University of Central Arkansas
Occupational Therapy Department
Safety Manual:
Policies and Procedures

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Purpose of the Occupational Therapy Department Safety Manual

The purpose of this manual is to outline safety procedures designed to protect the health and welfare of students, faculty, staff, and visitors of the University Of Central Arkansas Department Of Occupational Therapy. New employees and students will be oriented regarding these departmental safety procedures upon employment or matriculation. The content of this manual will be reviewed and updated every year.

Emergency Contact Information

Emergency contact information for each student will be maintained by the administrative specialist assigned to work in Suite 300 of the Doyne Health Sciences Center. Students will complete emergency contact information in eVAlue when they create a new account. In addition to contact information for the student, students will provide the name, address, email, telephone number, and relationship of a person(s) to be contacted in case of emergency. This information will be kept in the student's eValue account, which can be accessed electronically by the departmental administrative specialist. Students are expected to promptly update their eValue account in the event of any change in their contact information. In any emergency, students may be reached while in class by calling the OT office (501-450-3192).

Inoculations and CPR Certification Required for Program

All students are required to provide annual documentation of a TB skin test and maintain current CPR certification. Additionally, health cards and CPR certifications must be current throughout any and all fieldwork placements, service learning, and field experience to name a few. The contracts we sign with sites specify that we maintain current records on our students. Therefore, students whose health cards and/or CPR certifications due to expire prior to or during any given semester, must provide proof of update prior to the beginning of classes (not just before going out on

one of these experiences). This means that at times, a student may need to update their information prior to the start of a term. **Failure to maintain required documentation may result in removal from class or the program.**

UCA's Department of Occupational Therapy uses the secure platform **eValue** to manage and document students' immunizations, criminal background check and completion of required documents and trainings (e.g. CPR, HIPAA). Each student is required to create his or her own account with eValue in order to upload required documents. Proof of renewals/updates must be maintained within eValue throughout the program until graduation.

INOCULATIONS

OT Department requirements:

Documentation of the following immunizations is required of newly matriculated students by August 15 of their first year, and must remain current throughout their academic program and fieldwork.

- Tuberculosis (TB) Skin Test Card/Documentation; update annually.
- Hepatitis B Record - Submit evidence of immunization for Hepatitis B. The Hep B vaccination series (three immunizations) may be obtained at the UCA Student Health Center. (NOTE: All patients must present a valid UCA ID when requesting services.) For information, go to http://uca.edu/studenthealth/immunizations. You must sign a waiver or submit to the first two Hep B immunization shots (given 1 month apart) by the deadline. The final immunization is given 5 months after the second one. It should be noted that many health care facilities require Hep B immunizations for students and employees.
- Measles, Mumps, & Rubella (MMR) – 2 MMR vaccines or positive antibody titer.

UCA contracts with clinical sites for placement of students. The clinical sites have specific-site requirements and the final determination about acceptance of students for placement into the facilities. The clinical sites, for example, may decline to accept a student for placement at their facilities based upon site-specific immunization requirements. In such case, UCA cannot assure clinical placements for the student. The inability to place a student at a clinical site may delay graduation or prevent completion of the program.

Fieldwork sites may also require:

- Hepatitis B – Under OSHA regulations, all health care practitioners who may be at risk for occupational exposure to blood borne pathogens are **required** to be immunized for Hepatitis B. Therefore, fieldwork sites in which you may be at risk for exposure to blood borne pathogens may require that you show proof of immunization.
- Varicella (or proof of previous diagnosis or immunization of chicken pox)
- Up to date shot records including Tetanus
- Flu vaccine
- COVID-19 vaccination or testing
- Other vaccines as identified by the fieldwork site.

CPR Certification

Every student is required to maintain current certification in basic cardiopulmonary resuscitation (CPR) designed for health professionals and must include resuscitation of children/infants as well as adults. This certification must be obtained through the American Red Cross (PR version) or American Heart Association (BLS for Healthcare Providers). Certificate must clearly state either one of the following:

- American Heart Association BLS for Healthcare Providers
- American Red Cross PR – Professional Rescuers and Health Care Providers

Online CPR courses will NOT be accepted.
Certificates that do not match one of the two above will be rejected. Be sure to register for the correct course.

A copy of one's certificate must be uploaded to e-Value.net by the August 15th deadline; proof of renewed certification must be maintained in tracker until graduation.

Students who do not have proof of a current CPR Certification in e-Value.net (tracker), will not be permitted to participate in any field experiences.

Faculty and staff are not required to maintain CPR certification. However, most employees of this department do maintain CPR certification for non-departmental commitments.

COVID Training

All students must complete the below training and a copy of one's completion certificate must be uploaded to eValue

World Health Organization (WHO) training information

Course Title: **Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19).**

The link is:

https://openwho.org/courses/COVID-19-IPC-EN

In the Event of Injury/Emergency

If a student, staff or faculty member, or client should experience a severe injury in the Department, a 911 call should immediately be made to summon assistance from University Police. Assistance may also be sought from available faculty or staff. In the event of minor injury, a departmental faculty member should be notified.
Ongoing interventions as a result of serious injury or illness must be provided by the student's personal health care provider.

An Automated External Defibrillator (AED) is located next to the elevator on the 3rd floor of the Doyne Health Science Center in an alarmed box. The AED is assessed monthly to assure battery competence. Documentation of training of all faculty and students will be evident in up to date CPR certification.

First aid kits are located in Doyne Health Science Center, Suite 100 and 300 and in all OT labs in the Prince Center. Students may request band aids, gauze, antibiotic ointment, ace wraps, etc. from the OT Department for any minor injuries that occur while participating in school related activities.

Students will be given appropriate accommodations for any known allergies, e.g., latex, nuts, milk, etc. and will not be penalized in anyway.

Blood Borne Pathogens/Biohazards

All occupational therapy students are informed of the risks of becoming infected by blood borne pathogens by the department during the first year of newly matriculated students.

Use and Availability of Protective Gear

If there is any risk of bodily fluids or biohazardous material touching the skin, the individual should be properly protected with a barrier such as gloves, gowns or masks. Gowns, gloves, protective eye wear, face masks and caps, as well as receptacles for sharps and biohazards, are stored in the Gross Anatomy Lab, DHSC, Room 153 (in Cabinet #3).

Insurance Issues

Professional liability insurance is provided by the University of Central Arkansas for occupational therapy students as they participate in educational activities related to courses in which they are enrolled. While on campus, students are responsible for their own medical expenses and are encouraged to purchase healthcare insurance, although the Student Health Service is available on campus to treat minor injuries and illnesses.

The University of Central Arkansas Department of Occupational Therapy has memorandums of understanding with some fieldwork sites that require students to be covered by medical insurance while on Level II assignments.

Hand Washing Procedures

When to wash your hands:
As you touch people, surfaces and objects throughout the day, you accumulate germs on your hands. In turn, you can infect yourself with these germs by touching your eyes, nose or mouth. Although it's impossible to keep your hands germ-free, washing your hands frequently can help limit the transfer of bacteria, viruses and other microbes.

Always wash your hands before:

- Preparing food
- Eating
- Treating wounds or giving medicine
- Touching a sick or injured person
- Inserting or removing contact lenses

Always wash your hands after:

- Preparing food, especially raw meat or poultry
- Using the toilet
- Changing a diaper
- Touching an animal or animal toys, leashes or waste
- Blowing your nose, coughing or sneezing into your hands
- Treating wounds
- Touching a sick or injured person
- Handling garbage or something that could be contaminated, such as a cleaning cloth or soiled shoes
- Whenever they look dirty.

How to wash your hands:

1. Wet your hands with warm water.
2. Apply a generous amount of soap.
3. Rub your hands together for 20 seconds.
4. Rinse your hands.
5. Dry your hands with a paper towel.
6. Use the paper towel to turn off the faucet and open the door.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

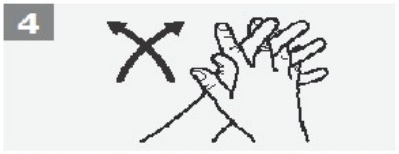
Duration of the entire procedure: 40-60 seconds

Wet hands with water;

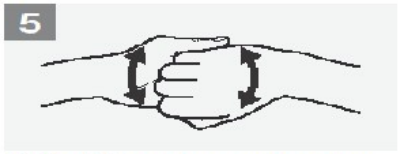
Apply enough soap to cover all hand surfaces;

Rub hands palm to palm;

Right palm over left dorsum with interlaced fingers and vice versa;



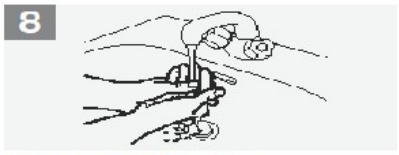
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;

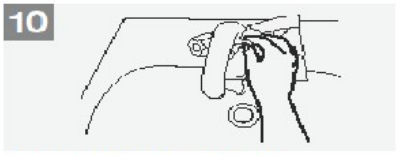
Rotational rubbing of left thumb clasped in right palm and vice versa;

Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

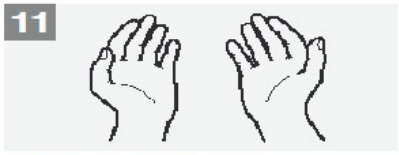


Rinse hands with water;

Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

World Health Organization | Patient Safety | SAVE LIVES Clean Your Hands

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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

Housekeeping Policy

Following use of labs, students/faculty must clean surfaces with appropriate cleaners that are located in closed cabinets throughout the OT department. Also, they must dispose of waste and materials in the appropriate receptacles. Material Safety Data Sheets (MSDS) on all chemical products can be found in the OT Department of Doyne Health Science Center, suite 300 and on the faculty and staff shared network drive. Refer to the Policies and Procedures for the Health and Safety of Clients, Students, and Faculty for additional handling and disposal of hazardous materials.

Clients, Students, and Faculty

In all areas used by the OT Dept., accident prevention tags shall be applied by a representative of the physical plant as a temporary means of warning others of an existing hazard, such as defective tools, equipment, etc.

Gross Anatomy Lab Safety Procedures

Extra care should be utilized during dissection and the clean-up procedures after dissection. Students are expected to utilize the heavy plastic garbage bags to dispose of any trash. Trash must be bagged and the open end of the bag knotted and placed in the cadaver loading area outside the lab for pick up. Human tissue that is removed from the cadavers during dissection should be placed in separate labeled plastic bags (i.e. each bag should be labeled by the cadaver number) and kept in the lab refrigerator during the dissection. In the refrigerator, there are labeled slide out trays for each cadaver bag.

The gross anatomy lab has safety equipment available to students utilizing the facility. Students should familiarize themselves with the operation of this equipment in the case that this equipment is needed while utilizing the lab. Wearing gloves, protective eyewear and lab coats are important to protect your skin and eyes from exposure to preservative chemicals present in the cadavers. Hand washing is essential to maintain personal hygiene. Eye washing equipment is located adjacent to the hand washing sinks located at each end of the lab. There is a first aid box located at the entry of the lab adjacent to the large hand washing sinks at the entrance of the lab.

Material Safety Data Sheets (MSDS) are kept up to date for all chemicals stored in the lab. MSDS sheets are organized in a binder located in the storeroom and are clearly labeled. A secondary MSDS binder is kept in the main room so that it is available to

students after hours or on the weekend. MSDS sheets should be consulted in the event of a spill or accident. All chemicals must be kept in clearly labeled containers.

University Policies and Procedures

(Information obtained from the UCA Police Department website (http://www.uca.edu/police) on 7/13/2018

The UCA Police Department is pleased to offer many safety services to the UCA community.

In case of emergency –

Dial 9-1-1 from any phone.

Calls from campus land line phones will be routed directly to the UCA PD CommCenter.

Calls from cellular phones will be answered by Faulkner County Sheriff's Office dispatchers. If you are on campus ask immediately to be transferred to the UCA Police Department. The dispatcher will transfer your call directly to the UCA PD CommCenter.

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.

UCAAlert System

The UCAAlert System is used to send emergency notifications to the campus community via text message, voice message and e-mail. Students, faculty and staff are encouraged to provide their contact information through the myUCA portal by logging in and following the instructions in the *"Update UCAAlert Contact Info"* channel.

- Login to myUCA.
- Select the Resources tab
- Follow the instructions to "Update your crisis notification phone numbers for UCAAlert" in the UCA Police channel.

SAFE@UCA Info Line

UCA PD 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. During emergency situations or closures the message will be updated periodically.

SAFE@UCA E-Mail LISTSERV

The UCA PD has established an email listserv for members of the University community who do not have access to the Admin-l or Cub listservs. Parents, visitors, neighbors, or students who may not check their Cub accounts often are welcome to opt in to the Safe@UCA email listserv with their personal email address.

Personal Safety on UCA Campus

Safety Programs

UCA offers a number of educational programs to promote safety on campus.

Residence hall security programs are offered each fall semester to promote safety and security in the halls.

- The University sponsors a violence prevention week usually held in early fall semester.
- University police officers, who are "adopted" by residence halls, serve as a resource to the adopted hall staff and residents.
- University police bike team officers patrol residence halls both day and night to provide a highly visible deterrent to crime and to enhance communication with students.
- Residence hall fire drills are conducted once each semester, and tornado and severe weather drills once per year to educate students on proper procedures in case of fire or severe weather emergencies.
- Residence halls frequently offer programs on sexual assault prevention, alcohol and other drugs, theft prevention, sexually transmitted diseases and others to educate students about personal safety and health related issues.
- University Police sponsors a campus RAD (Rape Aggression Defense) program for students to learn effective and simple ways to defend themselves against an attack.
- The University Police Speakers Bureau provides crime prevention and awareness programs for campus community groups, faculty and staff, student and other organizations, and campus residents.

Safety Services

UCA offers many services to promote safety on campus.

- UCA supports a system of "blue light" emergency telephones throughout the campus on walkways and parking lots to provide instant communication with the University Police Department.
- UCA Police officers provide escorts of cash transfers and of persons who desire the security of a police officer when traversing the campus or returning to their

vehicles at night.

- Engravers are available through University Police for students to engrave belongings with personal identification numbers, making it easier to retrieve stolen property.
- On-site examinations of physical facilities and surrounding property are conducted by university police officers for the purpose of determining security status, identifying deficiencies, and defining and recommending the protection needed.
- Student Health Services are available on campus to treat minor injuries and illnesses.
- The University Police Department is tied into the 9-1-1 emergency network, enabling University Police to respond to any police, fire, or medical emergency and to dispatch appropriate services instantly.

UCA Staff

Other university staff have responsibility for promoting a safe and secure campus environment.

- Residence halls are staffed by professional live-in residence hall directors and upper class resident assistants who live on residential floors. These individuals are responsible for enforcing residence hall and university policies, presenting programs on a variety of issues, handling students' personal concerns, and responding to emergency situations. Residence hall staff are on call 24-hours a day. The Housing and Residence Life Office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number is 450-3132.
- The University has four professional counselors who are available free of charge to assist students with their personal concerns. In addition, one counselor is "on call" at night to respond to personal crisis situations and emergencies. The daytime Counseling Center number is 450-3138. Night time emergencies should be reported to residence hall staff or university police.
- Student Health Services is staffed by three nurse practitioners who are supervised by a practicing physician in Conway. The nurses handle minor illnesses and injuries, and make referrals to local physicians when necessary. Night time emergencies should be reported to residence hall staff, or University police.

Facilities

Residence hall and campus facilities are continually being upgraded to enhance safety and security. Changes that have occurred on campus in recent years include:

- Construction of a new, state of the art University Police facility in the middle of campus (between two residence halls) to provide greater visibility and quicker response to safety issues.
- Increased lighting throughout the University.
- Installation of emergency phones, marked by a blue light, which are tied directly to University Police.
- Security gates and security checkpoints.

Safety Policies

A number of policies have been implemented to promote safety and security on campus and in the residence halls.

- Normally, only university students, or individuals who have a legitimate purpose are allowed on campus at night in motorized vehicles.
- Non-residents are not permitted in the halls unless they are a guest of a resident, or have other legitimate purpose for visiting a hall.
- Alcohol and drugs are banned from campus. Students are not permitted to possess or consume alcohol or illegal drugs in the residence halls or other parts of the university campus.
- Weapons, firearms, and explosive devices are not allowed on campus or in the residence halls (see UCA Firearms Policy for additional information).
- UCA enforces a 10:00 p.m., quiet hour policy outside the residence halls.
- Residence hall exterior doors are normally locked at night. Residents must use their room key or computerized access card to enter their building when doors are locked.
- Academic classroom buildings are normally locked after the last class or scheduled event.
- Non-students who come onto campus and violate university policies are normally banned from campus, after a disciplinary hearing is conducted.

Crime Awareness

It is an unfortunate fact that criminal incidents of all types occur on college campuses. Many campuses around the country investigate and make public the nature of crimes, the quantity, and how they are investigated. The University of Central Arkansas

subscribes to that approach and further believes that the public should know how active the university police are in crime prevention and detection.

Reporting of Off-Campus Offenses

The UCA Police Department works closely with the Conway Police Department, Faulkner County Sheriff's Department, and other law enforcement agencies in sharing information and investigating crimes that involve university students and organizations. Student organizations who (1) sponsor activities off campus; (2) violate local, state or federal laws; and (3) are confronted by law enforcement officials will be reported to the University Police Department, and are subject to university disciplinary action.

Institutional Response to On-Campus Crime Reports

Upon receipt of a call or other notification of a crime, a university police officer will be dispatched to handle the complaint. The officer will investigate each reported incident and prepare an initial report. Follow-up investigation will also be conducted by the University Police Criminal Investigations Division as required. The initial and follow-up police reports will be prepared for use by UCA authorities, city, county and federal prosecutors, and other law enforcement agencies. It is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved. Offenses which are committed by students, faculty, staff, or visitors may be referred for criminal prosecution. These same individuals may also be dealt with by the University through student or employee disciplinary proceedings, which may impose sanctions up to and including expulsion of students, termination of employment, and ban from the university campus.

Timely Reports of Crime to UCA Community

Each day the notable incidents (crime reports, emergencies, and other major police activities) from the previous day are summarized and faxed to several administrative offices on campus. These reports are also released to The Echo, the campus newspaper, and to other media upon request. Each month a complete accounting of reported criminal offenses and police activity are summarized and reported to the vice president for administrative services and are available upon request. In addition, selected offenses used to gauge fluctuations in the overall volume and rate of crime are reported each month to the Arkansas Crime Information Center and the Federal Bureau of Investigation in an identical summary as reported by city, county and state law enforcement agencies. Each year, the Federal Bureau of Investigation publishes a book of crime statistics called Crime in the United States, which includes accurate accounting of the criminal incidents that occurred on the UCA campus as well as other

campuses within the state and the nation. Similarly, each year the Arkansas Crime Information Center publishes crime statistics in a book called Crime In Arkansas.

In the event of a serious crime that may create a future concern for the safety and security of persons and property, a Crime Alert will be issued by the University Police Department and distributed to all campus building administrators and residence hall directors for immediate posting on public bulletin boards. In addition, the Crime Alert will be posted to the campus computer system e-mail listserv and will be released to the campus newspaper, radio station, and other media as appropriate. Awareness is the best form of crime prevention, and it is the policy of the University of Central Arkansas to be proactive in soliciting the assistance of the campus community in crime prevention efforts and to promote safety and security by notifying the community of potential crime and other hazards.

Reporting Offenses to Other Campus Offices

Victims of crime are encouraged to report incidents immediately to the University Police Department. Other campus offices/administrators to which offenses may be reported include:

- Interim Dean of Students
  Wendy Holbrook 450.3416
- Director of Counseling Services
  Dr. Susan M. Sobel 450.3138
- Director of Housing & Residence Life
  Stephanie McBrayer 450.3667
- Assistant Vice President for Human Resources
  Dr. Graham Gillis 450.3181
- University Provost
  Dr. Patricia S. Poulter 450.5073
- Director of Student Health Services
  Rochelle McFerguson, BSN 450.3136
- Director of Student Wellness & Development
  Jenna Davidson 450.3133

Emergency Procedures

In case of emergency, evacuation plans have been created for each building on campus. Occupational Therapy instruction takes place in Doyne Health Science, Burdick Hall, and Prince Center, and specific evacuation plans are discussed on the first day of each course. Evacuation plans can be found on UCA's website (See the UCA Emergency Management Plan at: http://uca.edu/police/emergency-management/

Doyne Health Sciences Center (DHSC) Emergency Procedures Summary

General Information

- In the event of an alarm or official notice to evacuate the building, use the nearest exit and stairway.
- Do not use elevators.
- Take keys and cell phone if possible.
- Secure offices if possible
- Evacuate the building to the northwest side of DHSC between DHSC and Bruce Street.
- Follow directions by UCA PD, Conway Fire Department, or other emergency responders.
- If possible, assist persons with disabilities or special needs. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons in the building.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Active Shooter

- Take shelter in a room that can be locked. Close and lock all windows and doors. Turn off lights. Exit the building only if safe to do so.
- Get down on the floor and ensure no one is visible from outside the room.
- Call 911. Advise the dispatcher of the events, your location, remain in place until authorized by UCAPD.
- If an active shooter enters your office or classroom, remain calm; call 911 and leave the line open.
- If the shooter leaves the area, proceed immediately to a safe place and do not touch anything.

Earthquake | Tornado | Severe Weather

- Move to a designated shelter area.
- Stay away from windows
- Fire doors in hallways should be closed.
- Remain in a safe area until authorized to leave.
- Evacuate when authorized and stay clear of any damaged areas, fallen debris, or downed power lines.
- Follow directions by UCAPD, Conway Fire Department, or other emergency responders.

Power Outage

- Turn off and unplug computers.
- Use the lighted emergency exits to move to a safe area.

Bomb Threat

- Evacuate the building to the northwest side of DHSC between DHSC and Bruce Street.
- Do not use cell phones or radios.
- Report unusual objects to UCA PD, but do not touch.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Fire

- Activate the nearest fire alarm pull station and call 911 or the Conway Fire Department @ 450-6147.
- Evacuate the building to the northwest side of DHSC between DHSC and Bruce Street.
- Do not return to the building until authorized by UCAPD. Cessation of alarm does not mean it is safe to re-enter the building.

Suspicious Person

- Do not physically or verbally confront the person.
- Do not let the person into the room or building.
- If the person is inside, do not block their access to an exit.
- Call 911 and give the dispatcher information about the person and direction of travel.

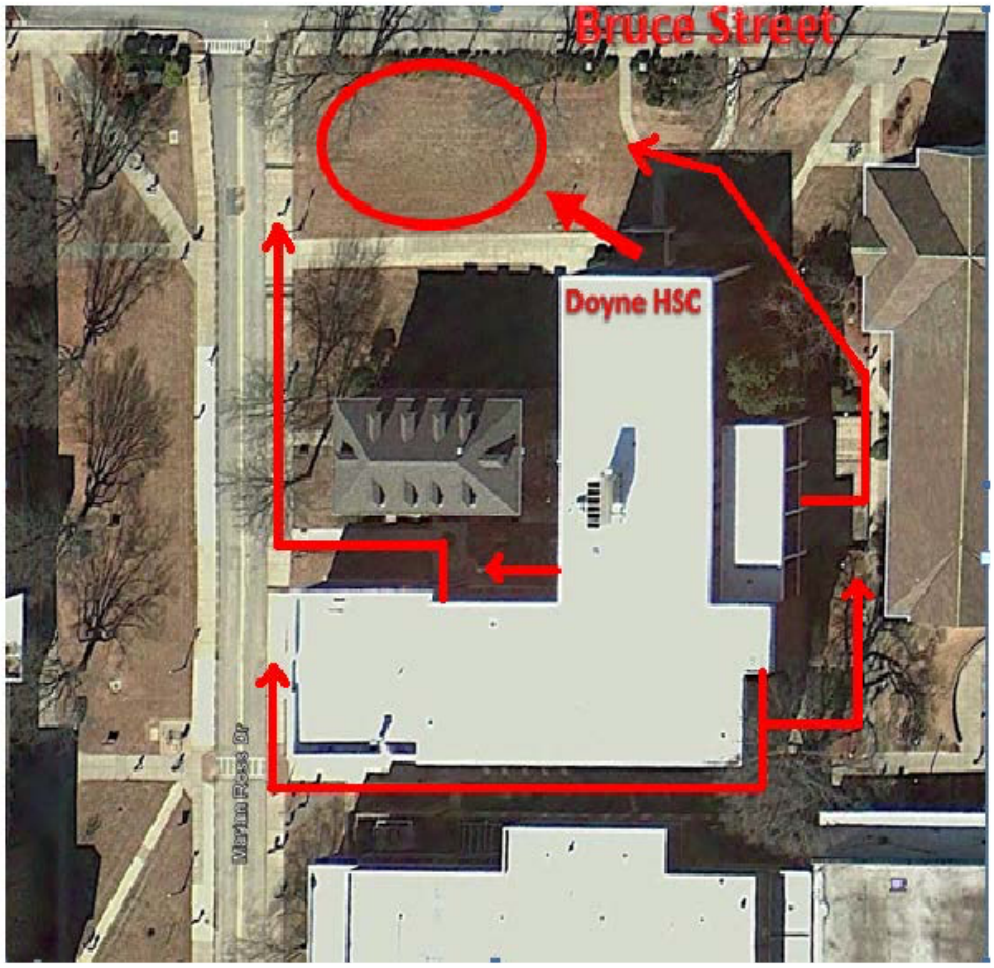
Suspicious Object

- Be aware of normal surroundings.
- Do not touch or disturb object.
- Call 911.
- Notify faculty or staff immediately.
- Be prepared to evacuate.

FACULTY AND STAFF SHOULD KEEP A PHONE WITH THEM AT ALL TIMES TO RECEIVE UCA ALERTS.

Last Edited: 04.27.2022

Doyne Health Sciences Center Emergency Assembly Area Map



The Doyne Health Sciences Center Emergency Assembly Area (EAA) is located on the northwest side of Doyne Hall on the lawn between Doyne and Bruce Street.

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

Prince Center Emergency Procedures Summary

General Information

- In the event of an alarm or official notice to evacuate the building, use the nearest exit and stairway.
- Do not use elevators.
- Take keys and cell phone if possible.
- Secure offices if possible
- Evacuate the building to the west on the grassy area near Estes Stadium.
- Follow directions by UCA PD, Conway Fire Department, or other emergency responders.
- If possible, assist persons with disabilities or special needs. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons in the building.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Active Shooter

- Take shelter in a room that can be locked. Close and lock all windows and doors. Turn off lights. Exit the building only if safe to do so.
- Get down on the floor and ensure no one is visible from outside the room.
- Call 911. Advise the dispatcher of the events, your location, remain in place until authorized by UCAPD.
- If an active shooter enters your office or classroom, remain calm; call 911 and leave the line open.
- If the shooter leaves the area, proceed immediately to a safe place and do not touch anything.

Earthquake | Tornado | Severe Weather

- Move to a designated shelter area.
- Stay away from windows
- Fire doors in hallways should be closed.
- Remain in a safe area until authorized to leave.
- Evacuate when authorized and stay clear of any damaged areas, fallen debris, or downed power lines.
- Follow directions by UCAPD, Conway Fire Department, or other emergency responders.

Power Outage

- Turn off and unplug computers.
- Use the lighted emergency exits to move to a safe area.

Bomb Threat

- Evacuate the building to the west on the grassy area near Estes Stadium.
- Do not use cell phones or radios.
- Report unusual objects to UCA PD, but do not touch.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Fire

- Activate the nearest fire alarm pull station and call 911 or the Conway Fire Department @ 450-6147.
- Evacuate the building to the west on the grassy area near Estes Stadium.
- Do not return to the building until authorized by UCAPD. Cessation of alarm does not mean it is safe to re-enter the building.

Suspicious Person

- Do not physically or verbally confront the person.
- Do not let the person into the room or building.
- If the person is inside, do not block their access to an exit.
- Call 911 and give the dispatcher information about the person and direction of travel.

Suspicious Object

- Be aware of normal surroundings.
- Do not touch or disturb object.
- Call 911.
- Notify faculty or staff immediately.
- Be prepared to evacuate.

FACULTY AND STAFF SHOULD KEEP A PHONE WITH THEM AT ALL TIMES TO RECEIVE UCA ALERTS.

Prince Center Emergency Assembly Area Map

The Prince Center Emergency Assembly Area (EAA) is located to the west of the building on the grassy area near Estes Stadium.

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

Last Edited: 04.27.2022

Burdick Hall, All Floors, Emergency Procedures Summary

General Information

- In the event of an alarm or official notice to evacuate the building, use the nearest exit and stairway.
- Do not use elevators.
- Take keys and cell phone if possible.
- Secure offices if possible
- Evacuate the building to the North Lawn of Thompson Hall.
- Follow directions by UCA PD, Conway Fire Department, or other emergency responders.
- If possible, assist persons with disabilities or special needs. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons in the building.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Active Shooter

- Take shelter in a room that can be locked. Close and lock all windows and doors. Turn off lights. Exit the building only if safe to do so.
- Get down on the floor and ensure no one is visible from outside the room.
- Call 911. Advise the dispatcher of the events, your location, remain in place until authorized by UCAPD.
- If an active shooter enters your office or classroom, remain calm; call 911 and leave the line open.
- If the shooter leaves the area, proceed immediately to a safe place and do not touch anything.

Earthquake | Tornado | Severe Weather

- Move to a hallway away from windows and doors or to an office on the west side of the floor.
- Stay away from windows
- Fire doors in hallways should be closed.
- Remain in a safe area until authorized to leave.
- Evacuate when authorized and stay clear of any damaged areas, fallen debris, or downed power lines.
- Follow directions by UCAPD, Conway Fire Department, or other emergency responders.

Power Outage

- Turn off and unplug computers.
- Use the lighted emergency exits to move to a safe area.

Bomb Threat

- Evacuate the building to the North Lawn of Thompson Hall.
- Do not use cell phones or radios.
- Report unusual objects to UCA PD, but do not touch.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

Fire

- Activate the nearest fire alarm pull station and call 911 or the Conway Fire Department @ 450-6147.
- Evacuate the building to the North Lawn of Thompson Hall.
- Do not return to the building until authorized by UCAPD. Cessation of alarm does not mean it is safe to re-enter the building.

Suspicious Person

- Do not physically or verbally confront the person.
- Do not let the person into the room or building.
- If the person is inside, do not block their access to an exit.
- Call 911 and give the dispatcher information about the person and direction of travel.

Suspicious Object

- Be aware of normal surroundings.
- Do not touch or disturb object.
- Call 911.
- Notify faculty or staff immediately.
- Be prepared to evacuate.

FACULTY AND STAFF SHOULD KEEP A PHONE WITH THEM AT ALL TIMES TO RECEIVE UCA ALERTS.

Burdick Hall, First Floor, Emergency Assembly Area Map

The Burdick Hall Emergency Assembly Area (EAA) is located directly north of Thompson Hall. This EAA is shared by occupants of all Burdick Hall floors.

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

Appendix A: DHSC Building Plans

BUILDING EMERGENCY PLAN

Doyne Health Sciences Center

UNIVERSITY OF CENTRAL ARKANSAS

EMERGENCY ◇ MANAGEMENT ◇ PLAN

Document Last Saved: 2021-09-03

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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 and reviewed by the following individuals:

Doyne Health Sciences Center

Initial Submission

Prepared by:	Emogene Fox	Date:	01/30/2013
Building Administrator:	Emogene Fox	Date:	01/30/2013
President, VP, or designee:	Jonathan A. Glenn	Date:	05/27/2013
Reviewed by:	UCAPD	Date:	05/27/2013

UCAPD / ACADEMIC AFFAIRS

Record of Changes

Year	Change Activity	Entered by	Date
20142015	Change Form/No Change	J. A. Glenn	2014-12-20
20172018	Change Form/Changes executed	K. Runge	2017-09-18
20192020	Change Form/No Changes	T. Lachowsky	2019-08-20
20212022	Updated BA, ABA, Department, and Building Emergency Team information	C Walton	2021-09-03

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

Doyne Health Sciences Center

Building Administrator (BA): Betty Hubbard Email: bettyh@uca.edu

BA Campus Address: Doyne Health Sciences Center Room 320

BA Telephone #: 501-450-5510 FAX #: 501-450-5515

Alternate BA: Steve Tucker Email: stucker@uca.edu

Alternate BA Campus Address: Farris Center Room 120C

Alternate BA Telephone #: 501-450-5702 FAX #:

Doyne Health Sciences Center Resident Departments

The following academic and administrative departments are located in Doyne Health Sciences Center:

Dept.	Dept. Emergency Coordinator	Phone	Room
CHBS Health Sciences Dept	Betty Hubbard	450-5510	320
CHBS Occupational Therapy	Tina Mankey	450-5565	305
CHBS Gross Lab	Kevin Garrison	450-5559	155

Building Emergency Team

Each department with employees in Doyne Health Sciences Center 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
Betty Hubbard	Emergency Coordinator	450-5510	HSC	320
Sharon Vance	Search and Rescue	450-3194	HSC	317
Megan Orton	Search and Rescue	450-5017	OT	304
Heather Lemon	Search and Rescue	450-5569	OT	329
Kevin Garrison	First Aid/CPR	450-5559	PT	155
Kelly Hartwick	First Aid/CPR	450-5017	OT	329
Cindy Shelton	First Aid/CPR	852-2948	HSC	226C

NIMS Compliance

The Doyne Health Sciences Center (academic) 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 Doyne Health Sciences Center 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

Doyne Health Science Center is a brick building with three floors that was built in the mid 70's. The exterior is composed of brick, mortar, and stucco. Doyne is an L-shaped building with stairwells on the north and south ends of the building. An elevator is located in the middle of the building. Total gross square footage is 285,235. Total assigned square footage is 40,401. Academic offices for the Nursing Department and Occupational Therapy are located on the first floor of the building. Additionally the first floor contains a 178 seat auditorium. The second floor of the building is shared by the Nursing offices, labs, and classrooms. The third floor is shared by the department of Health Sciences and Occupational Therapy. There are no hazardous materials located on any of the three floors.

Critical Operations

Operation	Room	Department	Responsible Person	Phone
None				

Hazardous Analysis and Mitigation Strategies

The Building Emergency Plan for Doyne Health Sciences Center 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.
None		

Hours of Operation

The academic departments are open from 8:00 AM–4:30 PM Monday–Friday

Emergency Assembly Area (EAA)

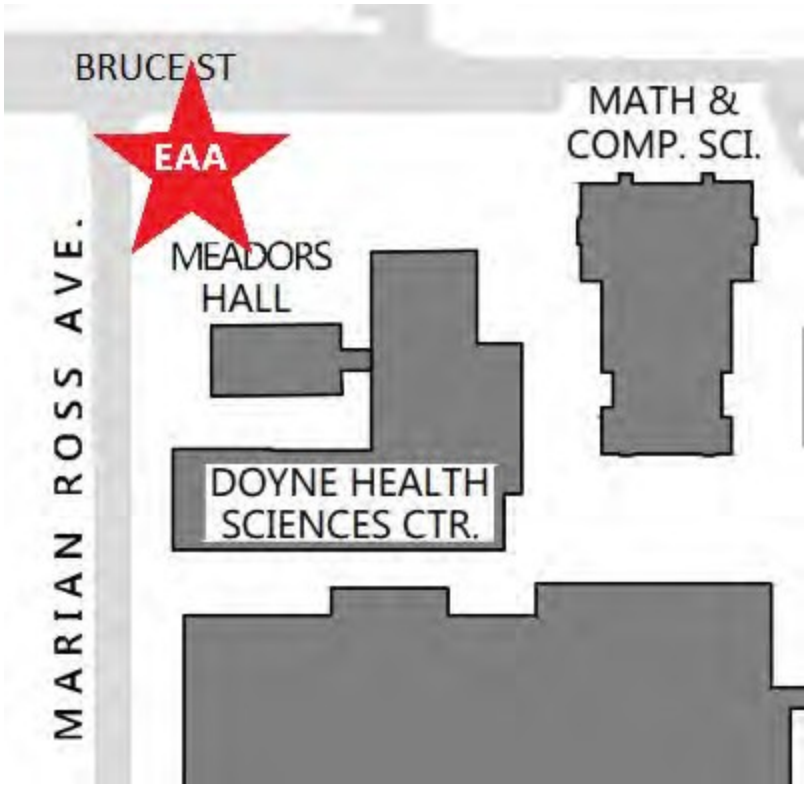

Figure 1: Doyne Health Sciences Center EAA Map

The Doyne Health Sciences Center Emergency Assembly Area (EAA) is located on the Northwest side of Doyne Hall on the lawn between Doyne and Bruce Street.

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. Doyne Health Sciences Center is equipped with carbon monoxide detectors and oxygen meters on each floor.

Automatic Sprinkler System

Sprinklers are located in the interior rooms on the 1st, 2nd and 3rd floors. The hallways, stairwells and exterior rooms of the building do not have sprinklers. 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. The sprinkler system is checked annually.

Emergency Lighting

Emergency lighting is located in the hallway, the stairwells and the elevator. This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies for each department and interior rooms.

Fire Doors

Stairwell doors are 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.

See *Emergency Evacuation Map* (Appendix A, p. 19) for locations.

First Aid Kit

The first aid kit is to be used for minor injuries not requiring medical attention. First aid kits are located in Doyne Health Sciences Center in the following places: Suite 100, 210 and 317.

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.

See *Emergency Evacuation Map* (Appendix A, p. 19) for locations.

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 Doyne Health Sciences Center 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 Doyne Health Sciences Center 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 Mobile App, 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 Mobile Application

  The UCA Police Department sponsors the Safe@UCA mobile application. This mobile application is capable of receiving push notifications and alerts sent by the UCA Police Department and contains emergency contacts and emergency plans for the university. It is available for download from the Apple App Store and Google Play.

Doyne Health Sciences Center 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. Doyne Health Sciences Center 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 Doyne Health Sciences Center should evacuate via the closest exit. Second floor occupants should make every effort to evacuate via the staircase closest to their location. Third floor occupants should exit using the staircase closest to their location. Stairs are located on the north and south ends of the building.
- Remember that it is the responsibility of Doyne Health Sciences Center faculty and staff to ensure that all occupants report to the EAA located at the Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce Street,
- 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 Doyne Health Sciences Center are a safe area.
    - Doyne Health Sciences Center is equipped with sprinklers in the interior rooms only. 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 Doyne Health Sciences Center, 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 Doyne Health Sciences Center faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) (located at the Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce street) 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 Doyne Health Sciences Center until emergency personnel have given the clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personal 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 Doyne Health Sciences Center

“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.

Doyne Health Sciences Center Tornado Safety and Shelter Areas

Sheltering for a potential tornado is a different kind of shelter-in-place for Doyne Health Sciences Center. 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 Doyne Health Sciences Center 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 identified for Doyne Health Sciences Center as indicated on the attached floor plans (Appendix A, p. 19) and posted in common areas on each floor of the building.

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 Doyne Health Sciences Center 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 Incident Report form is available on the UCA Police Department's web site, and the Behavioral Intervention Plan is linked from the same page.

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 Doyne Health Sciences Center 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 Doyne Health Sciences Center 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 Doyne Health Sciences Center in the event that

emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within Doyne Health Sciences Center such as locking doors or making emergency equipment available.

Each department in Doyne Health Sciences Center 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.

◆ Doyne Health Sciences Center Faculty and Staff

Every member of the Doyne Health Sciences Center faculty and staff should read and understand the Doyne Health Sciences Center 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 the pre-

designated EAA, located at the Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce street, 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 Doyne Health Sciences Center will provide instructions to their students about specific emergency procedures, including how to evacuate Doyne Health Sciences Center and where to assemble after building evacuations.

Specifically:

- Know the evacuation routes and EAA (located at the Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce Street).
- Participate in exercises/drills.
- Attend department training sessions.
- All Doyne Health Sciences Center faculty and staff shall be familiar with the Doyne Health Sciences Center 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 Doyne Health Sciences Center.
  - ✓ When and how to evacuate Doyne Health Sciences Center.
  - ✓ When and where to shelter in place within Doyne Health Sciences Center.
  - ✓ 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 Doyne Health Sciences Center 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 Doyne Health Sciences Center. It is the responsibility of each department head and supervisor in Doyne Health Sciences Center 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 Doyne Health Sciences Center 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. If any lessons learned require changes to the Doyne Health Sciences Center BEP, these changes must be forwarded to the UCA Police Department using the BEP Change Form: http://goo.gl/forms/JfPgtPmFS0. The UCA Police Department will assist in exercise assessment as needed.

General Information

N/A

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.

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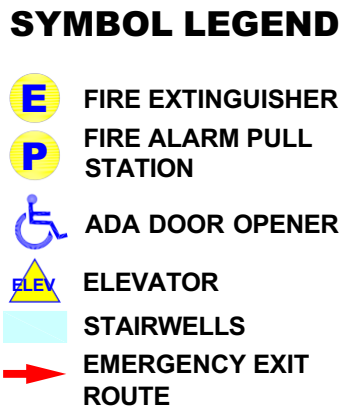
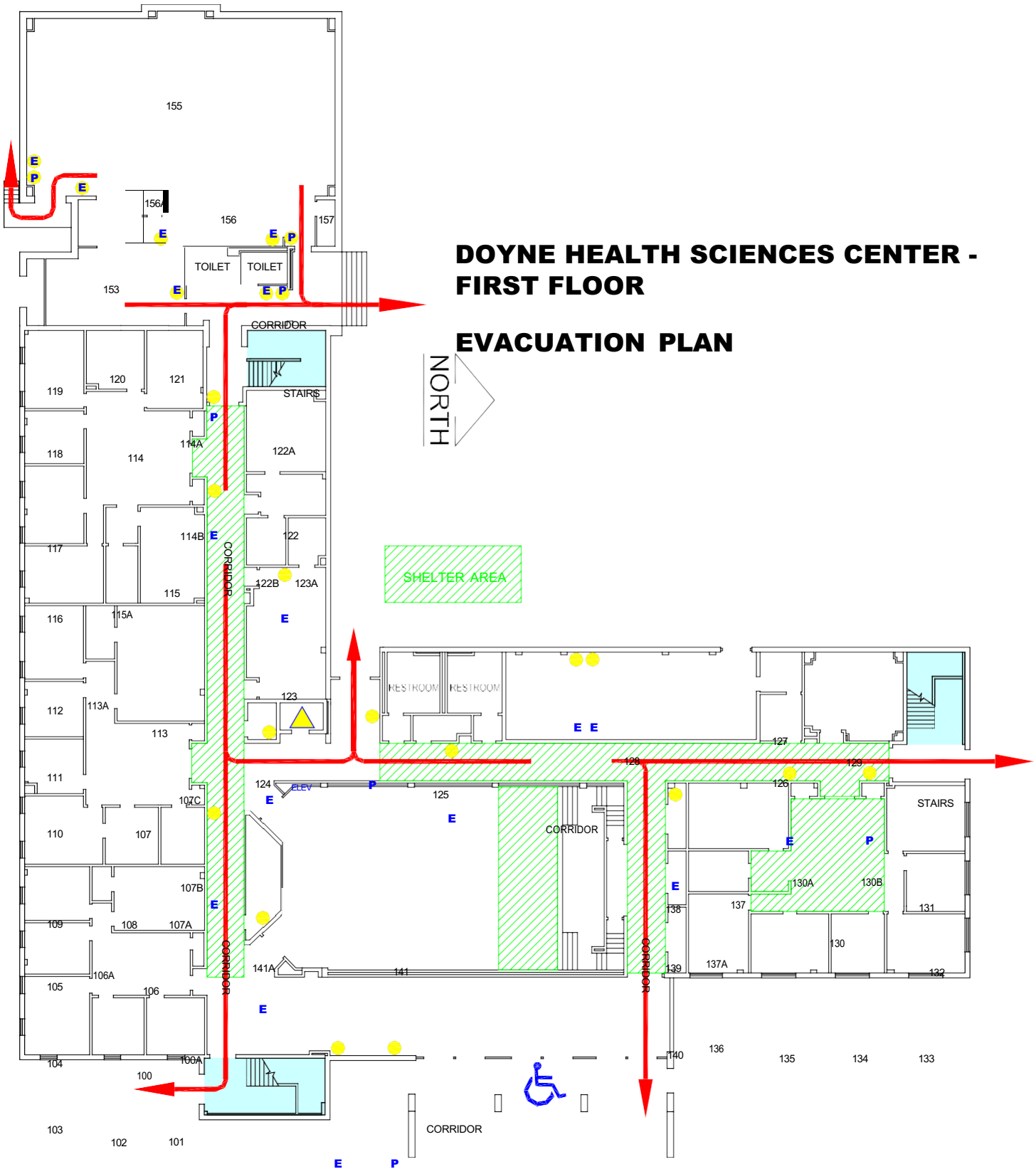
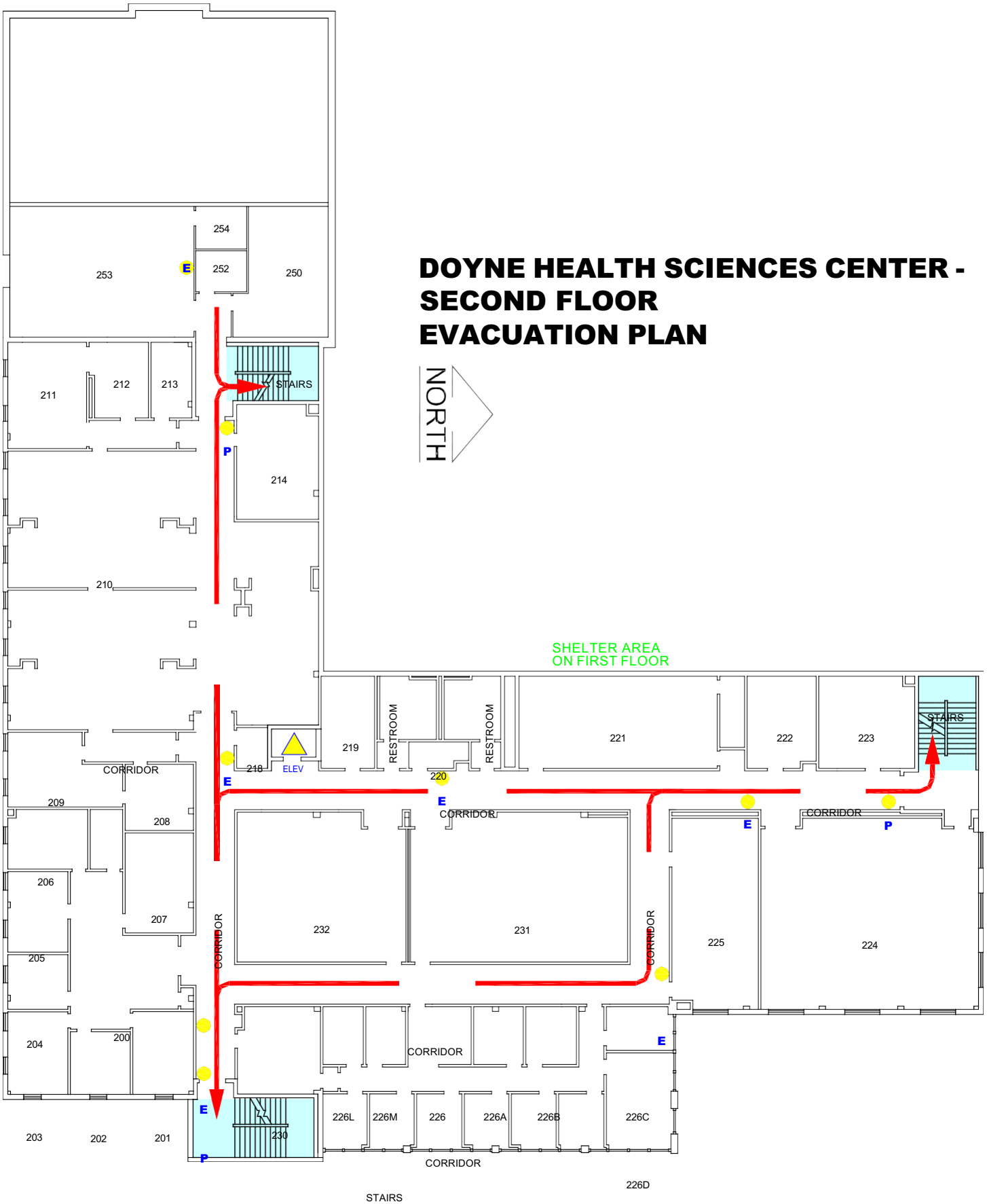
Use this legend to understand the symbology in the maps on the following page(s).



Appendix A: Floor Plans / Evacuation Maps



DOYNE HEALTH SCIENCES CENTER - SECOND FLOOR EVACUATION PLAN



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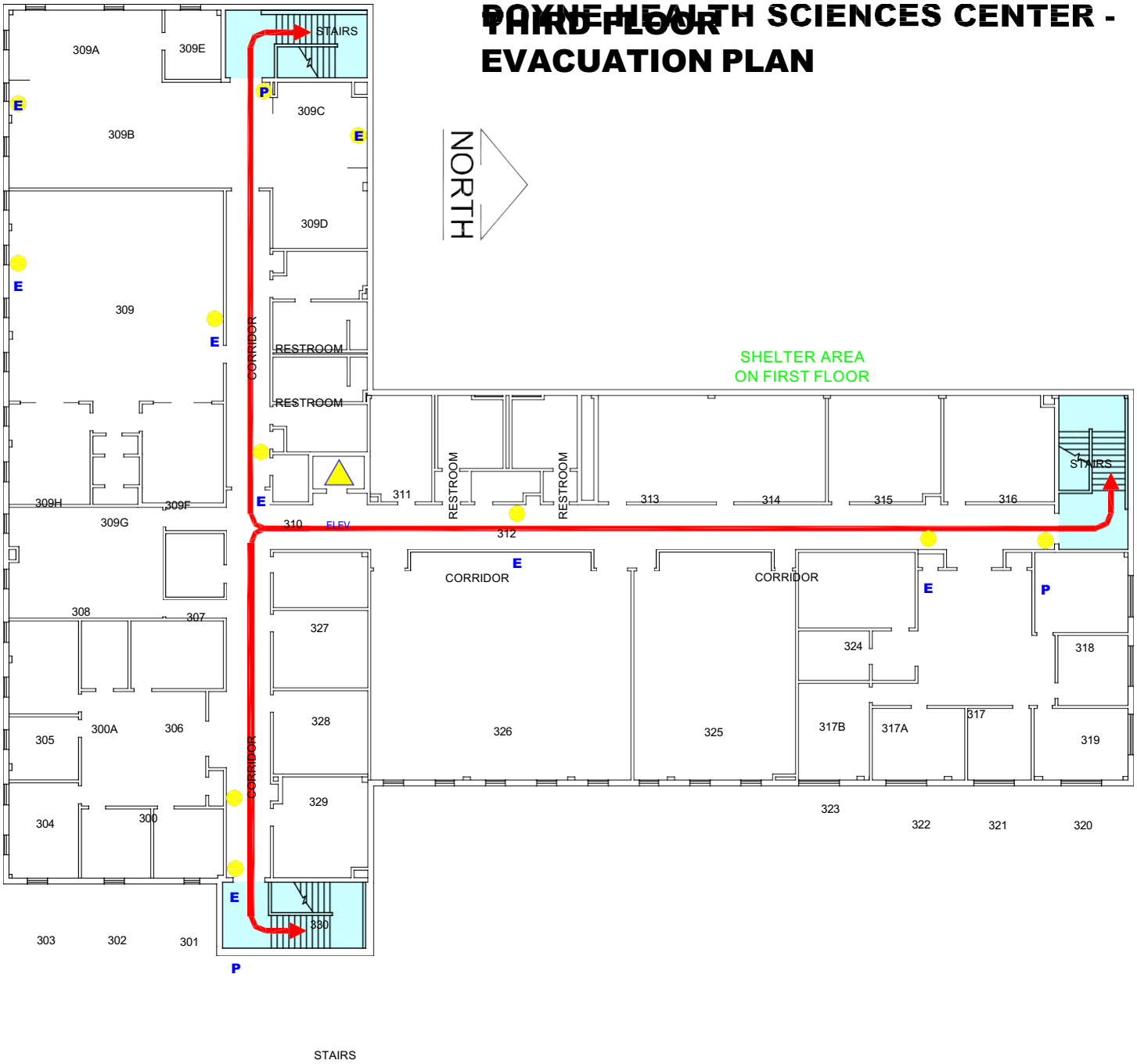
DOYNE HEALTH SCIENCES CENTER - THIRD FLOOR EVACUATION PLAN



Appendix B: 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 Doyne Health Sciences Center on the UCA campus.

Fire

- First, notify the fire department by pulling the fire alarm pull station and (from a safe distance) calling 911 to provide details of the situation.
- 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 (located at Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce Street).

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 Doyne Health Sciences Center 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 by 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 at (Northwest side of Doyne Hall on the grassy lawn between Doyne and Bruce Street).

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.

Appendix B: Prince Center Building Plans

BUILDING EMERGENCY PLAN

Prince Center-Athletics

UNIVERSITY OF CENTRAL ARKANSAS

EMERGENCY ◇ MANAGEMENT ◇ PLAN

Document Last Saved: 2017-09-25

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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 and reviewed by the following individuals:

Prince Center-Athletics

Initial Submission

Prepared by: Darrell Walsh Date: 01/17/2013

Building Administrator: Dr. Brad Teague Date: 01/17/2013

President, VP, or designee: Dr. Brad Teague Date: 01/17/2013

Reviewed by: UCAPD Date: 06/10/2013

UCAPD EMERGENCY MANAGEMENT OFFICE

Record of Changes

Year	Change Activity	Entered by	Date
20142015	Change Form/Changes Executed	Arch Jones	12/19/2014
20152016	Change Form/Changes Executed	K. Runge	12/11/2015
20162017	Change Form/No Change	J. A. Glenn	10/23/2016
20172018	Change Form/Changes Executed	K. Runge	8/30/2017

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

Prince Center-Athletics

Building Administrator (BA): Dr. Brad Teague Email: Bteague@uca.edu

BA Campus Address: Bear Hall 4th floor Athletics

BA Telephone #: 501-450-5244 FAX #: 501-450-3151

Alternate BA: Darrell Walsh Email: Darrellw@uca.edu

Alternate BA Campus Address: Bear Hall 4th Floor Athletics

Alternate BA Telephone #: 50-450-3255 FAX #: 501-450-3151

Prince Center Resident Departments

The following academic and administrative departments are location Prince Center

Dept.	Dept. Emergency Coordinator	Phone	Room
Chemistry	Dr. Greg Naumiec	852-0692	Lab 201
Occupational Therapy	Donita Hurley	450-5017	Doyne 100
Athletics	David Kuhn	450-5797	308
Athletics	Casey Wharton	852-0052	306
Athletics	Richard Martin	450-5786	301

Building Emergency Team

Each department with employees in Prince Center-Athletics 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
Jennifer Jones	Building Clear	450-3154	Volleyball	215
John Newberry	Building Clear	450-3154	Volleyball	215
Richard Martin	Building Clear	450-5786	Track	307
Beau Theriot	Building Clear	450-5455	Track	302
Casey Wharton	Building Clear	852-0052	Tennis	301
David Kuhn	Building Clear	450-5797	Softball	303
Steve Runge	Building Clear	450-3638	Golf	305
Natasha Vincent	Building Clear	4503676	W. Golf	305
Jennifer Parsons	Building Clear	852-2506	Softball	303

NIMS Compliance

The Prince Center-Athletics 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 Prince Center-Athletics 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

The front of the Prince Center-Athletics has 3 entry points. All offices are located on the upper floor that is accessible via the stairwell on the East or West end of the Prince center. Down the West corridor are the Volleyball offices and locker room as well as two class rooms. Down the East corridor are some Occupational Therapy labs. On the upper floor on the North end of the Building are several coaches' offices.

Critical Operations

Operation	Room	Department	Responsible Person	Phone
N/A				

Hazardous Analysis and Mitigation Strategies

The Building Emergency Plan for Prince Center-Athletics 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.
N/A		

Hours of Operation

The Prince Center-Athletics is open from 7 AM to 9 PM daily. Weekend operations vary with special events and Athletic events.

Emergency Assembly Area (EAA)

Figure 1: Prince Center-Athletics EAA Map

The Prince Center-Athletics Emergency Assembly Area (EAA) is located to the west of the building on the grassy area near Estes Stadium. 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.

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.

See Appendix A (p. 19) for locations.

First Aid Kit

The first aid kid is to be used for minor injuries not requiring medical attention. First aid kits are located in Prince Center in the following places Weight Room.

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.

See Appendix A (p. 19) for locations.

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 Prince Center-Athletics 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 Prince Center-Athletics 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.

Prince Center-Athletics 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 Prince Center 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.

- Coaches will make sure team and others are out of building and meet to the west of the building on the grassy area near Estes Stadium.
- Remember that it is the responsibility of Prince Center-Athletics faculty and staff to ensure that all occupants report to the EAA located to the west of the building on the grassy area near Estes Stadium.
- 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 Prince Center-Athletics are a safe area.
    - Prince Center-Athletics is equipped with a sprinkler 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 Prince Center-Athletics, 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 Prince Center-Athletics faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) located to the west of the building on the grassy area near Estes Stadium 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 Prince Center until emergency personnel have given the clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personal 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 Prince Center-Athletics

“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.

Prince Center-AthleticsTornado Safety and Shelter Areas

Sheltering for a potential tornado is a different kind of shelter-in-place for Prince Center-Athletics. 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 Prince Center-Athletics 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 identified for Prince Center-Athletics as indicated on the floor plans in Appendix A (p. 19) and posted in common areas on each floor of the building.

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 Prince Center **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 and the Behavioral Incident Report form can both be found linked from the UCA Police Department's web site.

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 Prince Center-Athletics 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 Prince Center 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 Prince Center in the event that emergency

information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within Prince Center such as locking doors or making emergency equipment available.

Each department in Prince Center 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.

- Prince Center Faculty and Staff

  Every member of the Prince Center faculty and staff should read and understand the Prince Center 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, to the west of the

building on the grassy area near Estes Stadium, 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 Prince Center will provide instructions to their students about specific emergency procedures, including how to evacuate Prince Center and where to assemble after building evacuations.

Specifically:

- Know the evacuation routes and EAA located to the west of the building on the grassy area near Estes Stadium.
- Participate in exercises/drills.
- Attend department training sessions.
- All Prince Center faculty and staff shall be familiar with the Prince Center 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 Prince Center
  - ✓ When and how to evacuate Prince Center
  - ✓ When and where to shelter in place within Prince Center.
  - ✓ 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 Prince Center-Athletics 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 Prince Center. It is the responsibility of each department head and supervisor in Prince Center 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 Prince Center 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. If any lessons learned require changes to the Prince Center-Athletics BEP, these changes must be forwarded to the UCA Police Department using the BEP Change Form: http://goo.gl/forms/JfPgtPmFS0. The UCA Police Department will assist in exercise assessment as needed.

General Information

In case of active shooter the coaches will lock down the team in the team locker room. Coaches will lock down in their offices and stay away from glass areas and keep lights off.

Term Definitions

Behavioral Intervention Plan (BIP): The Behavioral Intervention Plan is designed to assist faculty, staff, and administration in responding to disruptive, threating 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.

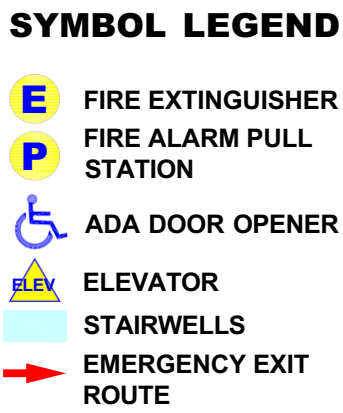
Appendices

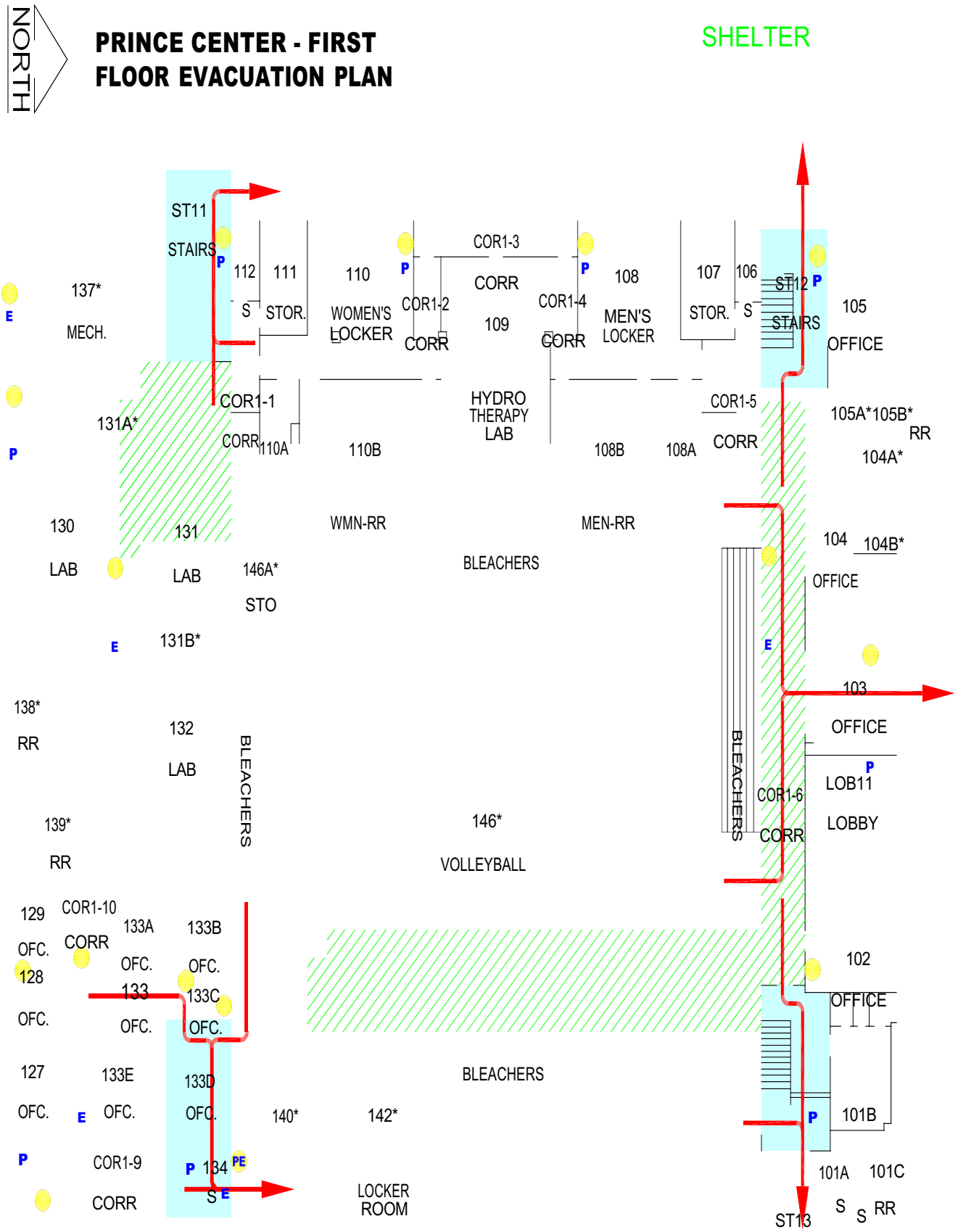
Appendix A: Floor Plans / Evacuation Maps 19

Appendix B: UCA Athletic Training Emergency Plan 22

Appendix C: Emergency Response Guidelines and Procedures 23

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




NORTH
PRINCE CENTER - FIRST FLOOR EVACUATION PLAN
SHELTER
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COR1-3
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ST12
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137*
MECH.
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WOMEN'S LOCKER
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COR1-4
MEN'S LOCKER
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COR1-6
CORR
139*
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146*
VOLLEYBALL
129
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COR1-10
CORR
133A
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102
OFFICE
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133C
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OFC.
133E
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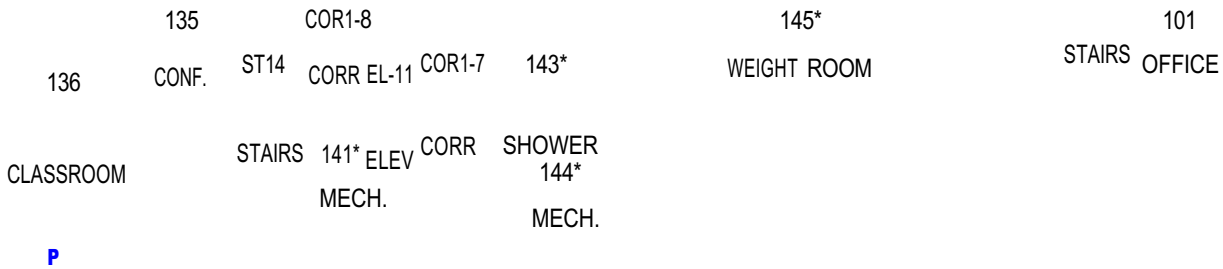
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MECH.
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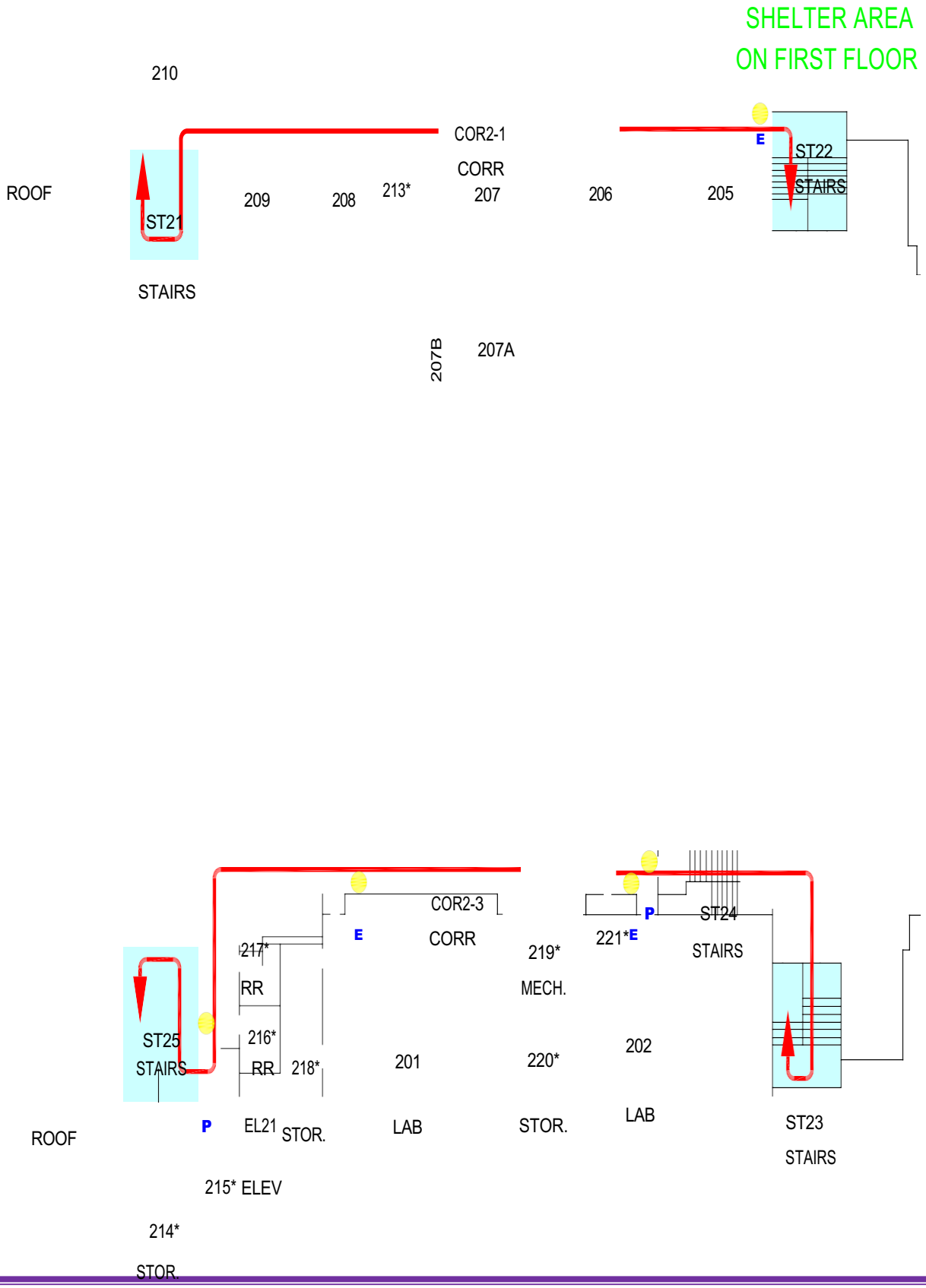
PRINCE CENTER - SECOND FLOOR
EVACUATION PLAN



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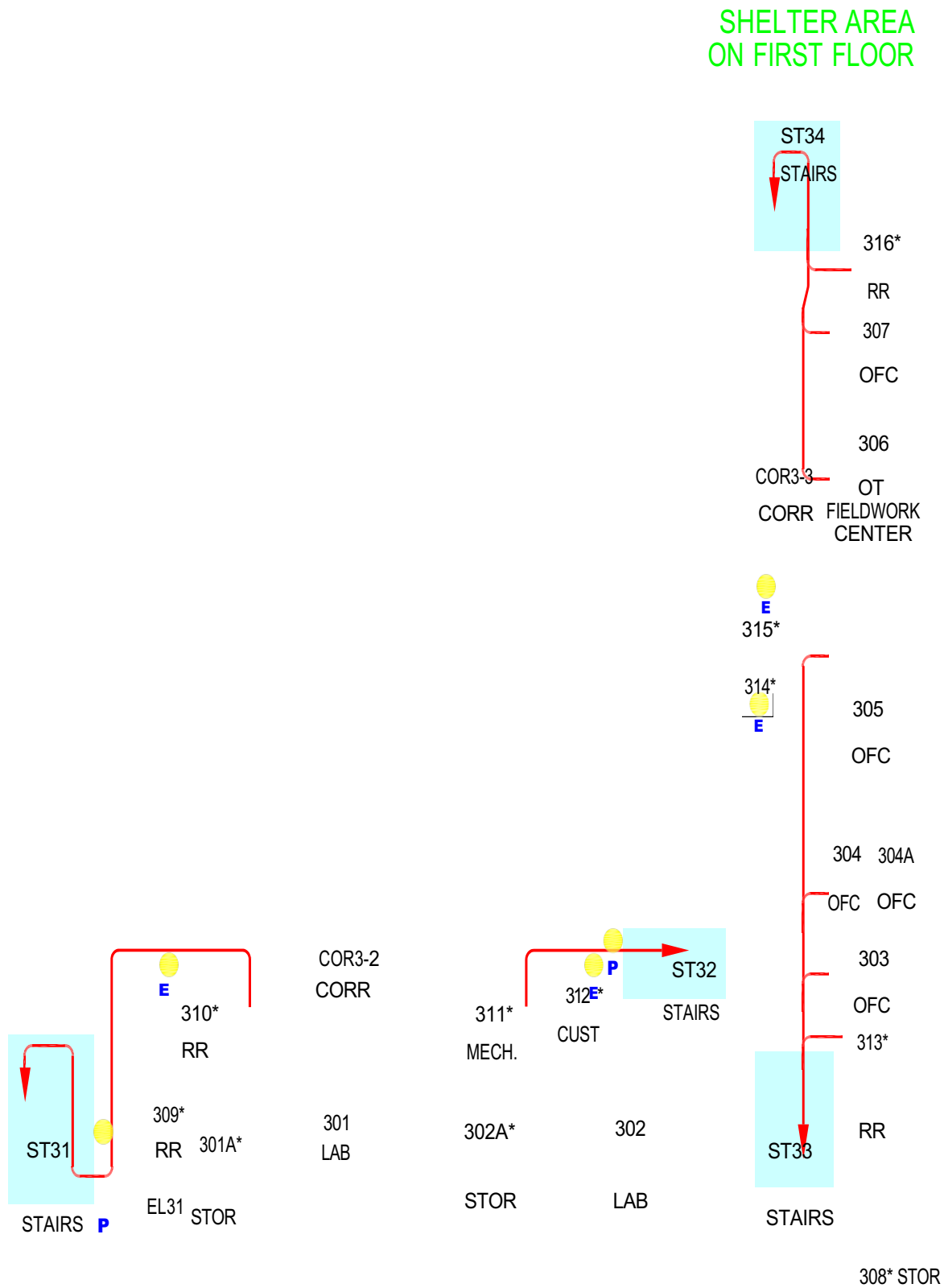
PRINCE CENTER - THIRD FLOOR EVACUATION PLAN



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Appendix B: Athletic Training Emergency Plan

University of Central Arkansas Athletic Training

Emergency Plan: Prince Center Weight Room

Emergency Personnel

- Coaching Staff
- Certified athletic trainer on site during in-season practice
- Athletic training students during in-season practice

Emergency Communication:

- Landline telephone located in Estes Stadium lobby: (501) 450-3153
- Estes Athletic Training Room (Rm 115): (501) 450-3362
- Farris Athletic Training Room (Rm 109): (501) 450-5723
- Personal cell phones and two-way radios carried by Certified Athletic Trainers and athletic training students during practices and competitions
- UCA Police Department: (501) 450-3111 (non-emergency)
- Emergency: 911

Emergency Equipment

- Athletic training kit
- CPR shield
- Vacuum splint bag
- Spine board with head immobilizer and straps
- Cervical collars
- Biohazard container
- Crutches
- Golf cart or other mode of transportation

Role of First Responder

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
   Call 911 (Provide name, address, telephone number, number of individuals injured, condition of injured individual[s], first aid treatment, specific directions, and other information that may be requested.)
4. Direction of EMS to scene
   a. Open appropriate gates/doors.
   b. Designate individual to “flag down” and direct EMS to the scene
5. Scene Control
   Limit scene to first-aid providers and move bystanders away from the area. UCA PD and game officials can assist.

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 Prince Center-Athletics 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 located to the west of the building on the grassy area near Estes Stadium.

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 Prince Center-Athletics 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 by 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 at Front of Lewis Science Center.

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 sprinkler systems or fire alarms may turn on.

- Do not use the elevators.

Appendix C: Burdick Building Plans

BUILDING EMERGENCY PLAN

A.E. Burdick Hall (Academic)

2nd and 3rd Floors

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 and reviewed by the following individuals:

A.E. Burdick Hall (Academic)

Initial Submission

Prepared by:	Jacquie Rainey and Pat Poindexter	Date:	12/19/20102
Building Administrator:	Jacquie Rainey	Date:	12/19/2012
President, VP, or designee:	Jonathan A. Glenn	Date:	05/26/2013
Reviewed by:	UCAPD	Date:	05/26/2013

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/No Change	K. Runge	2015-10-07
20152016	Change Form/Changes Executed	K. Runge	2015-10-23
20162017	Change Form/Changes Executed. Added first floor to Appendix A to identify shelter area and points of egress.	K. Runge / J A Glenn	2016-9-14
20172018	Change Form/Changes Executed	K. Runge/J A Glenn	2017-09-09
20182019	Change Form/Changes Executed	K. Runge	2018-10-5
20192020	Change Form/No Changes	T. Lachowsky	2019-8-22
20202021	Updated BA and ABA	C. Walton	2021-5-12

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

A.E. Burdick Hall (Academic)

Building Administrator (BA):	Stephen O'Connell	Email:	soconnell@uca.edu
BA Campus Address:	Burdick Hall 318E		
BA Telephone #:	450-5636	FAX #:	
Alternate BA:	Amy Adams	Email:	aadams30@uca.edu
Alternate BA Campus Address:	Burdick Hall 318		
Alternate BA Telephone #:	450-3164	FAX #:	
Alternate BA:	Vacant	Email:	
Alternate BA Campus Address:			
Alternate BA Telephone #:		FAX #:	

A.E. Burdick Hall (Academic) Resident Departments

The following academic and administrative departments are located in A.E. Burdick Hall (Academic):

Dept.	Dept. Emergency Coordinator	Phone	Room
Comm. Sci. & Disorders	Sunjung Kim	852-0850	210C
Nutrition & Family Sciences	Khandra Faulkner	852-0045	304

Dept.	Dept. Emergency Coordinator	Phone	Room
Health Sciences	Kristy Jamerson	852-2681	304
IT staff offices	Wayne Lunsford	450-3287	221
Geography	Stephen O'Connell	450-5636	318G
LLLC	Jia Zhu	852-2332	309C

Building Emergency Team

Each department with employees in A.E. Burdick Hall (Academic) 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
Kristy Jamerson	Evacuation	852-2681	HSC	304
Stephen O'Connell	Evacuation	450-5636	Geography	318G
Amy Adams	Evacuation	450-3164	Geography	318
Khandra Faulkner	Evacuation	852-0045	NFS	304
Wayne Lunsford	Evacuation	450-3287	IST	221
Sunjung Kim	Evacuation	852-0850	CSD	210C
Jia Zhu		852-2332	LLLC	309C

NIMS Compliance

The A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) 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

Burdick Hall is a brick building with three floors that was built in the mid-1970s. The exterior is composed of brick, mortar and stucco. Burdick Hall is a square-shaped building with stairwells

on each corner of the building. An elevator is located in the center of the building on the north-east side. Total gross square footage is 59,494. The total assigned square footage is 36,368. The University computer center is located on the first floor of the building. This report only refers to the 2nd and 3rd floors of the building that house academic departments, classrooms and office space. There are no hazardous materials on the 2nd and 3rd floors.

Critical Operations

Operation	Room	Department	Responsible Person	Phone
None				

Hazardous Analysis and Mitigation Strategies

The Building Emergency Plan for A.E. Burdick Hall (Academic) 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.
None		

Hours of Operation

The academic departments are open from 8:00 AM–4:30 PM, Monday–Friday.

Emergency Assembly Area (EAA)

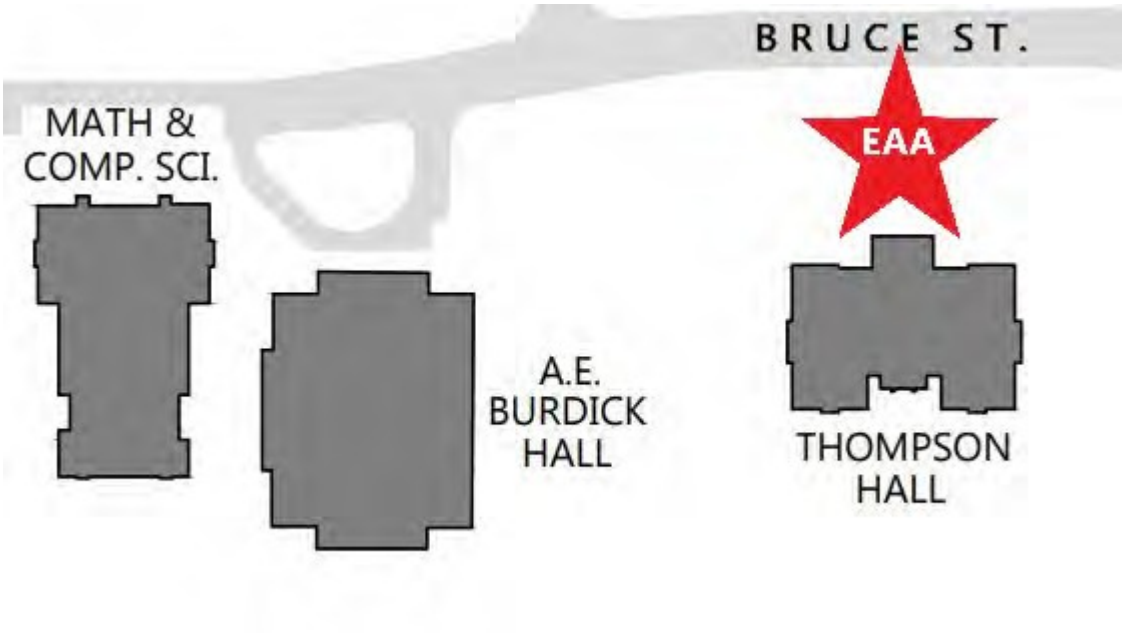

Figure 1: A.E. Burdick Hall (Academic) EAA Map

The Burdick Hall Emergency Assembly Area (EAA) is located directly north of Thompson Hall. This EAA is shared by occupants of all Burdick Hall floors.

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. Burdick Hall is equipped with carbon monoxide detectors and oxygen meters on each floor.

Automatic Sprinkler System

Sprinklers are located in the interior rooms on the 2nd and 3rd floor. The hallways, stairwells and exterior rooms of the building do not have sprinklers. 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. The sprinkler system is checked annually.

Emergency Lighting

Emergency lighting is located in the hallway, the stairwells and the elevator. This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies for each department and interior rooms.

Fire Doors

Stairwell doors are 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.

See *Emergency Evacuation Map* (Appendix A, p. 20) for locations.

First Aid Kit

The first aid kid is to be used for minor injuries not requiring medical attention. First aid kits are located in A.E. Burdick Hall (Academic) in the following places: suite 222.

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.

See *Emergency Evacuation Map* (Appendix A, p. 20) for locations.

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 A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) 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 mobile application, 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 Mobile Application

  The UCA Police Department sponsors the Safe@UCA mobile application. This mobile application is capable of receiving push notifications and alerts sent by the UCA Police Department and contains emergency contacts and emergency plans for the university. It is available for download from the Apple App Store and Google Play.

A.E. Burdick Hall (Academic) 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. A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) should evacuate via the closest exit. Both second and third floor occupants should make every effort to evacuate via the staircase closest to their locations. Stairs are located on the north and south ends of the building.
- Remember that it is the responsibility of A.E. Burdick Hall (Academic) faculty and staff to ensure that all occupants report to the EAA located at the north side of Thompson 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 A.E. Burdick Hall (Academic) are a safe area.
  - A.E. Burdick Hall (Academic) is equipped with sprinklers in the interior rooms only. 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 A.E. Burdick Hall (Academic), 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 A.E. Burdick Hall (Academic) faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) located at the north side of Thompson 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 A.E. Burdick Hall (Academic) until emergency personnel have given the clearance to re-enter the building. Many times the audible alarms are silenced to allow emergency personal 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 A.E. Burdick Hall (Academic)

“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.

A.E. Burdick Hall (Academic) Tornado Safety / Shelter Areas

Sheltering for a potential tornado is a different kind of shelter-in-place for A.E. Burdick Hall (Academic). 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 A.E. Burdick Hall (Academic) 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 identified for A.E. Burdick Hall (Academic) as indicated on the floor plans in Appendix A (p. 20) and posted in common areas on each floor of the building.

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 A.E. Burdick Hall (Academic) 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 Incident Report form is available on the UCA Police Department’s web site, and the Behavioral Intervention Plan is linked from the same page.

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 A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) in the event that emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within A.E. Burdick Hall (Academic) such as locking doors or making emergency equipment available.

  Each department in A.E. Burdick Hall (Academic) 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.

◆ A.E. Burdick Hall (Academic) Faculty and Staff

Every member of the A.E. Burdick Hall (Academic) faculty and staff should read and understand the A.E. Burdick Hall (Academic) 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, the north side of Thompson 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 A.E. Burdick Hall (Academic) will provide instructions to their students about specific emergency procedures, including how to evacuate A.E. Burdick Hall (Academic) and where to assemble after building evacuations.

Specifically:

- Know the evacuation routes and EAA location at the north side of Thompson Hall.
- Participate in exercises/drills.
- Attend department training sessions.
- All A.E. Burdick Hall (Academic) faculty and staff shall be familiar with the A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic).
- ✓ When and how to evacuate A.E. Burdick Hall (Academic).
- ✓ When and where to shelter in place within A.E. Burdick Hall (Academic).
- ✓ 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 A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic). It is the responsibility of each department head and supervisor in A.E. Burdick Hall (Academic) 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 A.E. Burdick Hall (Academic) 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. If any lessons learned require changes to the A.E. Burdick Hall (Academic) BEP, these changes must be forwarded to the UCA Police Department using the BEP Change Form: http://goo.gl/forms/JfPgtPmFS0. The UCA Police Department will assist in exercise assessment as needed.

Term Definitions

Behavioral Intervention Plan (BIP): The Behavioral Intervention Plan is designed to assist faculty, staff, and administration in responding to disruptive, threating 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.

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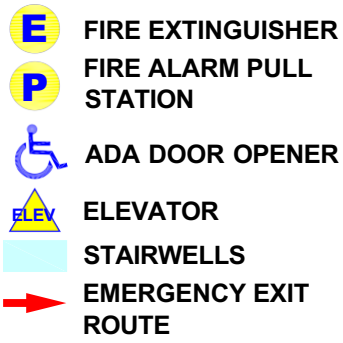
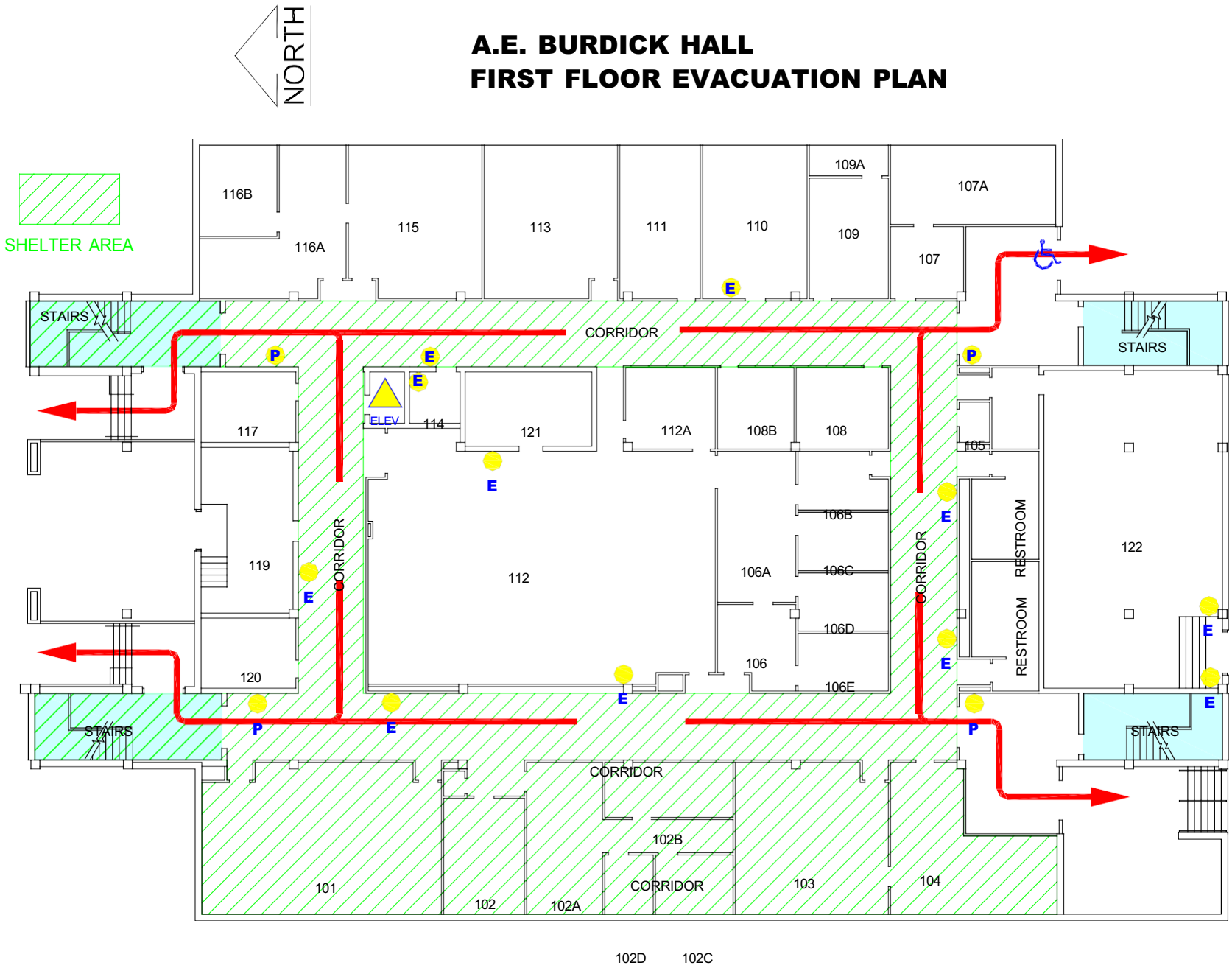
Use this legend to understand the symbology in the maps on the following page(s).

SYMBOL LEGEND




NORTH
A.E. BURDICK HALL
FIRST FLOOR EVACUATION PLAN
SHELTER AREA
116B
116A
115
113
111
110
109A
109
107A
107
STAIRS
CORRIDOR
STAIRS
ELEV
114
117
121
112A
108B
108
105
106B
106C
106D
106E
106A
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112
119
120
CORRIDOR
CORRIDOR
RESTROOM
RESTROOM
122
STAIRS
STAIRS
CORRIDOR
102B
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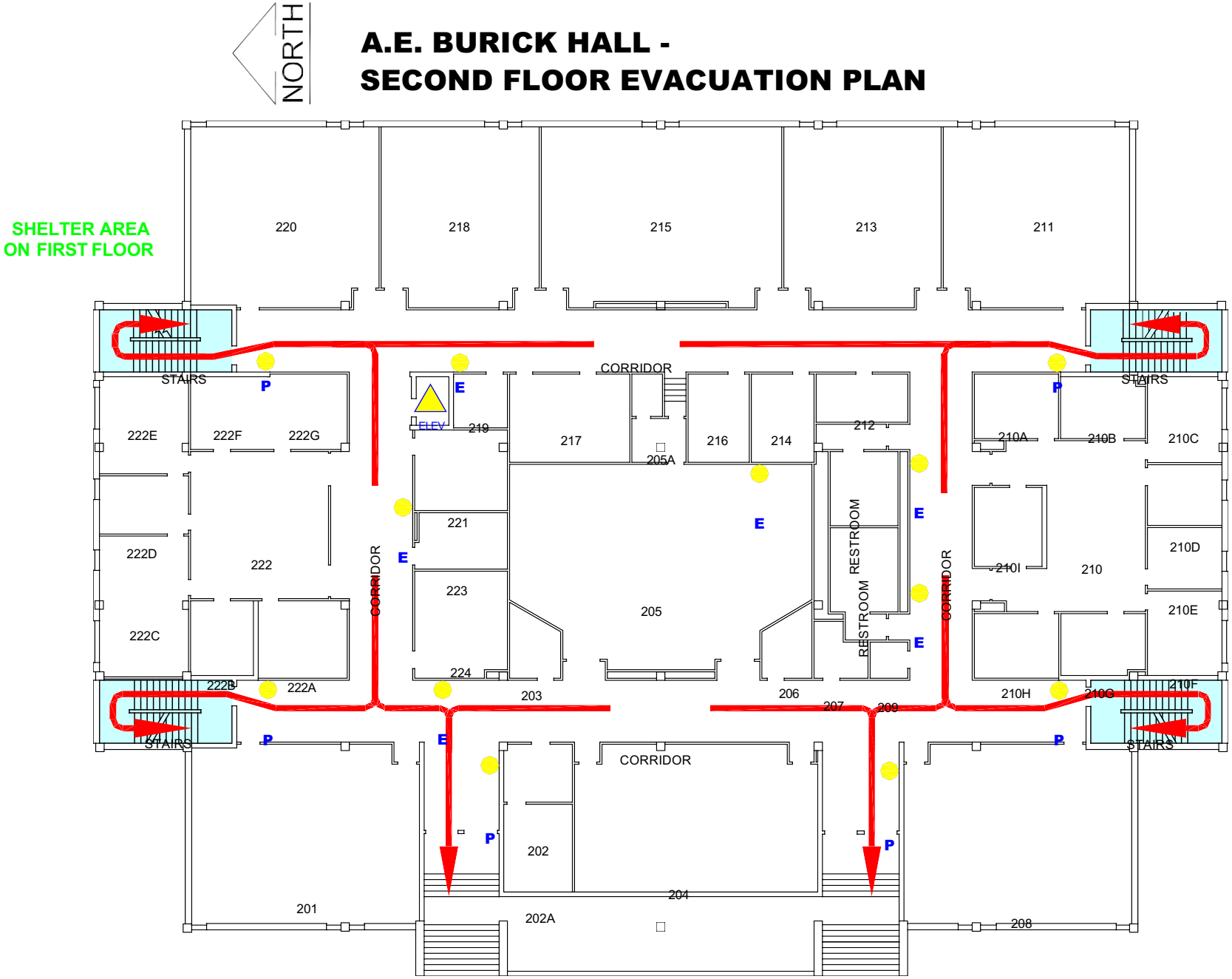
A.E. BURICK HALL -
SECOND FLOOR EVACUATION PLAN



A.E. BURDICK HALL
THIRD FLOOR EVACUATION PLAN

NORTH

SHELTER AREA ON FIRST FLOOR

304G	304F	304E	304D	304 C	3 0 7

Appendix B: 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 A.E. Burdick Hall (Academic) 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 located at the north side of Thompson Hall.

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 A.E. Burdick Hall (Academic) 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 by 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 at the north side of Thompson Hall.

Suspicious Person

- It is OK to inquire if you can provide assistance. 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 sprinkler systems or fire alarms may turn on.

- Do not use the elevators.

Appendix D: IHSB Building Plans

BUILDING EMERGENCY PLAN

Integrated Health Sciences Building

UNIVERSITY OF CENTRAL ARKANSAS

EMERGENCY ◇ MANAGEMENT ◇ PLAN

Document Last Saved: 2022-04-25

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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 individual(s) designated by the administrator will develop the BEP and upon completion submit it to the appropriate divisional Vice President and the Emergency Management Coordinator for review, distribution, and retention.

2. Once the plan is developed, it is to be reviewed and, if necessary, revised at least annually by October 15 and following any training, drill, exercise, or incident where the after-action discussion identifies required corrective actions. Any changes to the BEP based on these reviews must be submitted by the building administrator using the BEP Change Form available online: https://uca.edu/go/bep-change-form.

3. If no 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 was initially developed and reviewed by the following individuals:

Integrated Health Sciences Building

Prepared by:	Jacquie Rainey	Date:	9/24/2021
Building Administrator:	Jacquie Rainey	Date:	9/24/2021
President, VP, or designee:	Jonathan Glenn	Date:	4/25/2022
Reviewed by:	UCAPD	Date:	9/24/2021

UCAPD / ACADEMIC AFFAIRS

Record of Changes

Date	Location and Nature of Change	Entered by
4/25/2022	Migrated plan to new template and added maps	C. Walton

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 BEP are an integral part of the overall program.

Buildings are expected to develop their own BEP for practical reasons. Building Administrators and Emergency Teams 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 building occupants to plan for potential emergencies—bomb threat, earthquake, fire, flood, gas leak, hazardous material emergency, immediate danger, medical emergency, power outage, suspicious object, suspicious person, or tornado. Advanced planning and a 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

Integrated Health Sciences Building

Building Administrator (BA):	Jacquie Rainey	Email:	jacquier@uca.edu
BA Campus Address:	IHSB Room 210		
BA Telephone #:	450-5504		
Alternate BA (1):	Brandi Keith	Email:	Bkeith2@uca.edu
Alternate BA (1) Campus Address:	IHSB Room 178		
Alternate BA (1) Telephone #:	852-2911		
Alternate BA (2):	Vacant	Email:	
Alternate BA (2) Campus Address:			
Alternate BA (2) Telephone #:			

Department Emergency Coordinators and Building Emergency Team

Each department with employees in Integrated Health Sciences Building must appoint a Department Emergency Coordinator who shall designate members of the *Building Emergency Team*. Department Emergency Coordinator and Building Emergency 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	Dept Emergency Coordinator OR Building Emergency Team Member	Phone	Emergency Responsibility / First Aid Certification / Emergency Specialization	Room
Brandi Keith	Interprofessional Teaching Center (ITC) / Dept Emergency Coordinator & Building Emergency Team	852-0233	Evacuate the ITC (offices, exam rooms, group rooms, therapy gym, ADL suite, collaboration space). Instruct all faculty/staff/students to move to the shelter-in-place area or to evacuate the building using the west entrance. Patients and visitors in the waiting room will be instructed to exit the building using the north entrance.	178
Candice Robinson	Speech Language Hearing Center (SLHC) / Dept Emergency Coordinator & Building Emergency Team	450-5776	Evacuate all offices and rooms on 2 outside hallways of the SLHC clinic, including Assessments room and Control room. Instruct all clinicians, clients and faculty to move to shelter-in-place area or evacuate bldg. Check offices, breakroom, all clinician areas, restrooms, Children's Group Room, and Aud Suite/Aud Suite Office, Assessments Room, and Control Room to ensure all are in designated area or out of bldg.	156

Jacquie Rainey	CHBS Dean's Office/ Dept Emergency Coordinator & Building Emergency Team	450-5504	First aid, CPR	210
Dee Lance	Communication Sciences and Disorders / Dept Emergency Coordinator & Building Emergency Team	450-5480	Evacuate all offices and rooms on South hallway and middle hallway on West end of 4th floor. Instruct all faculty/students to move to shelter-in-place area or evacuate bldg. Dee will exit out the middle hallway to the West stairwell.	464
Susan Gatto	School of Nursing / Dept Emergency Coordinator	450-5531		496
Pat Puckett	CSD / Building Emergency Team	450-5479	Evacuate all offices and rooms on West hallway and North hallway and Gatto Conference Room on West end of 4th floor. Instruct all faculty/students to move to shelter-in-place area or evacuate bldg. Pat will exit out the middle hallway to the West stairwell.	462
Julie Meaux	SON / Building Emergency Team	450-5529	Evacuate all offices and rooms on the east end of the 4th floor including Education Counselor offices, restrooms, workrooms, break room, conference rooms, and faculty/staff office spaces. Instruct all faculty/staff/students to move to the shelter-in-place area or to evacuate the building. Julie will exit the building via the east stairwell.	425

Sarah Luyet	SON / Building Emergency Team	852-2440	Evacuate all simulation spaces on the west side of the 3rd floor. Instruct all faculty/staff/students to move to the shelter-in-place area or to evacuate the building. Sarah will exit the building via the west stairwell.	356
Morgan Gurke	CHBS / Building Emergency Team	450-3123	Evacuate 2nd floor	205
Pat Poindexter	CHBS / Building Emergency Team	450-3122	Evacuate 2nd floor	211
Tiffany Hall	IT / Building Emergency Team	450-5129		438
Amanda Rehm	CSD / Building Emergency Team	450-3176	Evacuate SLHC clinic therapy rooms and materials room in middle hallway. Provide clients with emergency information; instruct clients to either move to the shelter-in-place area or evacuate bldg. (Help with any handicapped clients); ensure everyone is out of center therapy rooms and in designated area or out of the bldg.	155

National Incident Management System

The University of Central Arkansas has declared that the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used as the primary method to manage major events, emergencies, and disasters. The Integrated Health Sciences Building Emergency Plan is considered part of the UCA Comprehensive Emergency Operations Plan. Therefore, the contents contained herein are subject to NIMS guidelines and the principles of the ICS. All applicable individuals within Integrated Health Sciences Building 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

The Integrated Health Sciences building is a four story, red brick building. There are entrances on the east, west, north, and south sides of the building. The north entrance is the main lobby that includes a grand staircase and elevator. The south entrance leads to the Interprofessional Teaching Center on the west side of the building and the Children's Group Therapy room on the east side of the building. Both sides of the first floor are used to provide healthcare services to clients from UCA and the community. The third floor consists of four classrooms on the east end, a locker area with a small student lounge and an office suite in the middle, with the remaining space being skills and simulation labs. It is important to note that all simulation and lab rooms on the third floor may contain life-size human patient care manikins that can easily be mistaken for a real person.

Critical Operations

This section includes information about critical operations that require special care during an emergency. Departments are aware that employees may need to notify emergency responders about the critical operations listed here.

Operation	Room	Department	Responsible Person	Phone
Handicapped clients in building	SLHC clinic on 1st floor - East side of bldg.	CSD	Candice Robinson / Amanda Rehm	450-5776 OR 450-3176

Hazard Analysis and Mitigation Strategies

The BEP for Integrated Health Sciences Building 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.
Cidex - Cleaning Solution	IHS 123 (sanitation room next to audiology suite)	Product itself does not burn. Can cause severe allergic reaction and skin corrosion. Adapt extinguisher and fire-fighting measures to fire in the environment. Cool endangered containers with water spray jet.

Building Hours of Operation

The Integrated Health Sciences building is open Monday through Friday from 7:00 AM until 10:00 PM. The majority of classes are held during the day, but students, faculty, and staff may be in the building at night and on the weekends.

Emergency Assembly Area (EAA)

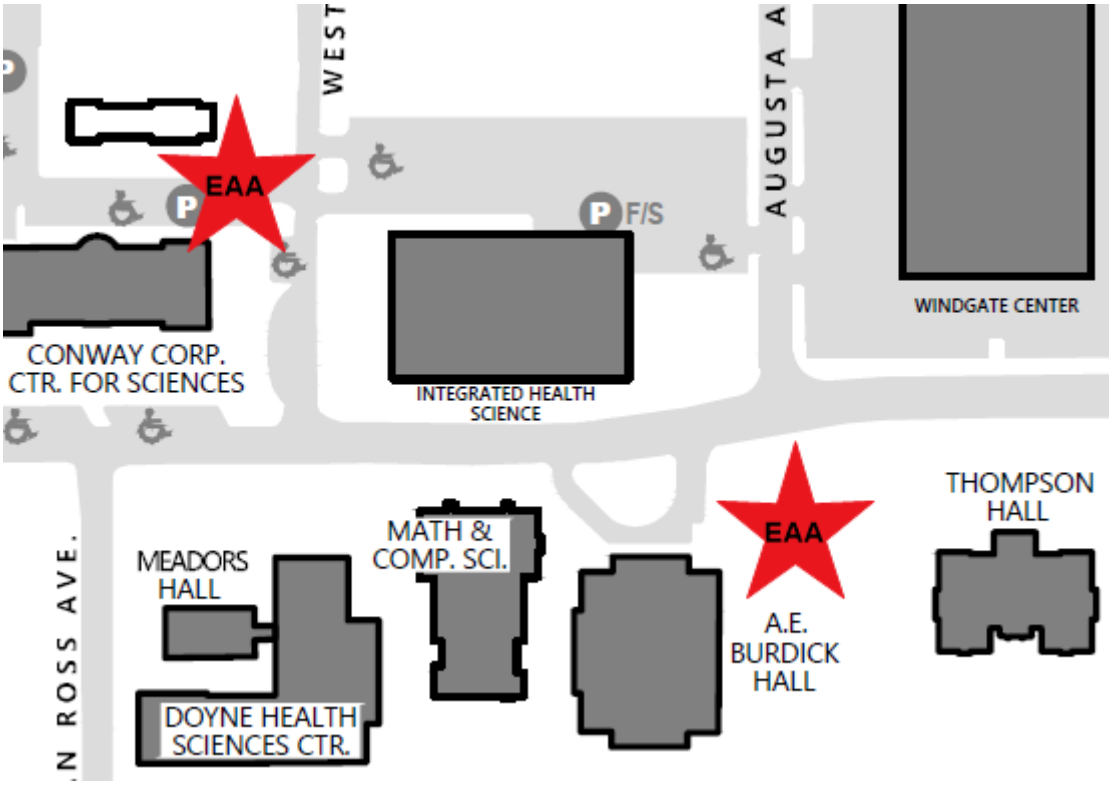


Figure 1: Integrated Health Sciences Building EAA Map

The Integrated Health Sciences Building Emergency Assembly Areas (EAAs) are located at (1) west of IHSB in the Conway Corporation Center parking lot and (2) southeast of IHSB in the grassy area near Burdick Hall. Individuals evacuating the facility are requested to congregate in these areas 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. If the manual pull station is used to evacuate the building for reasons other than a fire, call **911** from a safe location to provide additional information. Never block or obstruct alarm pull stations with furniture or equipment.

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 Call Boxes

IHSB has no emergency call boxes.

Emergency Lighting

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

Auxiliary Power Supplies

IHSB has no auxiliary power supplies.

Fire Doors

Fire doors must be kept shut at all times to provide a safe means of egress in corridors and stairways, if applicable, 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.

See *Emergency Evacuation Map* (p. 21) for locations.

First Aid Kit

The first aid kit is to be used for minor injuries not requiring medical attention. First aid kits are located in Integrated Health Sciences Building in the following places: The Dean's suite (205) and each clinic. AEDs are located in the therapy gym and clinics.

See *Emergency Evacuation Map* (p. 21) for locations.

Emergency Assistance

In a life-threatening emergency, call 911 from a campus telephone, emergency call box, or personal cell phone. IMPORTANT: Because cell phone 911 calls are directed to a 911 center through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Integrated Health Sciences Building on the UCA campus.

Emergency Alert and Notification Systems

In the event an emergency or dangerous situation on campus has been confirmed by UCAPD staff, and it is determined that the situation poses an immediate threat to the health or safety of students or employees, the Chief of Police or designee will, without undue delay and taking into account the safety of the community, evaluate the situation to determine the content of the notification and the segment or segments of the campus community to receive the notification,

unless issuing a notification will, in the professional judgment of responsible authorities, compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

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 or designate this responsibility to another person in the classroom.

The University of Central Arkansas may 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 mobile app, email broadcasts to faculty, staff, and students, web postings on the UCA, UCAPD, and other websites, 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, Safe@UCA mobile app, and email.

- Outdoor Warning System

  A tone alert followed by a voice message via outdoor high-powered speakers will communicate emergency messages to individuals who are outdoors on the campus. The outdoor warning system is not intended to alert individuals who are indoors.

- Social Media Sites

  Emergency messages may be posted to the UCA or the UCA Police Department social media sites.

- UCA and UCA Police Department websites

  Emergency messages may be posted on the UCA and UCA Police Department websites.

Integrated Health Sciences Building Evacuation Procedures

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

Those who can evacuate

- All occupants shall evacuate the building immediately.
- Occupants shall evacuate by means of the nearest available marked exit. Integrated Health Sciences Building 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 the Integrated Health Sciences Building should evacuate via the closest exit. In some cases, this is in the room that you are occupying. Second floor occupants should make every effort to evacuate via the staircase in the center of the building. If unable to access the center staircase or if it seems to be overcrowded, use the stairwells located at the east and west ends of the facility. Third and fourth floor occupants should make every effort to evacuate via the east and west stairwells, using the one closest to your location.
- People visiting the university should be assisted in evacuation.

Those who cannot evacuate without assistance

- Take refuge in a safe area and await assistance. If applicable, the stair landings, with doors closed, are safe areas.
- In case of fire, go to any room and close the door to block smoke and ensure that someone is notified of your location.

Responsibilities of faculty and staff as they evacuate

- During evacuation of Integrated Health Sciences Building, it is the duty and responsibility of all faculty and staff 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**.

- Faculty or staff members in the building should be assigned to assist individuals that need assistance in evacuating the building to a safe location. If applicable, the stair landings, with doors closed, are safe areas.
- Once outside, it is the responsibility of Integrated Health Sciences Building faculty and staff to assist in moving people to the Emergency Assembly Areas (EAAs) located at (1) west of IHSB in the Conway Corporation Center parking lot and (2) southeast of IHSB in the grassy area near Burdick 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 faculty, staff, and students if any peers are missing from class or if anyone has informed others that she/he was leaving.
- No one should enter Integrated Health Sciences Building 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.

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.

Integrated Health Sciences Building Tornado Safety and Shelter Areas

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 that affect the UCA campus 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, faculty, staff, and students in Integrated Health Sciences Building should follow these guidelines:

- Seek shelter immediately. If possible, move to a tornado shelter area identified for Integrated Health Sciences Building and indicated on the attached floor plans and posted in common areas on each floor of the building.
- 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.

Sheltering in Place in Integrated Health Sciences Building

"Shelter-in-Place" orders may be issued for any situation where it is best for people to stay inside. The reason for the shelter-in-place order may not be immediately communicated to everyone, but 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.

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.
- Continue sheltering in place until advised otherwise by the UCA Police Department, Campus Administrators, or members of the UCA Emergency Response Team.
- Once police arrive, obey all commands.
- Leave the campus ONLY if it is safe to do so.
- After the shelter in place order has been lifted, crisis coordinators, faculty, or staff may be used to restore normalcy, comfort and assist all occupants, determine occupants' needs, and report these needs to university officials.
- For more detailed information on sheltering in place during a confronting immediate danger situation, see the Confronting Immediate Danger section below.

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.

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

- Run: Can you safely escape?
- Hide: Is there a good place to hide?
- Fight: Will you take out the assailant?

- RUN
  - 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.
  - Move or crawl away from gunfire, trying to use 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.
  - When you can do so safely, call **911**.
- HIDE
  - Formulate a plan with others in the room about what you will do if the assailant 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, call **911** and report the location of the assailant.
  - Put cell phones on silent/vibrate, and if additional communication is needed, use text messaging.
  - Remember – your cell phone gives off light when used if you are in the dark.
  - If you are in an area where doors open outward, attempt to proceed to an area/room that can be secured or 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.
  - Close blinds or cover windows with other available materials.
  - Turn off lights.

- Remain silent.
- Move away from the door, do not huddle, and spread out.
- Remain in place and await further instructions through Safe@UCA.

- FIGHT
  - An individual must use his/her own discretion about when he or she must engage an assailant for survival.
  - Formulate a plan.
  - Make a total commitment to action and act as a team with others if possible.
  - Throw books, chairs, book bags, etc. at the shooter.
  - Overpower and disarm the assailant.
  - When you can do so safely, call **911**.

Once police arrive, obey all commands and keep hands up in the air where police can see them.

Disruptive or Violent Individuals

At any time that you feel threatened, call 911 from a campus telephone, emergency call box, or personal cell phone. IMPORTANT: Because cell phone 911 calls are directed to a 911 center through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Integrated Health Sciences Building on the UCA campus.

The procedures fall into three categories:

- Preparation for a visit when the individual is known to be potentially disruptive or violent.
- Situations that arise when an individual becomes disruptive or violent during a visit to the office with no prior notice.
- Situations that arise when an individual becomes disruptive or violent in a classroom setting.

The following preparations can be made when a faculty or staff member has scheduled an appointment with an individual 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 safety plan and may request 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 what safety measures have been arranged.

In the event an individual becomes disruptive or violent during a visit to the office with no prior notice:

- Call for police response by calling **911**.
- You may decide to tell the disruptive or violent individual that you are summoning assistance from someone who can assist in correcting the issue.
- When an office member becomes aware of a situation involving a disruptive or violent individual, that office member will immediately notify the administrator in charge.

In the event an individual becomes disruptive or violent in a classroom setting:

- Call for police response by calling **911**.
- You may decide to tell the disruptive or violent individual that you are summoning assistance from someone who can assist in correcting the issue.
- Evacuate the classroom if you can do so safely.
- Determine if it is necessary for you to remain in the classroom.

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 BIP 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 Incident Report form is available on the UCA Police Department's web site, and the Behavioral Intervention Plan is linked from the same page.

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 Integrated Health Sciences Building 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 Integrated Health Sciences Building Building Administrator plays an important role in the implementation of the UCA Emergency Management Plan. Each Building Administrator is responsible for developing a BEP. Building Administrators are responsible for ensuring that a Building Emergency 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 Integrated Health Sciences Building in the event that emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within Integrated Health Sciences Building such as locking doors or making emergency equipment available.

  Each department in Integrated Health Sciences Building 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 Department 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.
- Participate in exercises/drills annually as required by local, state, and federal rules and regulations.
- Attend annual Building Administrator training.
- 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.

◆ Integrated Health Sciences Building Faculty and Staff

Every member of the Integrated Health Sciences Building faculty and staff should read and understand the Integrated Health Sciences Building 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 BEP procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated areas, located at (1) west of IHSB in the Conway Corporation Center parking lot and (2) southeast of IHSB in the grassy area near Burdick 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 Integrated Health Sciences Building will provide instructions to their students about specific emergency procedures, including how to evacuate Integrated Health Sciences Building and where to assemble after building evacuations.

Specifically:

- Know the evacuation routes and EAAs location at (1) west of IHSB in the Conway Corporation Center parking lot and (2) southeast of IHSB in the grassy area near Burdick Hall.

- Participate in exercises/drills annually as required by local, state, and federal rules and regulations.
- Attend department training sessions.
- Questions about the BEP and emergency procedures should be directed to the Building Administrator or Department Emergency Coordinators. Keep the following tips in mind as you become familiar with the document and procedures:
  - ✓ The UCA Emergency Warning Notification System—UCAAlert.
  - ✓ Evacuation routes, exit points, and location to report for roll call or further information after evacuating Integrated Health Sciences Building.
  - ✓ When and how to evacuate Integrated Health Sciences Building.
  - ✓ When and where to shelter in place within Integrated Health Sciences Building.
  - ✓ 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 (call **911** for emergency notification).
  - ✓ Additional Integrated Health Sciences Building 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 to the emergency assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Training and Exercise

Training is an integral part of the safety and preparedness program for Integrated Health Sciences Building. It is the responsibility of each department head and supervisor in Integrated Health Sciences Building to ensure all building occupants are trained or made aware of the BEP. Annually an email needs to be sent to the building occupants making them aware of the plan.

Building Administrators and Department Emergency Coordinators are requested to exercise the Integrated Health Sciences Building 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. If any lessons learned require changes to the Integrated Health Sciences Building BEP, these changes must be forwarded to

the UCA Police Department using the BEP Change Form: https://uca.edu/go/bep-change-form. The UCA Police Department will assist in exercise assessment as needed.

General Information

N/A

Term Definitions

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

Building Administrator: Building Administrators are responsible for developing a BEP 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 BEP.

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: 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 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.

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.

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.

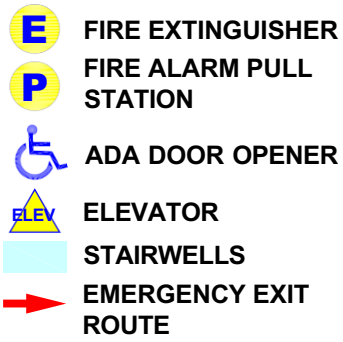
Appendices

Appendix A: Floor Plans/Evacuation Maps 21

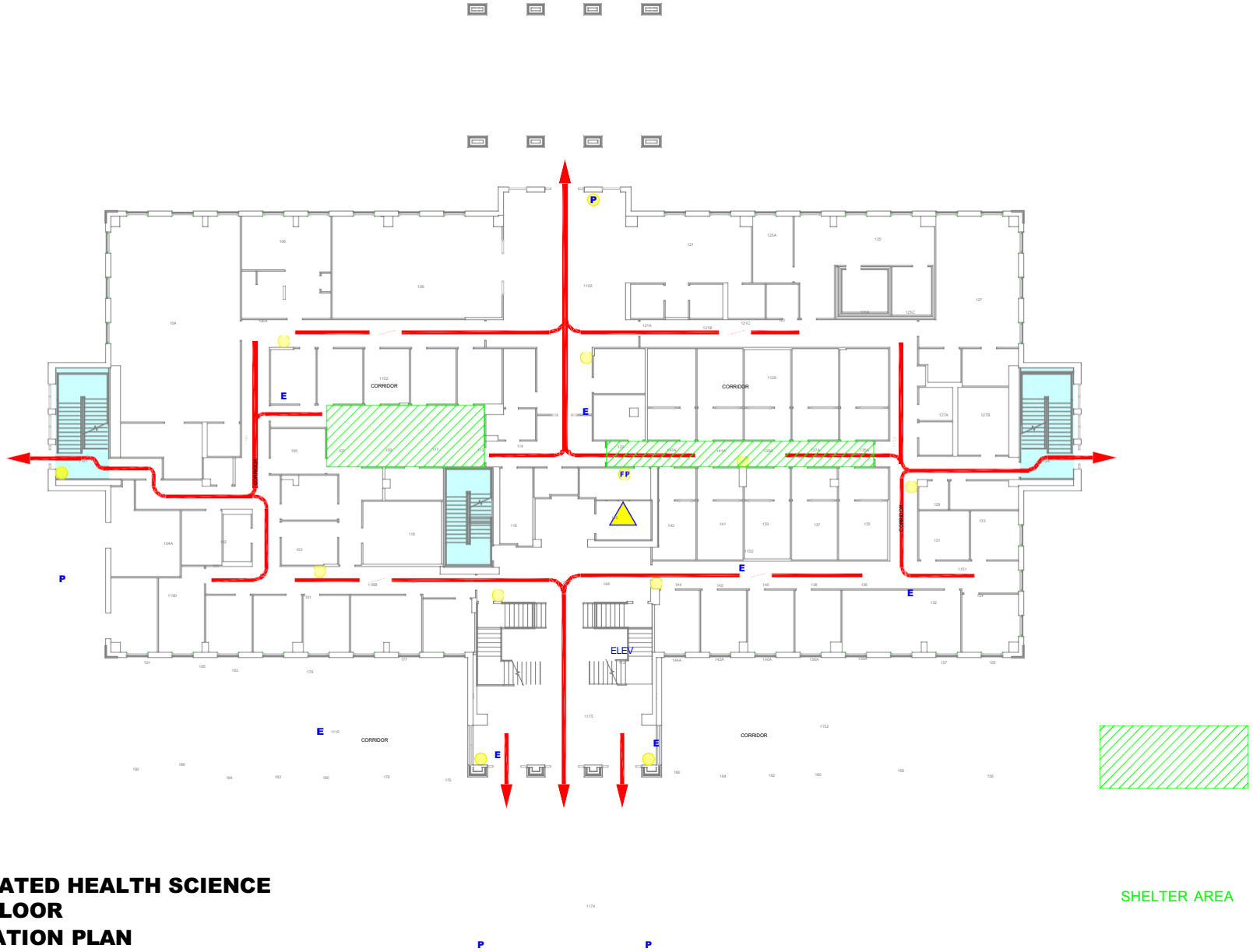
Appendix B: Emergency Response Guidelines and Procedures..... 25

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

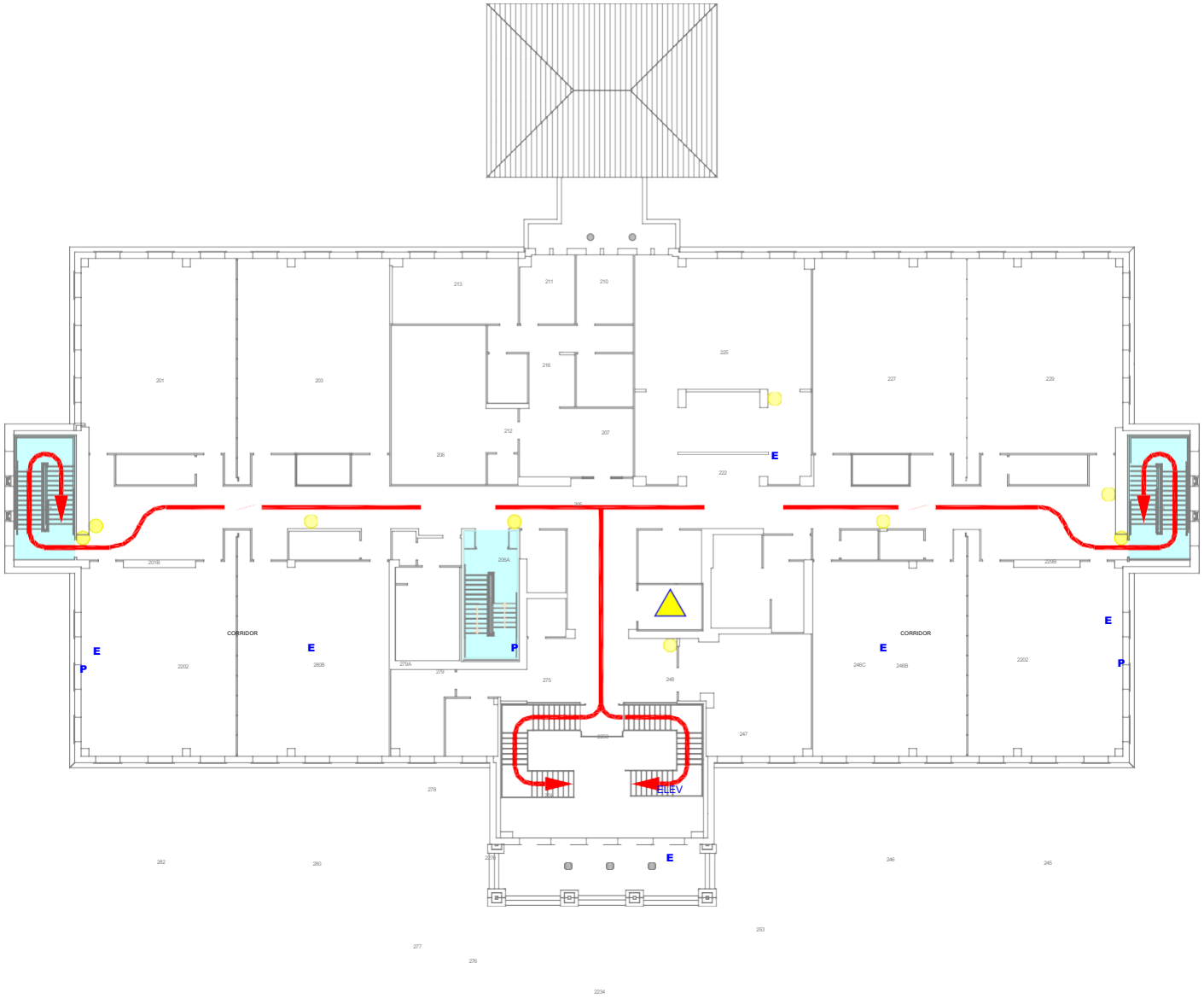
SYMBOL LEGEND



Appendix A: Floor Plans/Evacuation Maps



INTEGRATED HEALTH SCIENCE
FIRST FLOOR
EVACUATION PLAN



INTEGRATED HEALTH SCIENCE
SECOND FLOOR
EVACUATION PLAN

SHELTER AREA

INTEGRATED HEALTH SCIENCE
THIRD FLOOR
EVACUATION PLAN

SHELTER AREA

INTEGRATED HEALTH SCIENCE
FOURTH FLOOR
EVACUATION PLAN

SHELTER AREA

Appendix B: Emergency Response Guidelines and Procedures

In a life-threatening emergency, call 911 from a campus telephone, emergency call box, or personal cell phone. IMPORTANT: Because cell phone 911 calls are directed to a 911 center through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Integrated Health Sciences Building on the UCA campus.

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.

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.
- Stay inside, even after the shaking stops, unless there is damage to the building or surrounding area that makes if unsafe to do so. 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, if applicable.

Fire

- Pull the fire alarm station lever if needed.

Those who can evacuate

- All occupants shall evacuate the building immediately.
- Occupants shall evacuate by means of the nearest available marked exit. Integrated Health Sciences Building 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 the Integrated Health Sciences Building should evacuate via the closest exit. In some cases, this is in the room that you are occupying. Second floor occupants should make every effort to evacuate via the staircase in the center of the building. If unable to access the center staircase or if it seems to be overcrowded, use the stairwells located at the east and west ends of the facility. Third and fourth floor occupants should make every effort to evacuate via the east and west stairwells, using the one closest to your location.
- People visiting the university should be assisted in evacuation.

Those who cannot evacuate without assistance

- Take refuge in a safe area and await assistance. If applicable, the stair landings, with doors closed, are safe areas.
- In case of fire, go to any room and close the door to block smoke and ensure that someone is notified of your location.

Responsibilities of faculty and staff as they evacuate

- During evacuation of Integrated Health Sciences Building, it is the duty and responsibility of all faculty and staff 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**.
- Faculty or staff members in the building should be assigned to assist individuals that need assistance in evacuating the building to a safe location. If applicable, the stair landings, with doors closed, are safe areas.
- Once outside, it is the responsibility of Integrated Health Sciences Building faculty and staff to assist in moving people to the Emergency Assembly Areas (EAAs) located at (1) west of IHSB in the Conway Corporation Center parking lot and (2) southeast of IHSB in the grassy area near Burdick 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 faculty, staff, and students if any peers are missing from class or if anyone has informed others that she/he was leaving.

- No one should enter Integrated Health Sciences Building 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.

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.

Gas Leak, Fumes, Vapors

- Do not activate the fire alarm pull station.
- Do not touch any light switches or electrical equipment.
- Move to a safe location.
- Call **911**.

Hazardous Material 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.

Immediate Danger

An individual must use his/her own discretion during an active shooter event or other act of violence 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.

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

- Run: Can you safely escape?
- Hide: Is there a good place to hide?
- Fight: Will you take out the assailant?

- RUN
  - 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.
  - Move or crawl away from gunfire, trying to use 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.
  - When you can do so safely, call **911**.
- HIDE
  - Formulate a plan with others in the room about what you will do if the assailant 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, call **911** and report the location of the assailant.
  - Put cell phones on silent/vibrate, and if additional communication is needed, use text messaging.
  - Remember – your cell phone gives off light when used if you are in the dark.
  - If you are in an area where doors open outward, attempt to proceed to an area/room that can be secured or 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.
  - Close blinds or cover windows with other available materials.
  - Turn off lights.

- Remain silent.
- Move away from the door, do not huddle, and spread out.
- Remain in place and await further instructions through Safe@UCA.

- FIGHT
  - An individual must use his/her own discretion about when he or she must engage an assailant for survival.
  - Formulate a plan.
  - Make a total commitment to action and act as a team with others if possible.
  - Throw books, chairs, book bags, etc. at the shooter.
  - Overpower and disarm the assailant.
  - When you can do so safely, call **911**.

Once police arrive, obey all commands and keep hands up in the air where police can see them.

Medical Emergency

- Call **911**.
- Have someone go to the door and meet the emergency responders.
- Aid if you have been trained.

Power Outage

- Flashlights should be stored and accessible in Integrated Health Sciences Building 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.

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.

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.

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, if applicable, are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay off the elevators, if applicable, as you could be trapped in them if power is lost.
- Do not panic.
- Watch for others.
- Move as quickly as possible.