

BUILDING EMERGENCY PLAN

Laney-Manion Hall and Annex



UNIVERSITY OF CENTRAL ARKANSAS
EMERGENCY ◇ MANAGEMENT ◇ PLAN

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Plan Development and Validation

1. Each UCA campus building must have a Building Emergency Plan (BEP) that outlines procedures for use during emergency incidents. The Building Administrator or an individual(s) designated by the administrator will develop the BEP and upon completion submit it to the appropriate divisional Vice President and the UCAPD Administrative Services Commander for review, distribution, and retention.
2. Once the plan is developed, it is to be reviewed and, if necessary, revised at least annually by July 15 and following any training, drill, exercise, or incident where the after-action discussion identifies required corrective actions. Any significant changes to the BEP based on these reviews must be submitted by the building administrator using the BEP Change Form available online: <http://goo.gl/forms/JfPgtPmFS0>.
3. If no significant changes warrant a BEP revision, the annual review must be documented by submitting this information using the BEP Change Form as indicated in the previous item.
4. This BEP has been developed, revised, or reviewed by the following individuals:

Laney-Manion, Annex, & Prince			
Initial Submission			
Prepared by:	<u>Robert Mauldin</u>	Date:	<u>08/01/2012</u>
Building Administrator:	<u>Robert Mauldin</u>	Date:	<u>08/01/2012</u>
President, VP, or designee:	<u>Jonathan A. Glenn</u>	Date:	<u>06/01/2013</u>
Reviewed by:	<u>UCAPD</u>	Date:	<u>06/01/2013</u>
UCAPD EMERGENCY MANAGEMENT OFFICE			

Record of Changes

Year	Change Activity	Entered by	Date
20142015	Change Form/Changes Executed	J. A. Glenn	2014-09-27
20152016	Change Form/Changes Executed	J. A. Glenn	2015-06-25
20152016	Change Form/Changes Executed	K. Runge	2016-03-24
20152016	Added new evac maps	J. A. Glenn	2016-05-28
20172018	Change Form/Changes Executed	K. Runge	2017-09-25

Introduction

It is impossible to predict when and where a campus emergency may take place or the extent and magnitude of such an emergency. The complexity of a campus like the University of Central Arkansas requires the full support of its departments and staff to successfully implement an Emergency Management Plan. The development, distribution, and familiarization of Building Emergency Plans (BEP) are an integral part of the overall program.

Departments are expected to develop their own BEP for practical reasons. They best understand the nature of their work, potential workplace hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc.).

The BEP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department BEP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the BEP.

Building & Administrator Information

Laney-Manion, Annex, & Prince			
Building Administrator (BA):	<u>Patrick Desrochers</u>	Email:	<u>patrickd@uca.edu</u>
BA Campus Address:	<u>205 Laney-Manion Hall</u>		
BA Telephone #:	<u>501-450-5936</u>	FAX #:	<u>501-450-3623</u>
Alternate BA:	<u>William Taylor</u>	Email:	<u>billt@uca.edu</u>
Alternate BA Campus Address:	<u>Laney-Manion Hall Annex 125</u>		
Alternate BA Telephone #:	<u>501-852-2529</u>	FAX #:	<u></u>
Alternate BA:	<u>Mason Hart</u>	Email:	<u>Mhart8@uca.edu</u>
Alternate BA Campus Address:	<u>Laney- Manion Hall 203A</u>		
Alternate BA Telephone #:	<u>501-852-2617</u>		

Laney-Manion Hall and Annex Resident Departments

The following academic and administrative departments are located in Laney-Manion Hall and Annex:

Dept.	Dept. Emergency Coordinator	Phone	Room
Chemistry	Patrick Desrochers	450-5936	205

Building Emergency Team

Each department with employees in Laney-Manion Hall and Annex must appoint a Department Emergency Coordinator who shall designate members of the *Building Emergency Team*. Team members should be listed in this section. The Department Emergency Coordinators should assign personnel specific duties to be performed during and immediately following an emergency. Personnel with special expertise or training who could offer assistance when necessary should also be identified – e.g. Search & Rescue, First Aid, CPR, HAM Radio Operators, etc.

Name	Emergency Responsibility / First Aid Certification / Emergency Specialization	Phone	Department	Room
Patrick Desrochers	Building Administrator, Department Chair, Coordination/Implementation	450-5936	Chemistry	Laney-Manion 205
William Taylor	Alternate Building Administrator, Chemistry faculty member: Coordination/Implementation	852-2529	Chemistry	Laney-Manion Annex 125
Mason Hart	Chemical Hygiene Officer for the Department and the Departmental Safety Officer tasked with Coordination/Implementation of the department's chemical hygiene plan.	852-2617	Chemistry	Laney-Manion 203A
Christy Hoffman	Administrative Specialist, contact person for communication and assisting in coordination/implementation	450-3152	Chemistry	Laney-Manion 205
Faith Yarberry	Chemistry faculty member, resident master of Hughes (lives on campus), and CPR certified. likely first responder during evenings and weekends	852-2530	Chemistry	Laney-Manion Annex 129
Jamie Freeman	Laboratory Coordinator with safety responsibility: Contact person regarding chemical holdings, waste in teaching labs	450-5945	Chemistry	Laney-Manion LM 402A

NIMS Compliance

The Laney-Manion Hall Emergency Plan is considered part of the Comprehensive Emergency Operations Plan of the University of Central Arkansas. Therefore, the contents contained herein are subject to and compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS). All applicable individuals within Laney-Manion Hall and Annex will establish a working knowledge of the information presented in the BEP, which includes how they pertain to the overall emergency response activities of the University of Central Arkansas.

Building Description

Laney-Manion Hall is a four-story building that has four access points: east, west, south, northwest, and northeast. Laney-Manion Hall Annex is attached to the north of Laney-Manion Hall and has one east access point and one north access point (where attached to the Prince Center). We also have three labs in the Prince Center, Prince 135, 136, 201. These labs can be accessed through the Laney-Manion Annex or the access points to the Prince Center, the closest of which is on the southeast corner of the Prince Center.

The first floor of Laney-Manion Hall is used for our five lecture rooms and contains no hazardous materials. We do, however, have hazardous materials in teaching labs, research labs, and chemical storage areas on floors 2-4 of Laney-Manion Hall, Laney-Manion Annex 122, Laney-Manion Annex 121, Prince 136 and Prince 201. Prince 135 is now a computational lab and does not contain chemicals. The vast majority of our chemicals are stored in the fourth floor stockroom, Laney-Manion 402. Within this stockroom is a “bomb room” or flammables room where we store most of our flammable chemicals. The stockroom is organized via several chemical categories as shown in the color-coded sketch presented in Appendix B (p. 27).

Prince 201 Prince 201 was transferred to the Department of Chemistry from the Department of Physical Therapy. This space was renovated in 2016 to give an environment for extensive wet-chemical research. This included the installation of new fume-hoods and exhaust fans. Chemical storage and use in Prince 201 will be comparable to Laney-Manion 204 and 304. Fire extinguishers, safety shower/eyewash station, and a basic first aid kits were installed in this room. Manual pull fire alarms are existing at each end of the hallway in which Prince 201 is located.

Critical Operations

Operation	Room	Department	Responsible Person	Phone
None, but see General Information, p. 18 f.				

Hazardous Analysis and Mitigation Strategies

The Building Emergency Plan for Laney-Manion Hall and Annex recognizes the following hazards, which could present the most significant impact to building occupants, as well as corresponding mitigation strategies:

List categories of hazards present in the building.	Identify general location of the hazard in the building.	List mitigation strategies to be employed during an emergency.
Glove box with air-sensitive chemicals	Prince 136	Evacuation, temperature/humidity control

List categories of hazards present in the building.	Identify general location of the hazard in the building.	List mitigation strategies to be employed during an emergency.
Chemical storage, including compressed gases. The door to each lab has an NFPA diamond sign with hazard ratings and special notices.	Floors 2-4 of Laney-Manion, Laney-Manion Annex 121, 122, Prince 136, 201	Evacuation, temperature/humidity control

See also Appendix B (p. 27) for a map of the chemical stockroom in room 402.

Hours of Operation

The building is open Monday through Friday, 6:30 AM – 5:30 PM.

Emergency Assembly Area (EAA)



Figure 1: Laney-Manion Hall and Annex EAA Map

The Laney-Manion Hall and Annex Emergency Assembly Area (EAA) is located on the east side of Laney-Manion Hall at Marian Ross Dr.

Individuals evacuating the facility are requested to congregate in this area to receive any additional information regarding the evacuation.

Building Safety Information

Building Alarm(s)

The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors, or the activation of the sprinkler system. All alarms are immediately sent to the UCA Police Department.

Fire alarms have an intermittent sound. Fume hood alarms have a constant sound. Do not use the fume hoods when alarms are sounding, which indicates less than 100 cfm air flow.

Automatic Sprinkler System

This system will begin the extinguishment of the fire and immediately send an alarm to the UCA Police Department. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Physical Plant.

Emergency Lighting

This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

Fire Doors

Fire doors must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.

Fire Extinguishers

Always notify the UCA Police Department from a safe location after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

Fire extinguishers are located in Laney-Manion 200, 202, 204, 206, 208, 302, 304, 305, 306, 402; Laney-Manion Annex 127, Laney-Manion Annex hallway (outside LA 120); and Prince 135, 136, and 201. These locations are noted on the *Emergency Evacuation Maps*, Appendix A (p. 23).

First Aid Kit

The first aid kit is to be used for minor injuries not requiring medical attention. First aid kits are located in all labs in Laney-Manion Hall, Laney-Manion Annex, and Prince in the following places: LAN 200, 202, 204, 206, 208, 300, 301, 302, 304, 305, 306, 307, 402; LA 121, 122, 127; and PR 135, 136 & 201.

Manual Alarm Pull Stations

Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the UCA Police Department. After activating the alarm call 911 from a safe location to

provide additional information. (See the next section for an important note about 911 calls from cell phones.) Never block or obstruct alarm pull stations with furniture or equipment.

A manual pull alarm station is located next to each exit in Laney-Manion Hall, Laney-Manion Annex, and Prince. More specifically: LAN first floor, east, west, south, and north exits; LAN floors 2-4 north and south exits; LA east exit; and Prince east exit. These locations are noted on the *Emergency Evacuation Maps*, Appendix A (p. 23).

Emergency Assistance

- ◆ In a life-threatening emergency dial **911** from a campus telephone, emergency call box, elevator phone, or personal cell phone. **IMPORTANT: Because cell phone 911 calls are directed to the Faulkner County Sheriff's Department through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Laney-Manion Hall and Annex on the UCA campus.**
- ◆ In case of fire or other emergency requiring building evacuation activate the nearest fire alarm pull station. Exact location of pull stations are indicated on the Laney-Manion Hall and Annex floor plans which are attached to and part of this BEP.
- ◆ Emergency call boxes are located in each stairwell at each floor landing and in building elevators. Push the call box button for immediate access to the UCA Police Communications Center.

Emergency Alert and Notification Systems

In the event of incidents or emergencies that pose a continuing threat to the safety of the UCA community, the UCA Police Department will make every effort to notify UCA community members in a timely and efficient manner.

Faculty shall ensure that emergency notification messages can be received in the classroom either by students on their cell phones or by the faculty member. The UCAAlert system is an integral part of our campus' ability to respond to an emergency and minimize risk to life. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications from their registered personal cell phone that is turned on and immediately available.

The University of Central Arkansas will use any or all of the following communications systems to deliver emergency notifications, information, or safety instructions to the general campus population of students, faculty, and staff during major campus emergencies. The systems, under the umbrella of the Safe@UCA communications program, include an outdoor warning system, UCAAlert Mass Notification System, Safe@UCA Info Line, E-Mail broadcasts to faculty, staff, and students, Web postings on the UCA, UCAPD, and other Web sites, and public broadcasting media outlets (on and off campus). **Important: Upon receipt of an emergency notification do not call 911 to verify information or make other inquiries. This floods**

incoming telephone lines and restricts the police department's ability to receive life safety emergency calls.

Emergency notifications may be received through the following systems:

- ◆ UCAAlert Mass Notification System

The UCAAlert System enables the UCA Police Department to communicate emergency messages with students, staff, and faculty in minutes via text messaging, cell phones, and telephones.

- ◆ Outdoor Warning System

A tone alert followed by a voice message via outdoor high-powered speakers will notify the campus community of a critical situation on campus.

- ◆ Facebook and Social Networking Sites

Emergency notification messages may be sent to faculty, staff, and students through the UCA or the UCA Police Department Facebook page or other social networking sites (Twitter, etc.).

- ◆ Blast E-Mail Systems

Emergency notification messages, crime alert information, timely warnings, and updates may be sent to faculty, staff, and students through the campus e-mail system.

- ◆ UCA and UCA Police Department Web Sites

Emergency notification messages, crime alert information, timely warnings and updates may be sent to faculty, staff, and students may be posted on the UCA and UCA Police Department Web sites.

- ◆ Safe@UCA Information Line

The UCA Police Department has established a 24 hour emergency information hotline. Call the Safe@UCA Info Line at (501) 852-INFO (4636) to hear a recorded message about the status of the university and any current alert or safety information.

Laney-Manion Hall and Annex Evacuation Procedures

Upon activation of the building fire alarm system or verbal command by emergency personnel to evacuate a building:

- ◆ All occupants shall evacuate the building immediately.
- ◆ Personnel shall evacuate by means of the nearest available marked exit. Laney-Manion Hall and Annex is a public access building and complies with the Arkansas State Fire Code for location, number, and marking for "means of exit." Other exit signs will have

arrows directing personnel to exits which may not be visible from the individual's current location.

- ◆ When evacuation is necessary, first floor occupants of Laney-Manion Hall and Annex should evacuate via the closest exit (one of three: east, north, or south). Second, third, and fourth floor occupants should make every effort to evacuate via the closest exit (stairwell either on the north or south side of the building). Laney-Manion Annex occupants should exit on the east exit or north through the Prince Center, depending on which one is closest. Prince Center 135 and 136 occupants should exit through the south door to the Laney-Manion Annex or the east door of the Prince Center depending on which one is closest. Prince 201 occupants should exit through the south hallway door or north hallway door leading to the east side of Prince and then proceed to the EAA.
- ◆ Remember that it is the responsibility of Laney-Manion Hall and Annex faculty and staff to ensure that all occupants report to the EAA located on the east side of Laney-Manion Hall.
- ◆ Individuals who cannot evacuate a building without assistance should follow the procedures below:
 - Take refuge in a safe area and await assistance. The stair landings in Laney-Manion Hall and Annex are a safe area.
 - Laney-Manion Hall and Annex is equipped with a standard water sprinkler fire suppression system. In case of fire, go to any room and close the door to block smoke and ensure that someone is notified of your location.
 - Faculty or staff members in the building should be assigned to assist individuals that need assistance in evacuating the building to a safe location. The individuals that need assistance should make their way to the nearest exit and await assistance in exiting the building.
- ◆ During evacuation of Laney-Manion Hall and Annex, it is the duty and responsibility of all faculty and staff, as they evacuate, to look for any person who may need assistance and to notify emergency personnel outside the building. Employees should advise any individual whom they observe is not evacuating to exit the building immediately. Once outside employees should notify emergency personnel about any individual whom they know to have remained inside the building.
- ◆ If it is safe to do so, occupants should look throughout their office areas, especially back offices, to ensure that everyone has left or is in the process of leaving. Any problems noted should be brought immediately to the attention of responding personnel or called in to the UCA Police via 911.
- ◆ Once outside, it is the responsibility of Laney-Manion Hall and Annex faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) located on the east side of Laney-Manion Hall and to ensure that no persons remain near the exit. This is to

ensure that other people are not blocked from exiting the building and to allow first responders to confront the emergency more effectively.

- ◆ Faculty should make every attempt to take roll and ask students if any peers are missing from class or if anyone has informed others that she/he was leaving.
- ◆ All employees shall assist emergency personnel to ensure that nobody attempts to smoke. The evacuation may be the result of a gas leak inside or outside the building, a chemical spill, or other situation in which smoking poses a serious danger to all.
- ◆ All employees should assist in ensuring that nobody enters Laney-Manion Hall and Annex until emergency personnel have given the clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.
- ◆ People visiting the university should be assisted in evacuation by those they are visiting or by any employee who sees someone having difficulty or not evacuating.

Campus Evacuation Procedures

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus response will likely be to evacuate in stages, beginning with areas in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees will be directed away from the vicinity of the threat.

Sheltering in Place in Laney-Manion Hall and Annex

“Shelter-in-Place” is a precaution aimed at safety of a building’s occupants while they remain indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off the building.

A shelter-in-place order may be issued for several reasons:

- ◆ Hazardous materials
- ◆ Intruder on campus
- ◆ Hostage situation
- ◆ Any situation where it is best for you to stay where you are to avoid an outside threat

The reason for the shelter-in-place order may not be immediately communicated to everyone. If a shelter-in-place order is issued, occupants should be alert for instructions and updates as they become available from the emergency personnel and university administrators through the UCAAlert System or other means of communications. If there are others in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter in place, they want everyone to take those steps now, where they are – not to go outdoors or leave. Sheltering in place is the safest way to avoid potentially life threatening situations which may exist outside of your immediate location.

When an alert or other notification is received to shelter-in-place the following steps should be taken immediately:

- ◆ Stop classes or work; cease all business operations.
- ◆ Stay in your classroom/work area with all doors locked.
- ◆ Attempt to proceed to an area/room that can be secured.
- ◆ Lock and/or barricade the door with furniture and equipment.
- ◆ Close blinds or cover windows with other available materials.
- ◆ Turn off lights.
- ◆ Remain silent.
- ◆ If trapped in an area where doors open outward, such as a restroom, use whatever is available to restrict entry to the room, such as
 - Barricading the area with furniture/equipment or
 - Using a belt or other available items to secure the door handle to a stable fixture.
- ◆ Move away from the door, do not huddle, and spread out.
- ◆ Put cell phones on silent/vibrate, and if communication is needed, use text messaging.
- ◆ Remember – your cell phone gives off light when used if you are in the dark.
- ◆ Remain under Lockdown until advised by the UCA Police Department, Campus Administrators, or members of the UCA Emergency Response Team.
- ◆ Once police arrive, obey all commands and keep hands up in the air where police can see them.
- ◆ Leave the campus ONLY if it is safe to do so.
- ◆ After the “emergency controlled access” order has been lifted, crisis coordinators, faculty, and staff should attempt to restore normalcy, comfort and assist all occupants, determine their needs, and appoint a liaison to alert officials.

Laney-Manion Hall and Annex Tornado Safety and Shelter Areas

Sheltering for a potential tornado is a different kind of shelter-in-place for Laney-Manion Hall and Annex. Occupants should be directed to move to a structurally sound location in the building. UCA students, faculty, and staff will receive information through the UCAAlert System and from the outdoor warning sirens when tornado warning announcements are made by the National Weather Service. A tornado warning means that a tornado has been spotted or indicated by weather radar in the area.

If classes are in session and a tornado warning is in effect (a tornado has been spotted in the area), faculty, staff, and students in Laney-Manion Hall and Annex should follow these guidelines:

- ◆ If a tornado threatens, seek shelter immediately.
- ◆ Move to the lowest level of the building, basements are safest.
- ◆ Move to the interior area of the building (inner hallways, inner rooms).
- ◆ Stay away from windows, skylights and other glass areas.
- ◆ If possible, move to a tornado shelter area (first floor of Laney Hall) identified for Laney-Manion Hall and Annex as posted in common areas on each floor of the building and indicated on the floor plan in Appendix A (p. 23): Rooms 102 and 104 in Laney-Manion Hall and the common area between rooms 125, 127, and 129 in the Laney Manion Annex. If there is sufficient notice, a good option for a tornado shelter is the first floor auditorium in Doyne, due to the presence of chemicals stored in Laney-Manion Hall, Laney-Manion Annex, and the three research labs in the Prince Center.

Confronting Immediate Danger

An individual must use his/her own discretion during an active shooter event or other hostile confrontation as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving such a confrontation are listed below:

- ◆ **DEVELOP A SURVIVAL MINDSET**

Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions, and develop a plan.

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- Get away: Can you safely escape?
- Hide: Is there a good place to hide?

- Confront: Will you take out the shooter?
- ◆ FIGHT BACK
 - Fight back only as a last resort and when your life is in imminent danger.
 - Organize others and formulate a plan.
 - Throw books, chairs, book bags, etc. at the shooter.
 - Overpower the shooter and disarm him.
- ◆ GETTING OUT
 - If you can and you deem it safe, get out and get to a safe place.
 - You will have to rely partially on instinct.
 - Leave belongings behind, but take your cell phone if it is handy.
- ◆ SHELTER-IN-PLACE
 - Make a plan with others in the room about what you will do if the shooter enters.
 - Make a total commitment to action and act as a team with others.
 - Do whatever is necessary to survive the situation.
 - If possible and safe to do so, report the location of the assailant.
- ◆ IF OUTSIDE WHEN A SHOOTING OCCURS
 - Drop to the ground immediately, face down as flat as possible. If within 15–20 feet of a safe place or cover, duck and run to it.
 - Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
 - When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
 - Wait and listen for directions from law enforcement personnel.
- ◆ IF SUSPECT IS IN CLOSE PROXIMITY
 - An individual must use his/her own discretion about when he or she must engage a shooter for survival.
 - Generally, one can lie motionless and pretend to be unconscious or confront the individual.

- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

Disruptive or Violent Students

At any time that you feel threatened call **911** from a campus phone or personal cell phone.

IMPORTANT: Because cell phone 911 calls are directed to the Faulkner County Sheriff's Department through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Laney-Manion Hall and Annex on the UCA campus.

The procedures fall into two categories:

- ◆ Preparation for a visit when the individual is known to be potentially dangerous.
- ◆ Those situations that arise when the individual becomes dangerous during a visit to the office.

The following preparations can be made when a faculty or staff member has scheduled an appointment with a student or visitor who is known to be potentially disruptive or dangerous:

- ◆ The faculty or staff member must first consult with their appropriate supervisor.
- ◆ The administrator will develop a plan for vigilance and/or police protection (or standby) if necessary. Decisions will be made as to whether the appointment should or should not be kept because of potential danger.
- ◆ The administrator in charge will notify other office staff members of the date and time of the visit and the role each staff member is to play during the visit.
- ◆ The administrator in charge will arrange to notify surrounding offices as appropriate of the need for vigilance and what police protection has been arranged.

In the event an individual becomes threatening or violent with no prior notice:

- ◆ Call for police response by calling 911.
- ◆ To obtain help for colleagues: It is appropriate to further assess the situation before calling the police or while waiting for the arrival of the police, call the front office (or other designated location), and use the code word TEAM (or other designated code word). Preferably the code will be used in a message not alerting the subject of your concern, such as "May I consult with Mr. Team," etc.
- ◆ You may decide to tell the threatening individual that you are summoning assistance however the code word should still be used to alert other office members regarding the nature of the need for assistance.

- ◆ When an office member becomes aware of a request for assistance, using the designated code word, that office member will immediately notify the administrator in charge and other office members in order to assemble a team as appropriate.
- ◆ Care should be taken to prevent disturbing others in the office unnecessarily or to cause panic.

Behavioral Intervention Plan

While interacting with students across the university, university employees may be confronted with situations in which a student is disruptive or displays behavior that may be intimidating or threatening to others. By providing information and assistance, the Behavioral Intervention Plan (BIP) is designed to assist faculty, staff, and administration in responding to this behavior.

The Behavioral Intervention Plan was developed around implementation of a Behavioral Intervention Team (BIT). The overall goal of the BIT is to promote a safe environment for all students, faculty, and staff which is focused on learning and student development. The BIT, in its procedures and actions, also seeks to protect the rights of the individuals who may go through the processes defined by the BIP.

Overall, the BIP seeks to formalize the university's processes for greater communication, collaboration, and coordination of concerns regarding student behavior.

The Behavioral Intervention Plan can be found at www.ucapd.com/bip and the Behavioral Incident Report form can be found online at www.ucapd.com/bir.

If possible, several witnesses should complete the report immediately after the incident. Encourage students to fill them out as well. Multiple perspectives provide greater insight.

BEP Responsibilities and Requirements

- ◆ Provost, Vice President, Dean, or Designated Representative
 - Appoint the Laney-Manion Hall and Annex Building Administrator and Alternate Building Administrator.

Building Administrator or designated representative will develop, coordinate, and distribute the BEP to building faculty and staff.

 - Review the plan prior to submission to the UCA Police Department.
- ◆ Building Administrator and BEP Developer (an individual designated to assist in development of the BEP)

Building Administrators are UCA employees who work for various departments and who represent each campus building. The Laney-Manion Hall and Annex Building Administrator plays an important role in the implementation of the UCA Emergency

Management Plan. Each Building Administrator is responsible for developing a Building Emergency Plan. Building Administrators are responsible for ensuring that a Building Emergency Response Team is designated.

In the event of emergencies, the Building Administrator will implement appropriate emergency procedures for which he/she has been trained. The Building Administrator will serve as an essential contact for Laney-Manion Hall and Annex in the event that emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within Laney-Manion Hall and Annex such as locking doors or making emergency equipment available.

The Chemistry Department in Laney-Manion Hall and Annex should appoint a Department Emergency Coordinator to back-up and support the Building Administrator in preparing for and responding to building emergencies. Each Team Coordinator should appoint an appropriate number of Emergency Team members to assist during an emergency.

The Building Administrator and Department Emergency Coordinators should meet at least annually with all building occupants to review the procedures that will be followed during an emergency.

Additional duties of the Building Administrator (with the assistance of Building Emergency Coordinators) include the following:

- Prepare, coordinate, and distribute the BEP to building occupants.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the **BEP annually** to ensure information and procedures are current.
- List all **Critical Operations** in the BEP for first responder reference and use.
- Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
- Assist in building evacuation.
- Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency response personnel (e.g., location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g., specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

◆ Laney-Manion Hall and Annex Faculty and Staff

Every member of the Laney-Manion Hall and Annex faculty and staff should read and understand the Laney-Manion Hall and Annex BEP and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated area, located on the east side of Laney-Manion Hall, in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to the assembly area in the event of an emergency.

Faculty members who are teaching a class and staff members in offices during the time of an emergency involving Laney-Manion Hall and Annex will provide instructions to their students about specific emergency procedures, including how to evacuate Laney-Manion Hall and Annex and where to assemble after building evacuations.

Specifically:

- Know the evacuation routes and EAA location on the east side of Laney-Manion Hall.
- Participate in exercises/drills.
- Attend department training sessions.
- All Laney-Manion Hall and Annex faculty and staff shall be familiar with the Laney-Manion Hall and Annex BEP. **Read it carefully.** Questions should be directed to the Building Administrator or Department Emergency Coordinators. Keep the following tips in mind as you read through the document. Be familiar with
 - ✓ The UCA Emergency Warning Notification System—UCAAlert.
 - ✓ Evacuation routes, exit points, and location to report for roll call or further information after evacuating Laney-Manion Hall and Annex.
 - ✓ When and how to evacuate Laney-Manion Hall and Annex.
 - ✓ When and where to shelter in place within Laney-Manion Hall and Annex.
 - ✓ Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
 - ✓ Proper procedures for notifying emergency responders about an emergency in the building or work area ([dial 911 for emergency notification](#)).
 - ✓ Additional Laney-Manion Hall and Annex specific procedures and requirements.

◆ Students

Every student should familiarize her/himself with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Training

Training is an integral part of the safety and preparedness program for Laney-Manion Hall and Annex. It is the responsibility of each department head and supervisor in Laney-Manion Hall and Annex to ensure all building occupants are trained or made aware of the Building Emergency Plan.

Building Administrators and Department Emergency Coordinators are requested to exercise the Laney-Manion Hall and Annex BEP annually to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the Laney-Manion Hall and Annex BEP must be incorporated into the BEP and a copy forwarded to the UCA Police Department. The UCA Police Department will assist in exercise assessment as needed.

General Information

The role of a first responder in the event of an accident in the chemistry lab is as follows:

1. Immediate care of the injured student, staff, or faculty member
2. Call 911, remain on phone to convey situation, location
3. Use of emergency equipment as appropriate
4. Alert those who may be in danger and evacuate others if necessary
5. Confine the hazard – contain any chemical spill

There is additional safety equipment available in Laney-Manion Hall due to the presence of chemistry teaching and research labs:

Fire extinguishers (Laney-Manion 200, 202, 204, 206, 208, 302, 304, 305, 306, 402; Laney-Manion Annex hallway (outside LA 120), 127; Prince 135, 136, 201)

Fire blankets (Laney-Manion 202, 206, 302, 305, 306; Prince 135, 136, 201)

Safety showers (Laney-Manion 200, 202, 204, 206, 208, 302, 304, 305, 306, 402; Prince 135, 136, 201)

Eyewash fountains (Laney-Manion 200, 202, 204, 206, 208, 302, 304, 305, 306, 402; Prince 135, 136, 201)

Fume hoods (Laney-Manion 202, 204, 206, 302, 304, 305, 306, 402; emergency exhaust fans are located in Prince 136, 201)

Spill control items, including absorbent material, hand broom, dust pan, and a pair of sturdy rubber gloves (Laney-Manion 204, 304, 402)

Faculty shall ensure that emergency notification messages can be reached in the classroom either by students on their cell phones or by the faculty member. The UCAAlert system is an integral part of our campus's ability to respond to an emergency and minimize risk to life. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications from their registered cell phone that is turned on and immediately available.

Chemistry labs and chemical storage prompt additional considerations:

- ◆ 4,000 chemicals are stored on floors 2-4 of Laney-Manion Hall, the Laney-Manion Annex, and Prince 136, and 201. Most of these chemicals are stored in the Laney – Manion fourth floor stockroom. Some chemicals are water-reactive and others are corrosive. Also, flammable chemicals are stored in our labs, with most in the flammables room (“bomb room”) in the fourth floor stockroom. This makes it particularly important that we have quick evacuation of the building in the event of a fire or earthquake. Doors to each lab are marked with labels indicating the hazards present and the NFPA diamond with codes for ratings in each category (health, fire, stability, and other specific hazards). Note: Prince 135 is now a computational lab and does not contain chemicals.
- ◆ Sketch of stockroom, including sections for types of chemicals, has been sent to the Conway Fire Department and is attached to this document.
- ◆ The Chemical Hygiene Plan for the Department of Chemistry was updated and approved by the department in the fall of 2011.
- ◆ In the event of a tornado, the first floor is our shelter. However, immediately after the tornado, this floor must be evacuated quickly to avoid risk of chemical exposure as a result of damage to floors 2-4 of Laney-Manion Hall.
- ◆ Locks that can be locked from the inside (to be used in case of a shooter on campus) are in the process of being installed on two lecture room doors on a trial basis.
- ◆ Shutoffs for gas (due to fire potential) and water (since we have water-reactive chemicals) are in dumbwaiter areas on the second and third floors as well as the stockroom. Signs have been posted.

Term Definitions

Behavioral Intervention Plan (BIP): The Behavioral Intervention Plan is designed to assist faculty, staff, and administration in responding to disruptive, threatening or intimidating student behavior.

Building Administrator: Building Administrators are responsible for developing a Building Emergency Plan for their respective buildings and coordinating Building Emergency Teams in the preparation for and response to building emergencies.

Building Assessment: A building assessment is a physical review for the purpose of evaluating all the risks and vulnerabilities in a building. The assessment is usually required prior to finalizing a Building Emergency Plan.

Building Emergency Plan (BEP): The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Emergency Team Coordinators: Individuals appointed by the Building Administrator and Department Emergency Coordinators within the building for the purpose of assisting in preparing for and responding to building emergencies. These individuals are also responsible for assisting with the orderly evacuation of all personnel within their area of responsibility and physically accounting for those individuals once convened at the Emergency Assembly Area.

Critical Operations: A critical operation is any potentially hazardous operation located in a building that requires preplanning for evacuation and/or shelter-in-place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Emergency Coordinator: Department Emergency Coordinators are appointed by their respective department chair (or director) to back up and support the Building Administrator in preparing for and responding the building emergencies. Each department residing in a building should appoint a Department Emergency Coordinator, who should then appoint members of their Building Emergency Team.

Emergency Operations Center (EOC): The location where policy and strategic management decisions are made during an emergency.

Emergency Operations Plan (EOP): The written plan for the University of Central Arkansas describing the organization, mission and functions of the university and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.

Incident Command Post (ICP): The location at which the primary command functions for the Emergency Operations Plan are executed.

Continuity of Operations Plan (COOP): The plan that outlines procedures to be followed in the event of a catastrophic incident that will affect long-term operations.

Emergency Assembly Area (EAA): A designated area where building occupants will gather outside of a building following an evacuation to await further instructions and to provide information to emergency responders.

Evacuation: Actions taken to leave an area for personal safety.

Lockdown: Actions taken to prevent people from entering or leaving a facility.

Memorandums of Understanding (MOUs): A formal understanding describing a bilateral or multilateral agreement between parties.

National Incident Management System (NIMS): The comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations to work together during domestic incidents. [See Homeland Security Presidential Directive-5]







Shelter-in-Place: The process of remaining at your current location and taking shelter in lieu of attempting to evacuate.

Appendices

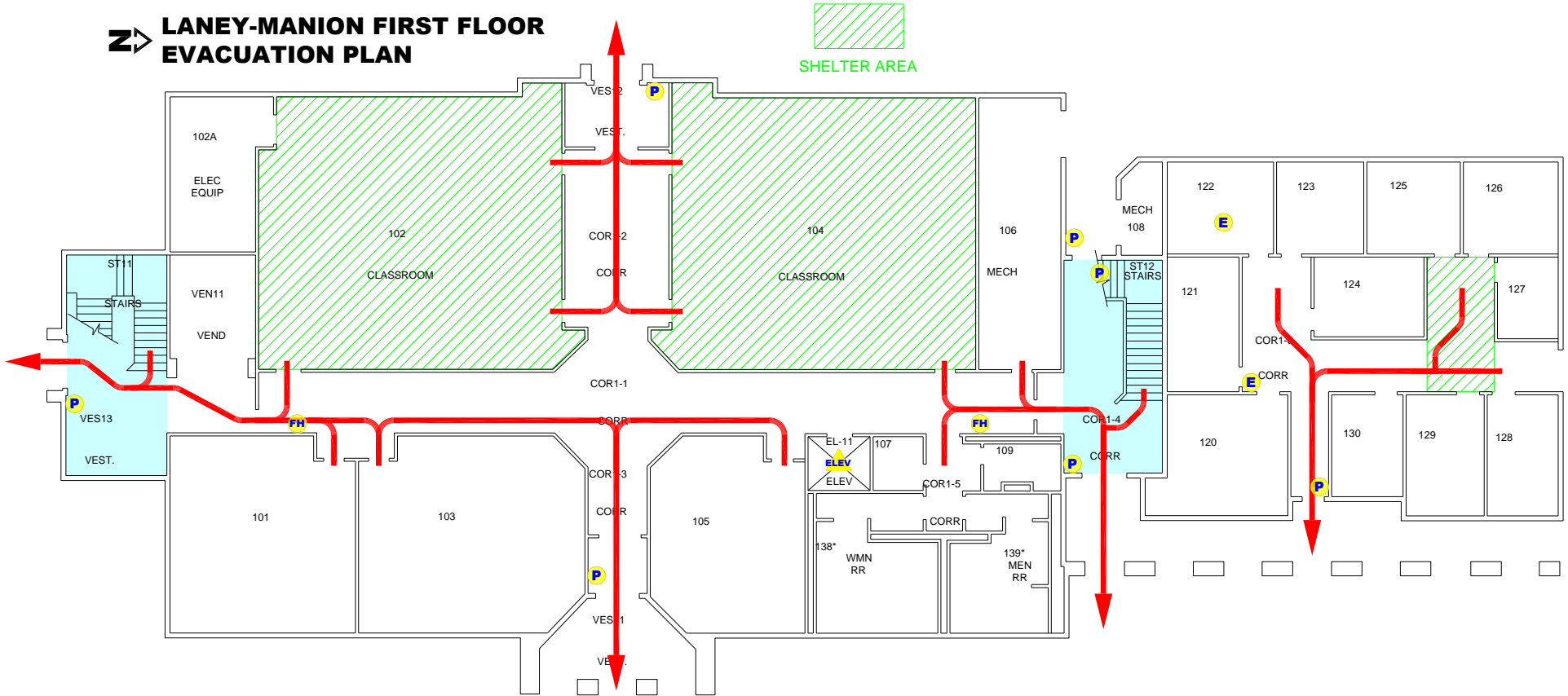
Appendix A: Floor Plans / Evacuation Maps.....	23
Appendix B: Map of Chemical Stockroom, Laney-Manion 402	27
Appendix C: Emergency Response Guidelines and Procedures	28

Use this legend to understand the symbology in the maps on the following page(s).

SYMBOL LEGEND

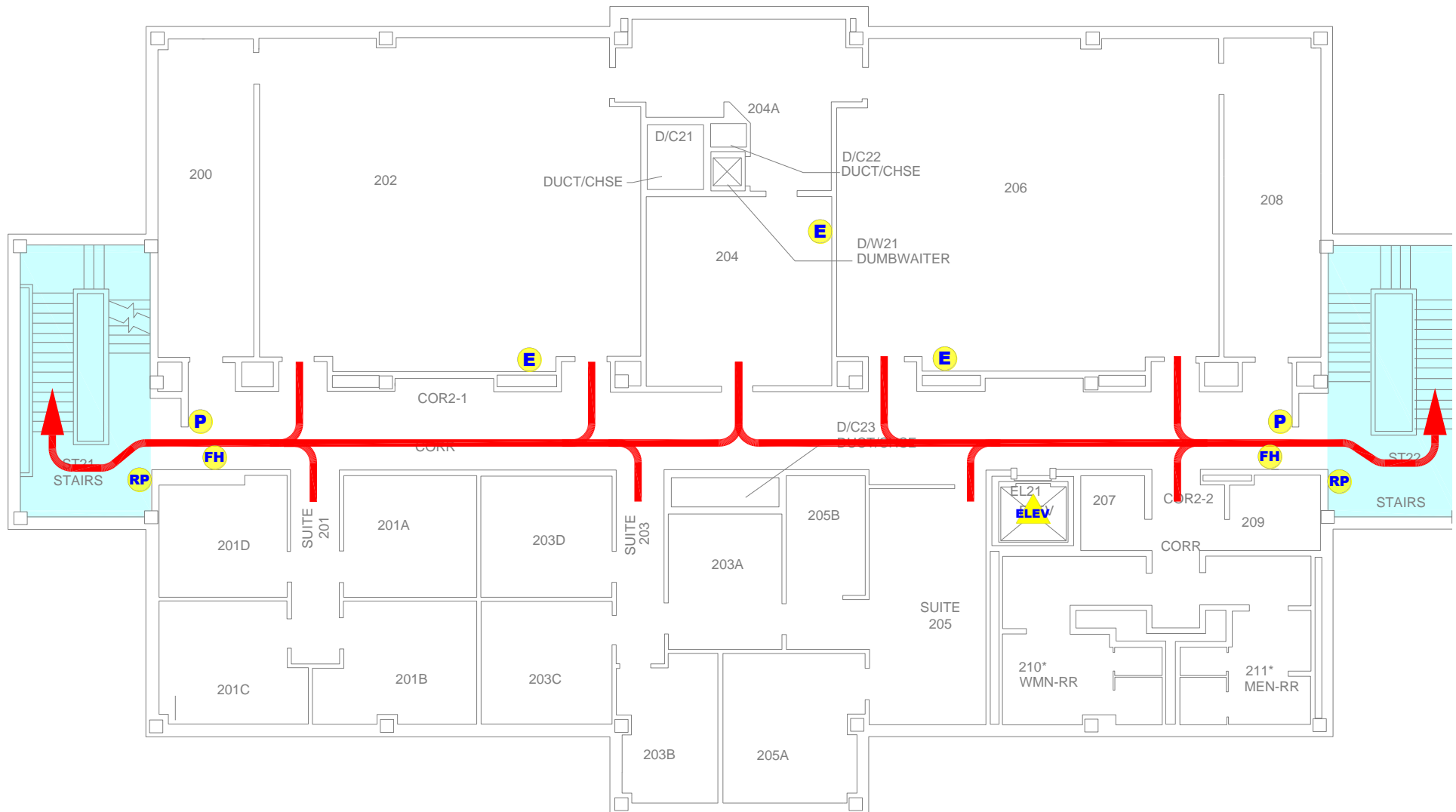
	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	ADA DOOR OPENER
	ELEVATOR
	STAIRWELLS
	EMERGENCY EXIT ROUTE

Appendix A: Floor Plans / Evacuation Maps



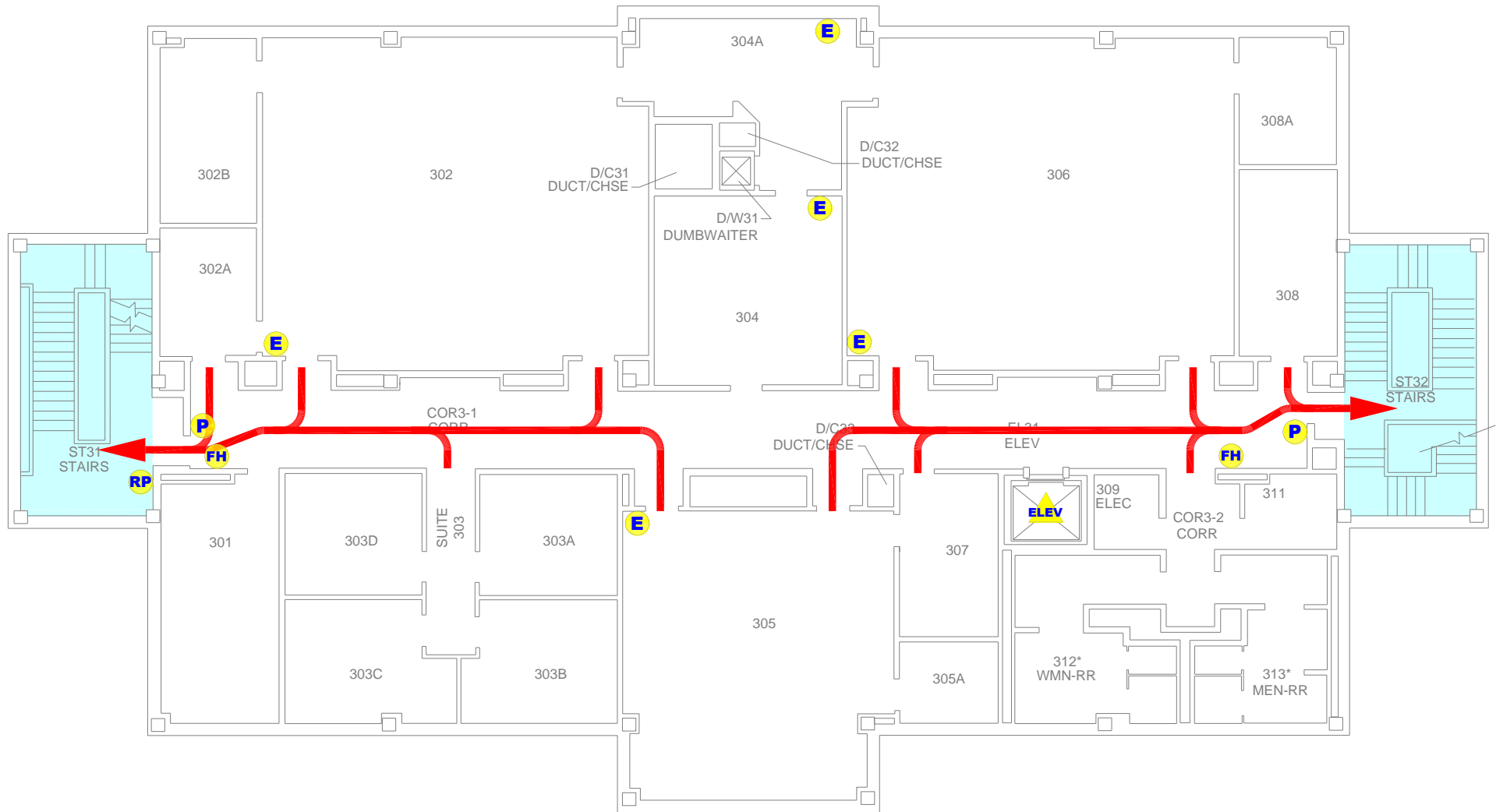
➤ LANEY-MANION SECOND FLOOR EVACUATION PLAN

**SHELTER AREA
ON FIRST FLOOR**



➤ LANEY-MANION THIRD FLOOR EVACUATION PLAN

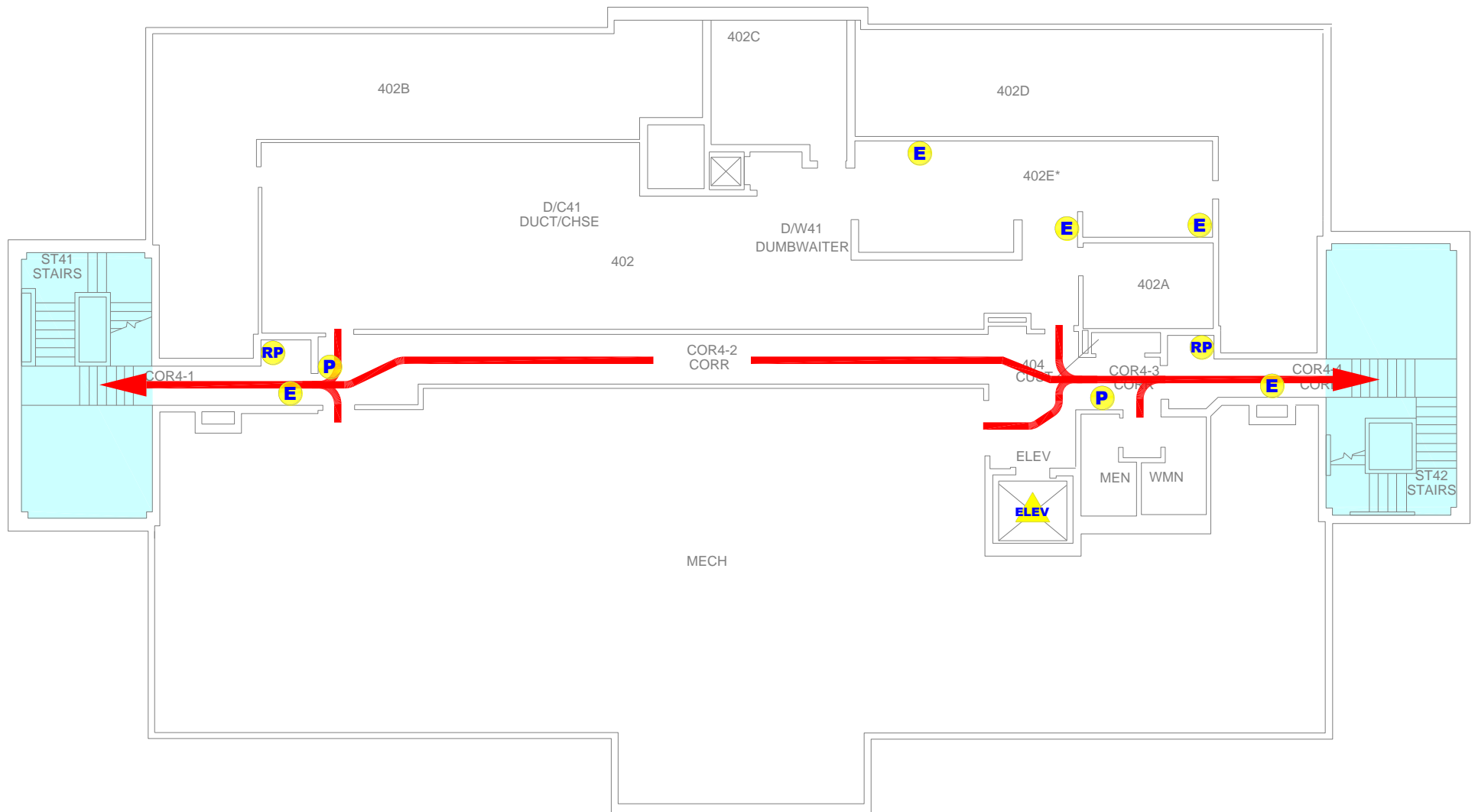
**SHELTER AREA
ON FIRST FLOOR**



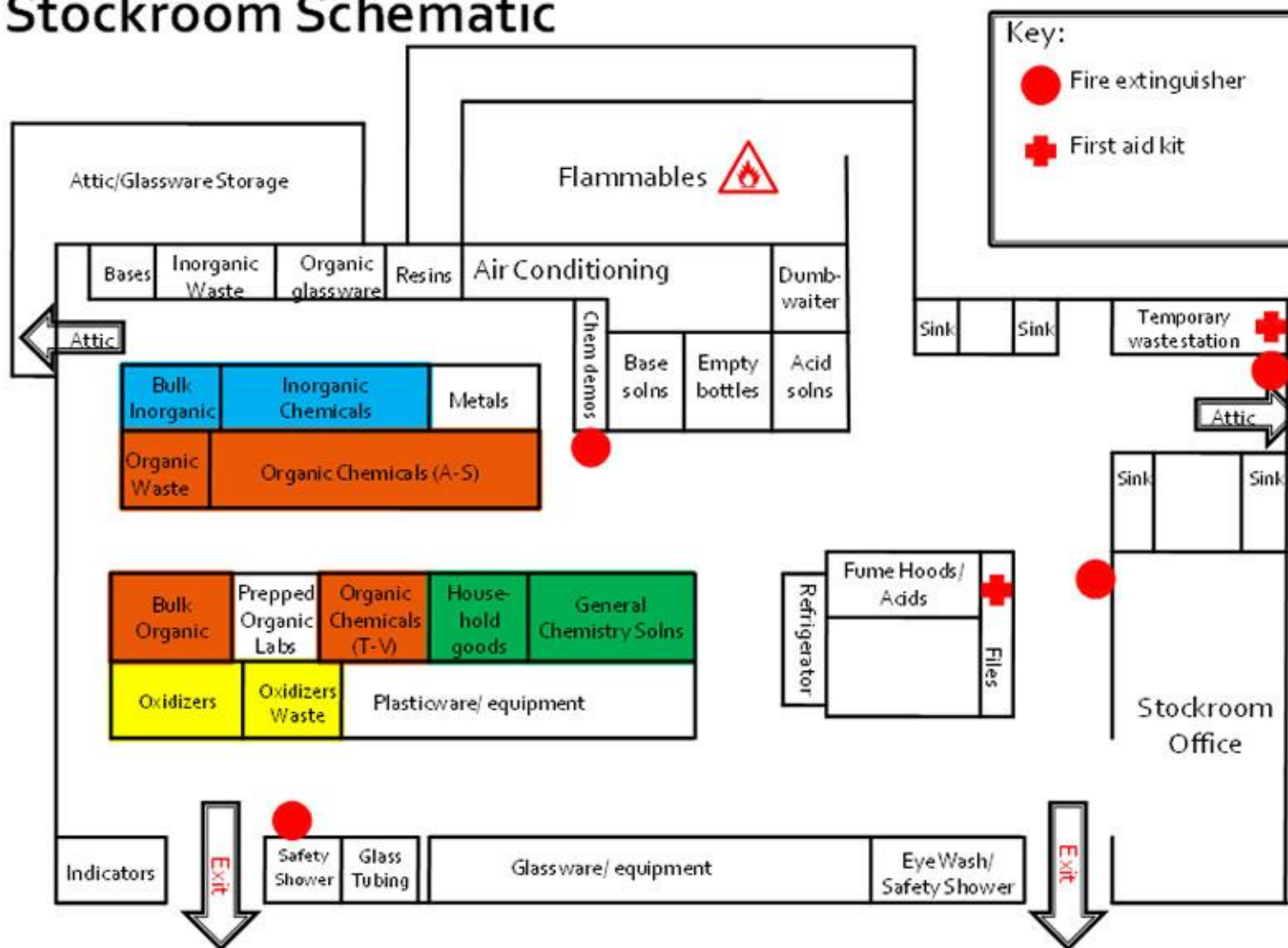


LANEY-MANION FOURTH FLOOR EVACUATION PLAN

SHELTER AREA
ON FIRST FLOOR



Stockroom Schematic



Appendix C: Emergency Response Guidelines and Procedures

In a life-threatening emergency, dial **911** from a campus telephone, emergency call box, or personal cell phone. **IMPORTANT:** Because cell phone 911 calls are directed to the Faulkner County Sheriff's Department through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Laney-Manion Hall and Annex on the UCA campus.

Fire

- ◆ First, pull the fire alarm at one of the pull stations to evacuate the building. One or more of the BEP team members should (from a safe distance) call 911 to provide details of the situation. If calling by cell phone, give the name of the building and specify that it is on the UCA campus.
- ◆ Evacuate the building as soon as the alarm sounds and proceed to the designated emergency assembly location.
- ◆ On your way out, warn others nearby.
- ◆ Move away from the fire and smoke.
- ◆ Touch closed doors. Do not open a door if it is hot.
- ◆ Use stairs only; do not use elevators.
- ◆ Move well away from the building; go to your emergency assembly area.

Tornado

- ◆ Go to the most interior room of the lowest floor of the building. Put as many walls as possible between you and the outside.
- ◆ Tornado shelter areas are posted in the commons areas of the building.
- ◆ Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- ◆ Stay off the elevators as you could be trapped in them if power is lost.
- ◆ Do not panic.
- ◆ Watch for others.
- ◆ Move as quickly as possible.

Hazardous Materials Emergency

- ◆ In an emergency or if anyone is in danger, call 911.
- ◆ Provide name, material, and quantity, time of spill, location and possible exposure.
- ◆ Move to a safe location.
- ◆ Follow the instructions of emergency personnel.

- ◆ Tell others to stay clear of the area.

Gas Leak, Fumes, Vapors

- ◆ Do not activate the fire alarm pull station.
- ◆ Do not touch any light switches or electrical equipment.
- ◆ Call 911.
- ◆ Clear the area if asked to do so by the emergency dispatcher.
- ◆ Move to a safe location.

Power Outage

- ◆ Flashlights should be stored and accessible in Laney-Manion Hall and Annex departmental offices.
- ◆ Provide assistance to others if necessary.
- ◆ Move cautiously to a lighted area (near emergency exit lighting).
- ◆ Turn off and unplug voltage-sensitive equipment.

Flood

- ◆ Secure equipment, records and hazardous materials.
- ◆ Turn off non-essential electric equipment.
- ◆ Move to a safe area.
- ◆ Report the flooding to Physical Plant at 450-3196
- ◆ Do not re-enter the building until emergency personnel say it is safe to do so.

Active Shooter Incident or Other Act of Violence

- ◆ Move to a safe location.
- ◆ Call 911 to report the emergency (see “what to report” below).
- ◆ Be aware that the 911 system may be overwhelmed due to the volume of calls.
- ◆ Prior to emergency: Program non-emergency police department line, (501) 450-3111, into your cell phone.
- ◆ What to report:
 - Your specific location – building name and office/room number.
 - Number of people at your location.
 - Injuries – number injured and type of injuries.

- Information on assailant(s) – location, number of suspects, race/gender, clothing, description, physical features, type of weapons (rifle, shotgun, or handgun), backpack, shooter's identity, number of shots fired, etc.
- ◆ Secure immediate area:
 - Lock and/or barricade doors.
 - Turn off lights.
 - Close blinds.
 - Block windows.
 - Turn off radios and dim computer screens.
 - Keep calm, quiet and out of sight.
 - To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
 - Silence all cell phones in the immediate area.
 - If injured, place signs in exterior windows.
- ◆ Leaving a secured area that is in danger of being directly engaged:
 - Consider risks before leaving.
 - Remember, the shooter generally will need to be stopped by an outside force.
 - Rescue attempts by occupants should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.
 - Spread out
 - Pile desks in front of door
 - Throw books
 - First floor-consider leaving out the windows or doors in the classroom and proceed to the Emergency Assembly Area located on the east side of Laney-Manion Hall.

Suspicious Person

- ◆ It is OK to inquire if you can provide assistance, but do not physically confront the person.
- ◆ Do not let anyone into a locked building/office.

- ◆ Do not block the person's access to an exit or attempt to restrain him or her.
- ◆ Call 911. Provide as much information as possible about the person and direction of travel. If you see a vehicle, note the license number, make, model, color, and/or any other distinguishing characteristics of the vehicle.

Suspicious Object

- ◆ Remain calm. Look around, but don't touch.
- ◆ Gather as much information as possible in cases of telephone or email threats.
- ◆ Call 911.
- ◆ Follow instructions from the emergency dispatch personnel.

Bomb Threat

- ◆ Remain calm. Look around, but don't touch.
- ◆ Gather as much information as possible in cases of telephone or email threats.
- ◆ Call 911.
- ◆ Follow instructions from the emergency dispatch personnel.

Medical Emergency

- ◆ Call 911.
- ◆ Have someone go to the door and meet the emergency responders.
- ◆ Provide assistance if you have been trained.

Earthquake

- ◆ DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- ◆ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ◆ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- ◆ Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- ◆ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- ◆ Do not use the elevators.