

DEPARTMENT EMERGENCY RESPONSE PLAN

STUDENT LIFE CENTER

INTRODUCTION

The primary purpose of this plan is to establish procedures in conjunction with the Campus Emergency Preparedness Program that ensures the safety and well-being of staff, faculty, students and visitors in the Student Life Center, in the event that an emergency occurs. A secondary purpose for this plan is to maintain essential business services and operation in the time of an emergency. Staff should be reminded that it is also a function of this plan to protect and secure University facilities, property, and equipment from loss.

Pages 1-4 Emergency notification and telephone numbers, response to medical emergencies, and employee rosters.

Pages 5-6 Evacuation procedures (general and for persons with disabilities).

Pages 7-16 Contain emergency procedures for specific occurrences.

Pages 17-20 Emergency Response Kit and miscellaneous information

Page 21 Essential Take-aways from this plan!

Maps located at the back.

Copies of this plan will be maintained by the Department Emergency Coordinator and in the Campus Emergency Preparedness Office. Emergency response staff will have the book in their possession in the time of an emergency.

This Emergency plan will be reviewed annually and updated as necessary.

Emergency Notification and Telephone Numbers

IN CASE OF EMERGENCY, CALL 911

Call this number at the Vanderbilt University Police Department to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring Medical assistance, hazardous materials incidents, or any other incident requiring rapid response.

IMPORTANT:

Give the Communications Specialist the following information when reporting an incident:

Your name
Your location (building, floor, room number)
Nature of the emergency
How many people are involved?

The Communications Specialist will dispatch Vanderbilt Police, Fire Department, Medical Responders, Environmental Health and Safety Responders or any other assistance as required.

OTHER USEFUL NUMBERS

Vanderbilt University Police Department 322-2745
Environmental Health and Safety 322-2057

OTHER EMERGENCY CONTACTS

Jack Davis	343-0371	Rm. 238
	566-5725	
	343-9828	
Renee Abrams	936-5969	Rm. 011
Steve Cross	936-5969	Rm. 011
Lauren Wyatt	343-0371	Rm. 101

Medical Emergencies

In the event of a medical emergency:

1. Call Vanderbilt University Police at 911.
2. Provide the following information
 - a. Building name
 - b. Floor or room number
 - c. Caller's name and phone number
 - d. Nature of injury and severity of the injury
 - e. Location of injured person
 - f. Age of injured person
 - g. Sex of injured person
 - h. Current condition
 - i. Any known medical history
3. In addition notify the Department Emergency Coordinator
Jack Davis 343-0371 or 566-5725
4. Remain with the person with the medical injury. DO NOT move them unless they are in immediate danger of further injury.
5. If the injured person is a university employee, the supervisor must notify Vanderbilt Risk and Insurance Management Office at 6-0660
6. If the injured person is a Vanderbilt University student, the supervisor must notify Student Life (Housing) at 2-2591.
7. More information concerning a supervisor's responsibility can be found at Human Resources policy #HR-011 –Staff work related accident and injury reporting.
8. Visit the following websites for more information:
 - a. <http://www.vanderbilt.edu/HRS/policies/workaccident.html>
 - b. <http://www.vanderbilt.edu/RiskMgmt/index.htm>

Building Associate Roster:

Isabelle Crist
Gary W. Johnston
Sarah Schlachter

Bethany Simpson
Judith Ann Pennywell
Preet Paris Sethi
Heather Lynn Young
Shannon Hamlett
Lorie Lunn
Kimya Colette Cole
Robert W. Cramer
Marci Angevine
Betsy Reid
William Fletcher
Francene Gilmer
Linda D. Irvin
Melanie Jennings
Callie Leousis
D'Lanna Mason
Megan Nicklaus
Patrick Slay
Van Mathews Stovall
Betty Jane Taylor
Steven Cross
Jack Davis
Lauren Wyatt
Mary Honeycutt
Dr. Tom Oeltmann
Lyn Fulton-John
Candace Dickerson
Renee Abrams
Diane Mayfield
Ying Rollins
Rhadhika Poduvu
Ian Reynolds

General Evacuation Procedures

In many emergency situations, building evacuation will be necessary.

These are the **Student Life Center's** general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building staff or emergency personnel, or by self-evident hazardous conditions.
2. All occupants must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
3. Building emergency staff (Department Emergency Coordinator) will oversee and assist the evacuation to the extent possible without endangering further loss of life or themselves.
4. All occupants should exit the building through the nearest safe exit or exit stairwell.
ELEVATORS SHOULD NEVER BE USED IN AN EMERGENCY SITUATION.
5. In this building, emergency exits and exit stairwells are located:

Main exit

Occupants of upper floors or basement levels must use one of the stairwells, located at the east and west ends of the building.
Also, see the floor plan in rear starting on page **21**.

6. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards proceed to an alternate exit.
7. During stairwell evacuation, remove high heels, and hold onto the handrail.
Allow enough room for others to enter the flow of traffic in the stairwell.

8. Once outdoors, all occupants should move to evacuation assembly area located in the University Club parking lot.
9. Staff members should ensure that proper assistance has been summoned by calling the Vanderbilt University Police Department at 911.
10. Once assembled, Department Emergency coordinators or designee will account for all occupants, using the employee roster, in order to inform arriving emergency services if anyone is missing or is still possibly inside the building.
11. Department Emergency Coordinators or designees will also provide arriving emergency personnel with information about the emergency inside the building, including locations of hazards and any problems known.
12. Building occupants will not re-enter the building until cleared by Vanderbilt University Police department or on site safety personnel.

Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evacuation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other faculty and staff members can help by being aware of others who may need assistance in an evacuation.

MOBILITY-IMPAIRED - WHEELCHAIR

In most buildings, people will need to use stairwells to reach building exits. Elevators cannot be used because they have been shown to be unsafe in an emergency.

Persons in wheelchairs located on the first floor, may use building exits to the outside ground level. For disabled individuals on upper floors, it is not safe to attempt to move a wheelchair down the stairs. One effective approach to the situation is the following:

STAY IN PLACE

While working with an evacuation assistant, select a room with an exterior window, a telephone and a solid or fire-resistant door. Remain with the disabled person in this room, and send someone to the evacuation assembly area to notify emergency personnel of the location of the person needing assistance. It is also possible to place the person needing assistance near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.

Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.

While staying in place, the wheelchair user should keep in direct contact with emergency services by calling 911 or 322-2745 and reporting his/her location directly.

Stairwell evacuation of wheelchair users should be conducted by trained professionals from emergency services. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following.

2 PERSON CRADLE

1. Wait until other evacuees have moved down the stairwell.
2. The two helpers stand on either side of the individual.
3. They reach under the individual and lift them out in a cradle.
4. Helpers control the descent by walking slowly and cautiously.
5. NEVER leave a wheelchair in a stair well.

Or another technique is:

OFFICE CHAIR EVACUATION

1. Transfer the challenged individual to a sturdy office chair.
2. One helper gently leans the chair backwards.
3. The other helper faces the chair and holds onto the front legs of the chair. Both helpers will lift the chair simultaneously, lifting with their legs not their backs.
4. The helpers control the descent by bending their legs and keeping their back straight.

MOBILITY IMPAIRED- NON-WHEELCHAIR

Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit. There should be at least one evacuation assistant with the challenged individual to assist if needed.

HEARING IMPAIRED

Some buildings on campus are equipped with fire strobe lights; however, some are not. Persons with hearing impairments may not hear audio alarms and will need to be alerted to emergency situations by an evacuation assistant.

VISUALLY IMPAIRED

Most people with visual impairments will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuation. The evacuation assistant should offer his/her elbow to the individual with the visual impairment and guide him/her through the evacuation route. During the evacuation, the evacuation assistant should communicate as necessary to ensure safe evacuation. Building emergency response staff should assess the needs of any building occupants with special needs within their zone before an emergency. Ask if there are any staff or faculty members, who require special assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.

Active Shooter (Workplace Violence)

If you are involved in a situation where someone has entered the area and started shooting; the following are a list of actions that are recommended.

1. Exit the building immediately.
2. Notify anyone you may encounter to exit the building immediately.
3. Report to your building assembly areas which are located in front of the Studio Arts main entrance.
4. Notify Vanderbilt University Police Department at 911.
5. Give the Communications Specialist the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter (if known)
 - e. Number of persons who may be involved
 - f. Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Cover the door windows.
4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Notify Vanderbilt University Police Department at 911.
7. Give the Communications Specialist the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter (if known)
 - e. Number of persons who may be involved
8. Wait for Vanderbilt University Police to assist you out of the building.

Bomb Threat Procedures

University Personnel receiving telephoned threats should get as much information as possible from the caller, using the form below, and report it immediately to Vanderbilt University Police Department at 911 or 322-2745. Bomb Threats received through the mail or other means will be reported immediately. If possible, get the attention of another staff member and have them notify VUPD while you are still on the line with the caller.

The Vanderbilt University Police Department will assess the threat and advise the building occupants if it is necessary to evacuate the building. If it is necessary, evacuate to the building assembly area, until advised to return.

Exact time of call _____

Phone # of caller (if available) _____

Exact words of caller

QUESTIONS TO ASK

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why ?

Where are you calling from?

What is your address?

What is your name?

Caller's voice (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like?

Were there any background noises?

Chemical Spill or Release

Spills involving chemicals with properties that are known to offer no significant hazards to employees may be cleaned up by department personnel. It is the responsibility of supervisory and management staff to review department chemical use and related MSDS documents to identify hazard potential from potential spill scenarios. Vanderbilt Environmental Health & Safety will be glad to assist in resolving questions arising from this process. If you are not confident that you can safely clean up the spill yourself, treat them as a Hazardous Spills. Hazardous Chemical spills should only be handled by people who have had appropriate training in how to safely handle the chemical(s) in question. It is the responsibility of your supervisor to acquaint you with all materials in your workplace that pose a potential danger in job/workplace Hazards Communication Training.

Small/ Non-hazardous Spills

Even for small, non-hazardous spills, employees chosen to clean-up the spill should be properly equipped and trained to handle the situation. Personal protective equipment needed and precautions/procedures for use in clean-up are outlined in the material's MSDS and spill guidelines. Points to consider for such plans include:

1. The hazards of the chemical(s) involved;
2. The amount of chemical(s) spilled;
3. The possible spill locations.
4. Availability of spill clean up materials or kit.
5. Any protective equipment needed such as gloves.
6. All spills should be reported to VUPD and VEHS with a report of appropriate actions that were taken to clean up the spill.

Hazardous Spill

If the spill is large, if the chemical is not easily identified, or if the chemical is deemed hazardous, then:

1. ALERT/ Notify personnel from the affected and adjacent areas.
2. Evacuate the area and close the door. If possible, lock the door to prevent any other persons from entering the contaminated area.
3. If possible, use sign or barricade to isolate the area.
4. If the release cannot be contained in the area, activate the nearest fire alarm pull station, as you evacuate.
5. Call 911 to notify Vanderbilt University Police Department. Communications Specialist will dispatch Officers.
6. Next contact Environmental Health and Safety 2-2057 or after hours call the VEHS Emergency Pager 835-4965.
7. Stay upwind at least 300 feet from the building. ONLY use your building evacuation assembly area if the area is upwind of the building. Be prepared to assist VUPD and VEHS by providing spill details such as:
 - The name and manufacturer of the chemical(s) involved. If you have an MSDS for the material(s) involved, take a copy with you for responders to reference.

- The amount of chemical(s) spilled.
- Spill location details, such as building, department, floor and room number if inside.

Earthquake

The following may apply to major earthquakes that cause strong shaking:

1. If indoors, drop, cover and hold. Protect yourself from falling objects such as light fixtures, books, and shelves.
2. Stay away from windows.
3. If possible, get under a desk or table.
4. DO NOT stand in a doorway.
5. If outside, move away from structures, power lines or other possible hazards.
6. During the shaking, DO NOT run for exits or attempt to leave the building.
7. DO NOT use the elevators.

When the shaking stops:

1. Check for injuries to personnel in your area. DO NOT attempt to move seriously injured persons unless they are in immediate danger.
2. Check the area for safety hazards such as building damage, fires, chemical spills or gas leaks.
3. Exit the building and go to the assembly area located in the University Club Parking Lot. Report on any injuries, damages and/or potentially hazardous conditions.
4. Call Vanderbilt University Police Department at 911 or 322-2745 to report any serious injuries or other immediate emergencies.
5. Once you have exited the building, DO NOT re-enter the building until the building has been inspected by trained emergency personnel.
6. Use the telephone system only for urgent matters.

Fire Emergency Procedures

IF YOU DISCOVER A FIRE OR SMOKE:

1. Remove yourself from immediate danger.
2. Assist others in leaving the danger as long as it is safe to do so.
3. Confine the fire or smoke by closing doors and windows as you leave.
4. Activate the nearest fire alarm to alert building occupants.
5. Call Vanderbilt University Police Department at 911 (if you are using an off campus or cellular phone dial 421-1911).
 - A. Give the following information
 1. Building name
 2. Floor and room number
 3. Size or type of fire
 4. Your location
 5. Your name
6. Never attempt to use a portable fire extinguisher unless:
 - A. You have been properly trained.
 - B. The fire is small (wastebasket size)
 - C. You are not alone.
 - D. A safe escape route is present.
 - E. If any of these conditions are not present, simply close the door and evacuate.
7. If you choose to use a portable extinguisher, follow the PASS procedure

P - PULL the pin on the extinguisher.
 A - AIM at the base of the fire.
 S - Squeeze the handle before you approach the fire from about 10 feet away.
 S – SWEEP and SPRAY covering the entire fire surface as you approach.

If this doesn't extinguish the fire quickly; evacuate.
8. Evacuate through the nearest safe exit or exit stairwell.
9. Go to your pre-determined evacuation assembly point, located at the University Club Parking Lot.
10. Call VUPD to ensure the fire was reported.
11. Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may still be in the building.

Please always remember that is important to avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke to enter stairwells and exit hallways, severely jeopardizing safe evacuation and hampering efforts fire department personnel.

IF YOU HEAR OR SEE A FIRE ALARM

1. NEVER assume the fire alarm is a false alarm.
2. Move to the safest exit or exit stairwell.
3. Close doors as you leave the area.
4. Exit the building.
5. Proceed to the Evacuation assembly area, located at the University Club Parking Lot.
6. Wait for further instructions from Vanderbilt Police Department or the Fire Department.

IF TRAPPED INSIDE YOUR OFFICE OR AREA

1. Wedge cloth material along the bottom of a door to keep the smoke out.
2. Close as many doors as possible between you and the fire.
3. Telephone Vanderbilt Police Department at 1-1911 and notify them of your situation.
4. Hang a red sheet of paper in the window.
6. Break windows only as a last resort, as they cannot be closed if necessary.
7. If necessary, signal through the window to let safety personnel know your location, otherwise stay close to the floor.

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

1. Immediately remove yourself from any danger.
2. Immediately notify Vanderbilt University Police Department at 911 or 322- 2745.
3. Be prepared to give the Communications Specialist the following information:
 - a. Location and room number of incident.
 - b. Number of possible hostage takers.
 - c. Physical description and names of hostage takers, if possible.
 - d. Number of possible hostages
 - e. Any weapons the hostage takers may have.
 - f. Your name
 - g. Your location and phone number

IF YOU ARE TAKEN HOSTAGE:

1. Remain calm, be polite and cooperate with your captors.
2. DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent and comply with all orders and instructions.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with the captors.
7. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.

8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

1. **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
4. Even if you are handcuffed and searched, **DO NOT** resist. Just wait for the confusion to clear.
5. You will be taken to a safe area, where proper identification and status will be determined.

Severe Weather

In the event of severe weather, Vanderbilt has an early warning siren system in place to notify faculty, staff, students and visitors of impending tornados. The siren will sound for three minutes.

IF YOU HEAR THE SIREN or a Campus Weather Radio Broadcast:

1. Alert all building occupants of the impending weather.
2. Move quickly to a safe area indoors. This should be interior hallways, a basement, or interior bathrooms (interior spaces without windows).
 - Lower Level–Hallway
 - 1st Floor –use lower level hallway
 - 2rd Floor –Hallway
3. Close all doors as you leave the area. Especially ones leading to exterior rooms.
4. Stay away from windows, doors and exterior walls.
5. When moving to lower levels, remember to use the stairwells, as the elevators are not for use during emergency situations.
6. DO NOT go outdoors or attempt to outrun the storm.
7. Monitor local radio stations for weather updates.
8. Notify Vanderbilt University Police Department at 911 or 322-2745 in the event that someone is injured or there is building damage caused by the weather.

IF YOU ARE OUTDOORS:

1. GO quickly inside of a sturdy building
2. Stay away from possible hazards (power lines, traffic, trees, etc...)
3. Assume a fetal position and cover your head.
4. Wait for the weather to subside.

Emergency Response Kit

The **Building Managers** will maintain a basic emergency kit for use by staff in case of an emergency. In an emergency evacuation, the kit will be transported by the Department Emergency Coordinator and/or designee to the evacuation assembly area.

It should be noted that supplies should be contingent on the number of personnel in the department. If the number exceeds what is workable for one kit then smaller kits will be established.

The kit will contain:

1. Basic first aid supplies. In some emergencies, it may become necessary to provide first aid to those with non-life threatening injuries.
2. Flashlights and extra batteries.
3. AM/FM radio with extra batteries
4. Small emergency water supply (individual bottled water)
5. Employee Roster

In addition, it is strongly recommended that all staff and faculty maintain a small emergency kit in their work area. This kit should include:

- a. Water and non-perishable food
- b. Emergency space blanket
- c. First aid supplies
- d. Personal medication and extra eye-glasses (as needed)
- e. Portable AM/FM radio with spare batteries
- f. Money (small amount)
- g. List of essential phone numbers, including out of state family contact number
- h. List of important medical information (allergies, existing medical conditions)

The essential take-aways from this plan:

- In the event of an emergency of any kind- call 911, and the SLC staff. (30371 or numbers listed on pg 2.)
- Respond to ALL fire alarms by exiting the SLC and moving quickly to the evacuation assembly area located in the UNIVERSITY CLUB PARKING LOT.

- In the event of an evacuation, make sure all your co-workers exit the building safely. If there is an injured or physically impaired individual in the building, determine how to help them evacuate the building.
- DO NOT use elevators during an emergency.
- If there is a bomb threat, get as much information from the caller as possible using the given form (pg. 10) and motion to a staff member to notify VUPD.
- During severe weather (indicated by weather sirens) move to the safe areas (second-floor hallway- shut all doors) or lower level hallway beside the meeting rooms.
- In a hostage situation, be calm and cooperate- do NOT draw attention to yourself in any way.