing - Merle Mason
24. Tabard - Judy King
25. Taube
26. Toso Residence - Sr. Carolyn Buhs
27. Madison Art Center/Wiegand Gallery - Sheila Longacre