

**INDIANA UNIVERSITY-BLOOMINGTON**  
**BUILDING EMERGENCY ACTION PLAN**

Spruce Hall, BL298, RA  
Bloomington, IN, 47406  
1801 E Jones Ave.

Revision Date: April-2021

**Emergency Contacts**

For all emergencies, call 911

IU Police Department (non-emergency) - 812-855-4111

IU Emergency Management & Continuity - 812-855-2004

IU Environmental Health & Safety - 812-855-2004

Insurance, Loss Control & Claims - 812-855-9758

Facility Operations - 812-855-8728

# Table of Contents

Select section name to be redirected to the appropriate page

- Building Emergency Action Plan
- Building Occupants & Responsibilities
  - Supervisor
  - Employee
  - Faculty
  - Student
  - Building Safety Chair(s)
- Building Safety Committee
- Training & Exercises
- Emergency Notifications
- If You Need Assistance During an Emergency
- Evacuation & Shelter-in-Place
- Hazards
  - Active Aggressor
  - Earthquake
  - Fire
  - Severe Weather
  - Suspicious Activity
  - Utility Failures
- Acronyms
- My Building Information

# **Building Emergency Action Plan**

## **Purpose**

The Building Emergency Action Plan is a document that consists of emergency procedure guidance, activities for preparing for emergencies, and roles and responsibilities of building occupants.

## **Scope**

The Building Emergency Action Plan (BEAP) is a requirement of both OSHA, 1910.38: Emergency Action Plans, and the Indiana Fire Code, Chapter 4: Emergency Planning and Preparedness. This requirement applies to all facilities where IU employees are assigned; however each BEAP is designed specifically for building occupants, including faculty, staff, and students. IU Emergency Management & Continuity shall make plans available to the IU community to review and plan for emergencies.

# **Building Occupants & Responsibilities**

## **Supervisor**

It is the responsibility of all supervisors to review the BEAP with their employees, for all buildings in which the employee is assigned. Supervisors are responsible for ensuring expectations and responsibilities are clearly defined; they shall also be prepared to ensure all questions and concerns are addressed appropriately.

## **Employee**

It is the responsibility of all employees to ensure a safe and healthy working environment. Employees shall review the BEAP and work with their supervisors to address questions and concerns. All employees are responsible for their personal safety; the Building Safety Committee is intended to provide support and communication, however they are not responsible for others' safety.

## **Faculty**

It is the responsibility of all faculty/instructors (tenured, full-time, and part-time) to review the BEAP for all buildings in which they teach. Faculty/instructors shall be familiar with emergency procedures and are expected to take all alarms and alerts seriously and be prepared to pause class to ensure everyone is able to get to a safe location.

## **Student**

It is the responsibility of all members of the IU community to ensure it is a healthy and safe environment. Whereas the Building Emergency Action Plan is regulated by OSHA and the Indiana Fire Code, all elements within the plan apply to all members of the IU community. Students should be familiar with emergency procedures and are expected to take all alarms and alerts seriously.

## **Building Safety Chair(s)**

Each building is responsible for delegating a Building Safety Chair; this is often a building manager or coordinator who may also serve as a point of contact for other departments on campus. The Building Safety Chair is responsible for completing an annual review of the Building Emergency Action Plan, a program managed through IU Emergency Management & Continuity (IUEMC). IUEMC will provide training and assistance in the development and maintenance of the BEAP.

## **Building Safety Committee**

Buildings may choose to have a Building Safety Committee, led by the Building Safety Chair(s). IUEMC recommends the Building Safety Committee consist of at least one representative from each functional area housed in the building. These individuals may serve the building by distributing the BEAP to their departments, discussing building safety concerns, and reviewing and updating the Building Emergency Action Plan.

When an evacuation is required, the Building Safety Committee can assist by advising building occupants to move towards the primary meeting location and check in with everyone to ensure all people are accounted for and no longer in the building. The Committee shall report any missing, trapped, or individuals still in the building to on-site emergency personnel.

The Building Safety Chair is also responsible for coordinating information with the Building Safety Committee and ensuring the distribution of the BEAP to all building occupants. The Building Safety Chair can serve as a conduit between the Building Safety Committee/building occupants, and public safety agencies on campus.

NOTE: Building Safety Committee members are not expected to place themselves at risk by attempting to extinguish a fire or by moving into areas of a building that may be potentially dangerous. The safety of all IU staff, faculty, and students is a priority for Indiana University.

# Training & Exercises

## Trainings

Trainings and exercises are opportunities for individuals to learn and practice emergency procedures. Trainings are available to the community via the websites below, however all trainings and exercises are available at the request of faculty, staff, and student organizations, departments, and buildings.

Trainings can be found at the following websites (most are free for IU community):

### IU Trainings

- IU Emergency Management & Continuity: <https://expand.iu.edu/browse/e-training/iuemc>
- IU Police Department: <https://protect.iu.edu/education/index.html>
- IU Environmental Health & Safety: <https://expand.iu.edu/browse/e-training/ehs>
- INLOCC: <https://inlocc.iu.edu/index.cfm?>
  - Select the Information tab for trainings

### External Opportunities

- [www.Ready.gov](http://www.Ready.gov)
- FEMA Independent Study Program: <https://training.fema.gov/is/>

## Exercises

Operation Stormy Weather is the statewide tornado drill IU conducts every spring, in coordination with the National Weather Service and Severe Weather Preparedness Week.

Evacuation drills are conducted for buildings at IU campuses/centers throughout the year – frequency of occurrence depends on the occupancy rating of the building.

All IU staff, faculty, and students are expected to participate fully in these exercises, as they are an opportunity to review, practice, and improve emergency procedures. Building occupants should give feedback to the Building Safety Committee for considerations to improve the BEAP.

# Emergency Notifications

## IU Notify

IU Notify is Indiana University's mass communication tool for alerting students and IU employees to immediate dangers, such as severe weather, active aggressor, and ongoing threats that could cause harm, such as unsolved robberies and sexual assaults. The messages can be sent to cell phones (voice and text message options) and landline phones, email, digital signs and some desktop computers. Keep IU-Notify contact information current by searching for the IU Notify app on One.IU, located at <https://one.iu.edu/>

Alarms inside individual buildings (fire alarms, door alarms, etc) will not be distributed over IU Notify.

## Additional Resources

### IU Resources

- Emergency Procedures Flipbook
  - All new staff receive a copy at New Employee Orientation
  - Requests for additional copies shall be made to IUEMC
- <https://Protect.IU.edu> - official website for the following departments:
  - IU Emergency Management & Continuity
  - IU Police Department
  - Environmental Health & Safety
- Social Media – follow us at the following:
  - Facebook: IU Emergency Management & Continuity
  - Instagram: @ProtectIU
  - Twitter: @ProtectIU
- Rave Guardian App - a mobile, one-stop-shop for all your public safety needs
- Emergency Evacuation Maps are located in buildings on IU campuses/centers. They include the following information:
  - Evacuation routes, emergency exits
  - Pull stations, fire extinguishers, AEDs
  - Suggestions for: severe weather shelters, areas of rescue assistance

Other Resources include:

- NOAA All-Hazards Radio
  - Broadcasts warnings and post-event information for all types of hazards – including natural (tornados, earthquakes), environmental (chemical release, oil spill) and public safety (AMBER alerts, 911 phone outages).
- All Hazards Outdoor Warning Sirens
  - These are managed by the Counties in which they are located; more information about locations and the systems may be found on the county websites, located at <https://www.in.gov/core/>.
- National Weather Service: <https://www.weather.gov/>

## If You Need Assistance During an Emergency

The upcoming sections include general guidance for a variety of incidents and emergencies; you may be in a situation in which you need assistance during an emergency. It is highly recommended that everyone develops their own personal safety plan; if you need assistance during an emergency (regardless if short-term or long-term), the Building Safety Chair and IU Emergency Management & Continuity (IUEMC) are available to assist in developing alternatives that apply specifically to you. IUEMC can be reached at [iuemc@iu.edu](mailto:iuemc@iu.edu) – be sure to include your building(s) in your email.

Tips for individuals needing assistance:

- If you are unable to evacuate, find a safe location in the building and shelter-in-place.
- Always call 911 with your location (building, address, room number). If you have a cell phone, keep it with you whenever you can.
  - Guidance for evacuating and sheltering-in-place are included in the following sections of the Building Emergency Action Plan:
    - Evacuation & Shelter-in-Place

Tips for people who offer to help those needing assistance:

- Always ask someone requiring additional assistance how you can help before attempting to provide assistance.
- Only attempt an emergency evacuation if you have had emergency assistance training or if the person is in immediate danger and cannot wait for emergency personnel.

- If you know of someone you weren't able to assist, notify emergency personnel or call 911 immediately.

## Evacuation & Shelter-In-Place

### Evacuation

A building evacuation is activated either by the fire alarm or at the directive of authorized emergency personnel, and leaving the building is required by law – no one is permitted to remain in the building. Proceed with caution, considering the following guidelines:

- Turn off equipment and secure hazardous operations, if possible;
- Close hoods and sashes if you are in a laboratory equipped with a fume hood and/or biosafety cabinet.
- Proceed out the nearest emergency exit, which may not be the main entrance. Overhead emergency exit signs will lead you out of the building;
- Close doors (and windows if possible) behind you;
- Do not use elevators, unless authorized emergency personnel direct you to do so;
- If smoke, heat, flames, or other hazards block your exit routes, find an alternative route; if no other option is available, stay in a room with the door closed;
- If smoke is in the area, but not impeding evacuation, cover mouth and stay low to the ground as you proceed out.
- Do not re-enter the building until authorized emergency personnel give the all clear.
  - Stay a safe distance from the building, typically 1.5 building-heights away, unless otherwise directed by emergency personnel.

If you are unable to evacuate the building, shelter-in-place in a safe location in the building, such as:

- One-hour fire-resistive hallway adjacent to an exit;
- Vestibule located next to an exit enclosure;
- A portion of a balcony located near an exit stairway; or
- Stairway landing within a smoke-proof enclosure (be cautious and do not obstruct the stairs).

Emergency Evacuation Maps may have examples of such locations throughout the building. Regardless if you find shelter in a pre-identified area, or an alternative safe location, it is



imperative to contact on-site emergency personnel or call 911 or IUPD immediately. Even though this information may be on the maps, do not assume emergency personnel know to check those locations.

Visit [Protect.IU.edu](https://protect.iu.edu) for more information about evacuations at <https://protect.iu.edu/emergency-planning/procedures/building-evacuation.html>.

## **Shelter-in-Place**

Shelter-in-place is a term that indicates there is a dangerous hazard outside and you should find a safe location inside to find shelter from the threat. Examples of such hazards include severe weather (such as a tornado warning), a hazardous material release, an active aggressor, or other dangerous situation. It is important to select a shelter location that will provide protection from the specific hazard or threat – IU Notify is used to distribute such information; use this information to guide your actions. Remember, there is not one location that is ideal for all circumstances; here are some general considerations:

- Severe weather: find an interior space, without windows, that is located on a lower level of the building.
- Hazardous material release: find an interior room, typically located above ground level and close all windows and doors.
- Active aggressor: referring to the Hide section of Run-Hide-Fight, secure yourself in a room (either by locking or barricading) and turn off phones and lights to appear as though the room is empty and stay clear of windows and be ready to act in case the room is attacked.
- Other dangerous situation: use the incident details to find a safe location from the hazard; use the space around you to appropriately shelter-in-place.

It is safe to resume normal operations once emergency personnel has issued an all clear. The exception to this is during a weather warning (such as a tornado warning) – these are issued with an expiration time; once the expiration time has passed, it is safe to resume business.

Visit [Protect.IU.edu](https://protect.iu.edu) for more information about sheltering-in-place at <https://protect.iu.edu/emergency-planning/procedures/shelter-in-place.html>.

## Hazards

Any of these hazards may require a building evacuation or sheltering-in-place. Always proceed with caution to find a safe location.

### Active Aggressor

An active aggressor is a person who appears to be actively engaged in killing or attempting to kill people in a populated area -- typically using firearms but possibly using other weapons, such as knives, or vehicles. There may be no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, so it is important that you act quickly and that you remember Run, Hide, Fight (in no particular order).

#### Run

- Always try to escape or evacuate even if others insist on staying.
- Encourage others to leave with you, but do not let indecision slow you down.
- Try to prevent others from entering the danger zone.
- Keep your hands visible for law enforcement.
- When safe, call 911 to report the incident and description/location of the aggressor(s).

#### Hide

- Turn off lights, close window blinds/curtains, and silence cell phone ringer and vibration.
- Lock doors, if not an option, barricade doors with furniture and other objects.
- Stay low to the ground but do not sit down; be prepared to move.
- Gather items to use for self-defense.
- Identify other methods of evacuating should the opportunity to escape occur.
- Render first aid to the injured if safely able to do so.
- If safe to do so, call 911 and report your location. If the aggressor is in the area and able to be heard, call and keep the line open for dispatchers to listen.

#### Fight

- As a last resort, act with aggression and use improvised weapons to distract and/or disarm the aggressor.
- Throw objects at the aggressor's head – aim for their eyes.

- Work together as a team if others are present.
- Upon use of a distraction device, immediately attempt to escape or take down the aggressor.
- Commit to action as your life is at risk.
- Remove the weapon from the aggressor's reach and safely hide it – do not handle it because law enforcement may perceive you to be a threat.
- If possible, immobilize all limbs (arms, legs, head) until law enforcement arrives.

Visit [Protect.IU.edu](https://protect.iu.edu) for more information on Active Aggressor incidents at <https://protect.iu.edu/emergency-planning/procedures/active-shooter.html>.

## Earthquake

Earthquakes can happen around the country, including the Midwest (both New Madrid and Wabash Valley faults run through Indiana). Shaking can happen without warning, and aftershocks can continue to impact the area, even after the initial shock has concluded. During an earthquake, try to drop, cover, and hold on as best as possible:

- Drop to the floor, ideally under a sturdy desk or table; maintain a low center of gravity to remain as stable as possible.
  - If you are in a wheelchair, lock the chair to ensure stability.
- Cover head with arms to protect it from falling debris. If possible, stay away from bookshelves, mirrors, or other loose furniture.
- Hold onto something sturdy, such as the leg of the table to maintain stability.

Visit [Protect.IU.edu](https://protect.iu.edu) for more information about earthquakes at <https://protect.iu.edu/emergency-planning/procedures/earthquakes.html>.

## Fire

If you see smoke, fire, explosion or smell a burning odor, pull the nearest fire alarm and proceed with evacuation procedures, leaving the building out the nearest, safest emergency exit.

For specific fire safety questions, contact INLOCC at [INLOCC@iu.edu](mailto:INLOCC@iu.edu). The following are common hazards found in offices and all employees are responsible for ensuring their workspaces are free from:

- Electrical circuits, such as frayed or worn wiring and extension cords;

- Electrical appliances, left unattended while in use, such as coffee pots, microwaves, and portable heaters;
- Blocked or held open fire doors and emergency exits;
- Storage and trash in stairwells and hallways;
- Extension cords, being used as permanent wiring;
- Storage closer than 18 inches to sprinkler heads;
- Flammable solvents, such as gasoline, paint thinner, and degreaser;
- Flammables and combustible liquids not properly stored in a designated storage area/locker;

Good housekeeping practices can reduce risks; some common practices include:

- Heat producing equipment shall be kept in good working order and located at a minimum of 36 inches from combustible items.
- Safety equipment, such as fire extinguishers, pull stations, and AEDs, shall be kept clear to ensure accessibility.
- All staff who handle, store, and maintain hazardous materials shall complete training as required by Environmental Health and Safety.

Visit [Protect.IU.edu](https://protect.iu.edu) for more information on fire incidents visit at <https://protect.iu.edu/emergency-planning/procedures/building-evacuation.html>

## Maintenance of Fire Equipment and Systems

Questions/problems/concerns regarding the fire suppression systems, life safety and alarm systems, and fire extinguishers, contact INLOCC.

## Severe Weather

### Alerts: Watches & Warnings

The National Weather Service will issue alerts for weather conditions. There are two alerts to be familiar with:

- Watch: indicates conditions are favorable for severe weather in and around the area
  - Be prepared to take shelter: have a plan and stay informed
- Warning: indicates severe weather is imminent and may already be occurring in the area

- Take action and get to a safe location inside

## Floods

Floods are the #1 cause of death associated with natural disasters in the United States - just 6" of water can overpower a car. Always use caution in flooded areas and when in doubt about the depth of water, "Turn Around, Don't Drown", a National Weather Service and NOAA slogan used a reminder to use caution and consider alternative routes.

## Lighting & Thunder

Lightning is dangerous up to about 10 miles away. "When Thunder Roars, Go Indoors" is a National Weather Service and NOAA slogan developed to remember when it is appropriate to seek shelter. If thunder is present, it indicates lightning is close enough to be damaging. It is safe to return outside once 30 minutes has gone by without thunder.

## Winter Weather

Winter weather includes snow, sleet, freezing rain, and extreme cold. All of these can quickly affect vehicular and pedestrian travel. Use caution and allow more time to stop and react to situations. The University will attempt to pre-treat ground surfaces and remove snow and ice as needed.

Read about Indiana University's Adverse Weather Policy at <https://policies.iu.edu/policies/hr-11-20-adverse-weather/index.html>

Visit [Protect.IU.edu](https://protect.iu.edu) for more information on severe weather at <https://protect.iu.edu/emergency-planning/procedures/tornadoes-weather.html>

## Suspicious Activity

It is the responsibility of members of the IU community to be on the lookout for suspicious activities or behaviors. If you notice anything out of the ordinary, call IUPD or local law enforcement. If you see something, say something! When reporting suspicious activity, be sure to include the following information:

- Activity: what exactly are the behaviors and actions that are suspicious,
- Location: with detail, such as address or closest intersection or nearby landmark,
- Time: date and time of the incident, as specific as possible,
- Description(s): number of people, age(s), gender(s), appearance(s), clothing(s), etc, and

- Equipment(s): clear descriptions of vehicles, weapons, etc.

If it is a life-threatening emergency, call 911 or IUPD immediately.

### Utility Failures (Emergency Operation Shutdown)

Utility controls are to be shut off by maintenance personnel only.

Critical operations are to be managed, and shut off, by authorized personnel only.

Loss of utilities may initiate an emergency evacuation of the building; this decision shall be made at the discretion of IUPD and other emergency personnel. Proceed with caution until the building has been deemed safe to return.

If you notice an unusual or abnormal odor (i.e. natural gas, rotten eggs, sewer smells, etc), call 911 or IUPD to report the concern.

Visit [Protect.IU.edu](https://protect.iu.edu) to read more about utility failures at

<https://protect.iu.edu/emergency-planning/procedures/utility-failure.html>

## Acronyms

<u>Acronyms</u>	<u>Definition</u>
AED	Automated External Defibrillator
BEAP	Building Emergency Action Plan
EHS	Environmental Health & Safety
FEMA	Federal Emergency Management Agency
INLOCC	Insurance, Loss Control, and Claims
IUEMC	Indiana University Emergency Management & Continuity
IUPD	Indiana University Police Department
NOAA	National Oceanic and Atmospheric Administration
OSHA	Occupational Safety and Health Administration

# My Building Information

## 1. Building Safety Chair(s)

- Name: Doug Yeskie
  - IU Department: RPS
  - IU Office Phone Number: 812-856-1779
  - IU Email: dyeskie@iu.edu
- Name: Jaclyn Saunders
  - IU Department: RPS
  - IU Office Phone Number: 812-855-3332
  - IU Email: jbsaunde@iu.edu

## 2. Building Safety Committee

- Name: Angi Sluss
  - IU Department: RPS
  - IU Office Phone Number: 812-855-3502
  - IU Email: asluss@iu.edu
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_

- IU Office Phone Number: \_\_\_\_\_
- IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_
- Name: \_\_\_\_\_
  - IU Department: \_\_\_\_\_
  - IU Office Phone Number: \_\_\_\_\_
  - IU Email: \_\_\_\_\_

3. This building has the following equipment:

- NOAA All-Hazards Radio(s), located at:  
Center Desk
- AED(s), located at:  
On wall across from center desk



- First Aid Kit(s), located at:  
Center desk

4. In an emergency evacuation, building occupants shall leave the building out the nearest emergency exit, which may not be the main entrance. Once out of the building, occupants shall meet at the following locations:

- Primary Location (outside):  
Kinsey Hollow
- Secondary Location (outside):  
Jordan Garage
- Tertiary location (inside a nearby building in case of inclement weather or other hazard):  
Ground floor outside of laundry room.

Please note: Building occupants may return to the building once they receive an all clear from on-site emergency personnel.

5. During a severe weather incident (such as a tornado warning), occupants can take shelter in a safe location, such as an interior room, with no windows, ideally in the lower level of the building.

- Severe weather shelters in this building include, but are not limited to:  
In the restroom of each floor (due to windows in stairwells. When weather conditions appear to be safe residents may move to the basement.

Please note: Building occupants should return to their regular work areas once the expiration time on the weather warning has passed.

6. The procedures for accounting for building occupants during an emergency include:

- Building Safety Chair(s)/Committee shall check in with occupants at the meeting location(s) and inform emergency personnel if individuals are not accounted for.
- Other:
- If anyone is missing, trapped, or injured, it is everyone's responsibility to report this information to on-site emergency personnel, 911, or IUPD immediately.