



[LOCATION]
Emergency Action Plan

[DATE]



[This template has been developed for you to use to create your own area Emergency Action Plan. It is understood that the plan is to be reviewed and secured by the MSU Police Department and appropriate training will be conducted with Emergency Action Team Leaders. This plan is not to be disseminated beyond those who “need to know” its contents to make sure that those implementing the plan can do so safely. PLEASE REMOVE THESE INSTRUCTIONS ONCE YOU HAVE COMPLETED THIS PLAN]

Table of Contents

I. OPENING STATEMENT	3
II. EMERGENCY ACTION TEAM LEADER(S)	3
III. STANDARD MEANS OF REPORTING EMERGENCIES	3
IV. EVACUATION GUIDELINES	4
A. Emergency Escape Procedures and Routes	4
B. Evacuation Guidelines for People with Disabilities.....	4
C. Employee Accountability Procedures After Evacuations	4
D. Plan Availability	5
E. Training	5
V. SHELTER GUIDELINES	5
A. Shelter Locations have been designated for the building	5
B. Tornadoes	5
C. Hazardous Material Incident:.....	6

APPENDICES

Appendix A: Memorandum to all employees	7
Appendix B: Emergency Guidelines.....	8
Appendix C-1 –Fire or Explosion Action Plan	9
Appendix C-2—Tornado/Severe Weather Action Plan	11
Appendix C-3—Hazardous Materials Action Plan.....	13
Appendix C-4—Train Derailment Action Plan	15
Appendix C-5—Severe Winter Weather Action Plan.....	17
Appendix C-6—Active Violence Incidents/Dangerous Persons Action Plan.....	18
Appendix C-7—Bomb Threat or Suspicious Package Action Plan	20
Appendix C-8—Emergency Campus Closure due to Illness Action Plan	24
Appendix D: Definitions and Abbreviations	25
Appendix E: Accountability during an emergency at [LOCATION]	26
Appendix F: Action Plan Training for [LOCATION]	28

I. OPENING STATEMENT

The purpose of this document is to outline emergency procedures for [LOCATION ADDRESS]. A copy of this handbook must remain available at [LOCATION] and a copy filed with the MSU Police Department. The document will be updated annually. Sections on training of [LOCATION] employees and the documentation verifying such training must be completed within four to six weeks of hire or implementation of The Plan.

II. EMERGENCY ACTION TEAM LEADER(S)

PRIMARY: [NAME, TITLE]
DEPARTMENT: [DEPARTMENT/UNIT NAME]
Center Main Ph: [PHONE NUMBER]
Director Main Ph: [PHONE NUMBER]
E-mail: [EMAIL CONTACT INFORMATION]

In the Absence of the Director, Emergency Team Leader(s) will be:

[ALTERNATE #1 NAME, TITLE, PHONE NUMBER EMAIL]
[ALTERNATE #2 NAME, TITLE, PHONE NUMBER EMAIL]

The building's Emergency Action Team Leaders have been appointed to lead the center's Emergency Action Team. The Emergency Action Team Leader's responsibilities include:

- A. Developing and maintaining the written emergency action plan.
- B. Recruiting and maintaining of the emergency action team.
- C. Training of employees.

III. STANDARD MEANS OF REPORTING EMERGENCIES

Report all emergencies to the Emergency 911 Dispatch Center by Dialing 9-1-1

- A. Report all emergencies to MSU Police by dialing 9-1-1
- B. Emergencies are defined as those situations that include:
 - a. Fires
 - b. Tornado Warnings
 - c. Explosions
 - d. Active Violence Incidents
 - e. Life safety issues
 - f. Serious injuries
 - g. Crime in progress
 - h. Bomb threats
 - i. Hazardous material release emergency.

- C. For fires and most emergency that require the quick evacuation of the building use the fire evacuation pull-station alarms located throughout the building.

- D. Emergency Action Team Members are also equipped and trained with whistles for back-up emergency notification; as well as an alternate system, if needed.
- E. There are panic buttons located throughout the building. The panic button locations:
 - a. [IF YOU HAVE THESE LIST THE LOCATIONS HERE]
 - b. [IF YOU HAVE THESE LIST THE LOCATIONS HERE]
- F. [ADDITIONAL SECURITY SYSTEM INFORMATION HERE, IF EQUIPPED, i.e., Enabling a panic button will summon MSU Police Department and initiate blue strobe lights to flash throughout the building and on the outdoor playgrounds signaling a building Secure-in-Place.]

IV. EVACUATION GUIDELINES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been given to each employee. All employees have been trained in the correct procedures to follow. Employees transferred to new work stations are trained upon arrival. New employees are trained when assigned to a work area.

B. Evacuation Guidelines for People with Disabilities

- 1) **Blind and visually impaired:** may require guidance or assistance to the primary or to a secondary exit and to the rally site.
- 2) **Deaf / Hard of Hearing:** may not realize the evacuation alarm is sounding. Some may require alerting and guidance to the primary or secondary exit and to the rally site.
- 3) **Mobility Impaired and for people who use wheelchairs-** All exits are barrier free, but they may need assistance in leaving the building and moving to the designed rally site.

C. Employee Accountability Procedures After Evacuations

Emergency Action Team Leaders, other Leaders and Members have been assigned. Each member is responsible for accounting for all assigned employees, personally or through a designee by advising and assisting those in his/her area to a predetermined designated rally point and by conducting a sweep check of their assigned area. Each employee is required to check in with designated Emergency Team Leaders or supervisors.

All leaders are required to report their head count and sweep check to the Facility Emergency Action Team Leader or designee.

- 1) **Rescue and Medical Duties**

There are no rescue or medical duties [OR LIST WHAT THEY ARE IF YOUR UNIT/DEPARTMENT IS RESPONSIBLE]. Rescue and Medical duties will be provided by the East Lansing Fire Department and other trained emergency personnel.

2) Alarm System

Alarm systems for notifying employees in case of an emergency are:

- Pull Alarm - for evacuations
- The emergency action team manual mouth whistle
- [IF YOU HAVE THESE DEVICES, i.e., Panic Button - to silently summon MSU Police and initiate flashing of blue strobe lights throughout building and on playgrounds signaling a building Secure-in-Place]
- Telephone system all-call in the event of [LIST HAZARD]

D. Plan Availability

A copy of the facility emergency plan is maintained [LOCATION IT IS MAINTAINED IN WRITTEN FORMAT AND/OR ELECTRONICALLY] A copy of the plan has also been furnished to the MSU Police Department.

E. Training

Emergency Leaders and Members have been assigned to assist in the safe and orderly emergency evacuation of other employees. A training documentation form is listed in Appendix F.

Training for these people is provided when:

1. The plan is initiated
2. Responsibilities change
3. Leaders or Members are first assigned, or if transferred to an alternate designee.

V. SHELTER GUIDELINES

A. Shelter Locations have been designated for the building.

Building diagrams have been posted and/or distributed showing the nearest location. Staff serving as Emergency Action Team Members will assist all [STUDENTS, CHILDREN, ADULTS, STAFF, FACULTY, ETC] to their assigned shelter. Others in the building will be directed to the nearest safe shelter by the [UNIT/DEPARTMENT] administration staff.

B. Tornadoes

These storms present the condition which causes the greatest concern for sheltering. They are most likely to occur during the spring months of April, May and June. They can also happen during summer and again become more likely during fall months.

The two stages of tornado formation generally are:

Watch: A watch is issued when weather conditions are favorable for a tornado to form. Announcements are made by broadcast media and to key campus locations by telephone – No audible campus signals are given.

Warning: A tornado has been located in the watch area. All employees, students, and guests should go to shelter immediately if any one of the following signals is issued.

- On campus sirens (four locations)
- Tornado warning issued for the area on television or radio.
- Personal notification by an emergency coordinator or by MSU police personnel.

The Emergency Team Members will notify persons within the building. The four sirens located on campus buildings, which will sound a steady tone for three minutes, will notify persons outside of buildings. In either case, the signal means people should go to weather shelter areas. Campus sirens are tested at **1:00pm** on the first working Saturday of each Spring and Summer month; unless hazardous weather is present.

C. Hazardous Material Incident:

The University's definition of a hazardous material release is listed in Appendix C-3. Hazardous material emergencies fall in to two primary types. One is an incident that occurs outside and near this building. The other type is an incident that occurs inside the building.

Hazardous Material Incident Outside and Near the Building:

The release of hazardous materials during a transportation accident or other circumstances may result in the need for immediate sheltering within the facility. Emergency shutdown procedures for the air handling system are managed by Infrastructure, Planning and Facilities personnel.

Hazardous Material Incident Inside This Building:

Hazardous material release can occur anywhere. The highest area of risk however is located [NAME LOCATION WHERE HAZARDOUS MATERIALS ARE PRESENT]. Standard safety protocols for defining an emergency and reporting must be followed.

Response to a hazardous material incident will vary according to the assessed danger. There are two primary responsibilities of the Emergency Action Team Leader. The Action Team will advise and assist all employees, students, and guests. Responsibilities are outlined in detail in Appendix B, Emergency Guidelines and Appendix C-1 to C-8, containing more detailed plans based on type of emergency.

Appendix A: Memorandum to all employees

TO: All employees of the [UNIT/DEPARTMENT]
FROM: [EMERGENCY ACTION TEAM LEADER, TITLE]
RE: Guidelines for Emergencies
DATE: [INSERT DATE SENT]

Attached is a set of guidelines for what to do in the event of an emergency in our [facility, building, site]. It is a part of a campus wide program entitled "The Emergency Action Plan." Please review and make yourself familiar with these guidelines.



Please make special note of the following:

For evacuation of the building- Be familiar with the rally site location. Our two rally sites for this building are: [LIST THE TWO SITES IDENTIFIED AS A RALLY POINT]. That is where **ALL** faculty, staff, students, visitors and other employees are to meet in the event that we are required to evacuate the [facility, building, site]. If weather conditions make it necessary to evacuate to another area we will go to [NAME INSIDE LOCATION IF THERE IS ONE AVAILABLE or NEAR YOUR FACILITY].

For tornado or similar severe weather warnings: Be familiar with the nearest designated shelter areas in our building. Emergency Floor Plan Maps are being posted in the building that will indicate these shelters.

The Emergency Action Team: Staff has been trained as Emergency Action Team Leaders and Members. During an emergency or a drill their yellow vest can identify those individuals.

Appendix B: Emergency Guidelines

 EMERGENCY GUIDELINES			
Fire Guidelines	Weather Warnings	Active Violence	Hazardous Materials
<p>1. Pull the alarm and call 9-1-1.</p>	<p>If a weather warning is issued or severe or threatening weather approaches move to a safe shelter area.</p>	<p>1. If the incident is occurring near you, secure in place in a safe space where you are.</p>	<p>Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.</p>
<p>2. Evacuate the building utilizing the nearest safe exit.</p>	<p>Notification is through:</p> <p>1. Outdoor Warning Sirens or ConnectEd messaging.</p>	<p>2. If you can leave, evacuate immediately, call 9-1-1 if you have information about the incident. Otherwise:</p>	<p style="text-align: center;">SHELTERING IN PLACE:</p>
<p>3. Meet at the building's designated rally site: Law School Building (north) Entrance.</p>	<p>2. Local TV or Radio.</p>	<p>RUN – Plan an escape route, leave belongings behind, when safe call 911.</p>	
<p>4. Follow the instructions of Emergency Action Team Coordinators, Police, Fire/EMS personnel.</p>	<p>3. Inside buildings: a public address system, or the Emergency Action Teams.</p>	<p>HIDE – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.</p>	<p>2. Shut off any room air sources (vents, air conditioners, etc.).</p>
<p>Persons with Disabilities: Assist in relocating the person to the nearest safe fire rated stairwell and Inform the nearest emergency responder of their location.</p>	<p>WEATHER SHELTERS: Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.</p>	<p>FIGHT – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.</p>	<p>3. Remain sheltered in place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.</p>

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Appendix C-1 –Fire or Explosion Action Plan

Notification and Warning

1. Notification of a fire or explosion onsite is made by fire alarms.
2. The warning signal consists of repeated horn blasts.
3. The first person spotting a fire should activate the alarm system at the nearest pull station
4. The site is protected by smoke detectors, alarm system with pull boxes, and a sprinkler system. When these systems are activated, the fire alarm will sound.

General Response

1. Personnel should evacuate the site upon hearing the alarm and report to the rally points.
2. [LIST ANY SPECIAL EXITS OR PRE-IDENTIFIED AREAS TO EXIT FROM]
3. Unit Emergency Team Members will check their areas to ensure that all persons have taken the appropriate action.
4. Unit Emergency Team Members will account for their personnel at the evacuation rally point and report this information to the Site Emergency Action Team Leader.
5. Staff should have [LIST WHAT YOU WANT THEM TO BRING, i.e., their attendance, sign in sheet, emergency cards and first aid kit with them].
6. Personnel should remain at the rally point and await further instructions.
7. The Site Emergency Action Team Leader will authorize re-entry into the site/facility after being cleared to do so by the Fire Incident Commander or designee at the scene.
8. The all-clear notice will be disseminated to personnel at the rally point.

[CREATE CHECKLIST FOR YOUR KEY POSITIONS ON THE EMERGENCY ACTION TEAM. SOME EXAMPLES FOLLOW]

Example #1

Director or Designee Checklist - Fire/Explosion (Executive Director)

- 1) Call 911
- 2) Ensure that the fire alarm system has been activated.
- 3) Activate the Site Emergency Plan
- 4) Coordinate unit shut-down procedures if safe to do so
- 5) Ensure that all persons in the unit have evacuated
- 6) Account for all personnel at the rally point.
- 7) Coordinate notification of official contacts (electric company, school district, etc.).
- 8) Notify parents and family members if necessary.

- 9) Ensure that emergency medical care is provided to injured persons by trained emergency responders.
- 10) Direct all persons to off-site evacuation shelter in inclement weather
- 11) Authorize re-entry into the building after being cleared to do so by the fire official in charge of the scene.
- 12) Coordinate offsite medical assistance, ambulance calling/pickup, etc.
- 13) Prepare an after-action report.

EXAMPLE #2:

**Site Emergency Coordinator Checklist - Fire/Explosion
(Assistant and Business Manager)**

- 1) Notify persons of the need to evacuate
- 2) Direct persons to the rally point
- 3) Ensure that all persons in the unit have evacuated.
- 4) Account for all unit personnel at the outside rally point.
- 5) Direct all personnel to proceed to off-site evacuation shelter in inclement weather
- 6) If proceeding to an alternate location, ensure you have building access
- 7) Ensure that emergency medical care is provided to injured persons.
- 8) Give all-clear notice to persons at the assembly area.
- 9) Assist with re-entry into the building.

Appendix C-2—Tornado/Severe Weather Action Plan

Notification and Warning

Notification of a tornado warning is received by local sirens and/or NOAA weather radio. The onsite warning signal for a tornado consists of [LIST METHODS THAT THE UNIT/DEPARTMENT CAN UNIQUELY RECEIVE THIS INFORMATION, i.e., speakers, PA announcements, or phone speaker system].

General Response

- 1) When a tornado watch is issued, [WHO IN THE UNIT/DEPARTMENT MAKES THE DECISIONS ON WHAT TO DO IN THE EVENT OF A WATCH].
- 2) If a tornado warning is issued, personnel should seek shelter immediately. See Tornado Shelter locations on building evacuation/sheltering maps.
- 3) Unit Emergency Action Team Members will check their work areas (if possible) before seeking shelter to ensure that all persons have received the warning notice and have gone to the shelter.
- 4) Unit Emergency Action Team Members will account for their personnel at the tornado shelter and will report this information to the Emergency Action Team Leader for that facility.
- 5) When the tornado warning is canceled or downgraded, the Emergency Action Team Leader will determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
- 6) Personnel should remain in the tornado shelter until the all-clear notice is given.

In Shelter Area, staff shall have ready:

- a) [LIST SOME SUPPLIES]
- b) EXAMPLES: Tornado Kit, First Aid kit, Flashlights, Emergency Contact cards, Sign in and attendance sheets

[CREATE AN ACTION LIST FOR KEY PERSONNEL. Examples to follow]

Example #1: Director Checklist – Tornado (Executive Director)

- 1) If a tornado has been spotted, or a warning, issued; notify all personnel to seek protective shelter immediately as directed on maps posted in classrooms.
- 2) Ensure that all persons in the center have assembled in tornado shelter areas.
- 3) Account for all personnel at the shelter area.
- 4) Determine what staff and children should do during- interim period.
- 5) Continue to monitor weather via weather-band radio.

- 6) When the tornado warning is canceled or down-graded, determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
- 7) Authorize the use of organization resources by Emergency Action Team and local response agencies.
- 8) Coordinate notification of official contacts (electric company, school district, etc.).
- 9) Assist with re-entry into classrooms after all-clear.
- 10) Ensure that emergency medical care is provided to injured persons
- 11) Coordinate offsite medical assistance, ambulance calling/pickup, etc.
- 12) Prepare an after-action report

Example #2: Site Emergency Action Team Member Checklist - Tornado (Assistant Director)

- 1) Notify members of the need to move people to the tornado shelter area.
- 2) Assist in moving people to the shelter area.
- 3) Ensure that all persons in the center have taken shelter.
- 4) Account for all center personnel at the shelter area.
- 5) Remain with teachers and children at the shelter area.
- 6) Give all-clear notice to teachers and children when the tornado warning is canceled.
- 7) Notify parents and family members if necessary.

Appendix C-3—Hazardous Materials Action Plan

Hazardous material incidents can occur anywhere. Sites located near major transportation routes, or in areas with other facilities using chemicals, should be aware of the possibility of a hazardous material incident and have provisions in place for protecting people at the site. Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used. The incident could be a transportation accident, explosion, fire, or release of toxic materials causing environmental contamination. These incidents could cause injury or loss of life to persons coming in contact with or inhaling the material. Some hazardous materials cannot be detected by human senses because they are colorless and odorless. These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures.

Definition of a Hazardous Material Emergency:

Releases of hazardous substances (Radioactive, Chemical, or Biological agents) that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release are deemed emergency situations.

EMERGENCY RELEASE PROCEDURES:

- Evacuate personnel from the release site and neighboring areas and sound the building evacuation alarm.
- Isolate the release area and close doors to the room(s) where the release occurred.
- Call 911 from a safe location. Report the release location and type.
- Leave the building by your primary route or, if blocked, use the secondary route.
- Obey the directions of fire and police personnel and the building's Emergency Action Team Members.
- Rescue and medical/first aid duties will be performed by trained fire and/or police personnel.

Notification and Warning

Notification of a hazardous material incident occurring offsite that may affect this facility may be received by telephone, or local emergency personnel going door-to-door, email or MSU emergency notification systems.

General Response

- 1) The Emergency Action Team Leader determines appropriate response actions based on advice from emergency personnel.

- 2) If conditions warrant, a member of the administrative team will determine what precautionary protective actions, including protective sheltering is necessary. That generally involves staying indoors, shutting all doors and windows, and shutting off the ventilation system(s).
- 3) If a precautionary evacuation is warranted, personnel should report to the indoor assembly area to be evacuated by emergency personnel or proceed to off-site emergency rally points.
- 4) Emergency Action Team Members will check their areas to ensure that all persons have taken the appropriate action.
- 5) Emergency Action Team Members will account for their personnel at the assembly area and report this to the Site Emergency Action Team Leader.
- 6) Personnel should remain at the assembly area for further instructions.

[CREATE AN ACTION LIST FOR KEY PERSONNEL. Examples to follow]

Example #1: Director Checklist - Hazardous Material

(Executive Director)

- 1) Notify all staff of possible hazardous materials emergency [LIST SYSTEMS TO USE TO NOTIFY PEOPLE].
- 2) Determine appropriate response action based on advice from emergency personnel.
- 3) Maintain contact with emergency response personnel.
- 4) Initiate protective sheltering (stay indoors, shut all doors and windows shut off ventilation system).
- 5) Coordinate with Emergency Personnel to determine evacuation to off-site rally point is needed.
- 6) Notify [IMPORTANT PERSONS TO NOTIFY, i.e., parents and family members] of current location
- 7) Authorize the use of organization resources by Emergency Action Team Members and local response agencies.
- 8) Prepare an after-action report.

Example #2: Site Emergency Action Team Member Checklist - Hazardous Material

(Assistant Director)

- 1) Activate the Site Emergency Plan.
- 2) Ensure that the on-site warning system is activated if the situation warrants.
- 3) Notify persons of the protective actions they are to take and check work areas to ensure that everyone has received instructions.
- 4) Ensure that protective action instructions are disseminated to personnel.
- 5) Instruct all staff to move to the indoor rally point to await evacuation if necessary, and initiate protective sheltering.
- 6) If protective sheltering is warranted ensure that all doors and windows are closed, the ventilation system is turned off, and all personnel remain indoors until it is safe to go outside.
- 7) Ensure that emergency medical care is provided to those needing it.
- 8) Give all-clear signal to people when instructed that danger is over.

Appendix C-4—Train Derailment Action Plan

Two major railroad lines run through the Michigan State University campus

A significant number of trains traverse the campus on a daily basis. Many of these trains contain large containers of extremely hazardous chemicals. The safety record for these trains has been very good. The tracks and the railcars are all kept in good repair. The chance for an accident with a hazardous materials release is small. However, if such a release does occur, it could present a very serious risk to residents of this campus.

Which option you choose will depend on a number of factors and recommendations by emergency response personnel. Knowing and preparing for these options will very likely protect you and your co-workers, students, faculty, staff, and visitors

To report a train derailment: call 9-1-1

- Do you see a train off the tracks?
- Do you see a plume or cloud coming from a train?
- Do you smell fumes coming from a train?

EVACUATION- “If determined necessary by Emergency Personnel”

- 1) Quickly evacuate the area using the emergency protocols in this plan. Special transportation may be provided if time allows, however be prepared to move quickly using any transportation available.
- 2) Report to your designated rally site.
- 3) Conduct a roll call or check of the all persons in your care.
- 4) Advise your Emergency Team Leader of your status
- 5) Wait until advised of further action by the Emergency Team Leader, Police or Fire personnel.
- 6) **DO NOT** release unattended children to anyone without proper authorization

SHELTERING IN PLACE

A railroad accident could result in an immediate release of hazardous materials. Wind direction and wind speed could potentially aggravate the hazardous conditions and prevent you from safely evacuating the area. Your only choice in these conditions is to seek shelter in your designated shelter area. Seek this information from your evacuation map located throughout your building.

This can be a very effective protective measure; however, it does require some preparation. Your main goal in sheltering in place is to make your shelter area air tight to prevent outside air from entering.

Sheltering in place is recommended only if evacuation is too dangerous due to the spread of the hazardous substance.

Prepare a shelter in place kit and instruct all staff members on how to use it. The kit should consist of at least the following items:

1. Plastic sheeting, large enough to cover all windows (if applicable), doors, and vents. The sheeting should be precut to cover all possible sources of air influx. Each piece of the precut sheeting should be labeled and stored in each area where it is needed.
2. Duct type tape to secure the plastic to the windows and to tape the doors.
3. Towels or rags to place along the lower edges of exterior doors.
4. Flashlight in the event that power has been disrupted.
5. A portable radio to monitor local news for instructions and situation updates.
6. Your shelter in place location should also have access to a telephone, food and bottled water supplies.
7. If you are advised to remain inside your building immediately after a train derailment, you should follow specific instructions from the emergency response personnel.
8. Be prepared to evacuate the building or the area after the initial emergency has passed.

Appendix C-5—Severe Winter Weather Action Plan

Notification and Warning

Notice of a severe winter weather watch or warning is received by weather-band radio, traditional radio or telephone. A member of the Emergency Action Team will go to each location and notify all about a watch or warning.

General Response

- 1) In the event a severe winter weather watch is issued, the Emergency Action Team Leader will monitor weather conditions.
- 2) If a severe winter weather warning is issued; students, faculty and staff may be released early as deemed appropriate. Onsite operations may be minimized or curtailed as necessary.
- 3) Personnel released early will be recalled the following day, if conditions permit.

[CREATE AN ACTION LIST FOR KEY PERSONNEL. Examples to follow]

Example #1: Director Checklist - Severe Winter Weather

(Executive Director)

- 1) Monitor weather conditions.
- 2) Seek advice from Emergency Personnel to determine whether people should be released early.
- 3) Check with MSU Police on road status and to confirm if early closure was decided
- 4) Determine what staff and personnel should do if isolated at site.
- 5) Authorize the use of organization resources by Emergency Action Team and local response agencies.

Example #2: Site Emergency Action Team Member Checklist - Severe Winter Weather (Program Director)

- 1) Monitor weather conditions.
- 2) Notify personnel when a severe winter weather warning has been issued.
- 3) Release personnel early.
- 4) As necessary, provide for the emergency housing, and feeding needs of personnel isolated at the site.
- 5) Recall personnel the following day if the severe winter weather warning has been terminated.

Appendix C-6—Active Violence Incidents/Dangerous Persons Action Plan

The unpredictable and variable nature of these events makes the development of procedures difficult, but certain fundamental concepts do apply. It must be recognized that the nature of a violent event or intrusion, and the manner in which it unfolds will determine the response.

Notification and Warning- Intruder in the Building or on Premises

- 1) Notification of a violent incident or dangerous person in the building will be made by enabling a panic button [OR LIST THE WAY THIS WILL BE DISSEMINATED IN YOUR AREA, i.e., voice, phone tree, SMS text, etc]
- 2) The first person becoming aware of the incident or dangerous person should [DIRECT WHAT ACTIONS TO TAKE, i.e., Call 9-1-1, push a panic button immediately and proceed to a safe lock down area, seek immediate shelter and let those around you know if safe to do so, etc.]
- 3) Once the person is in a secure location, immediate contact should be made Emergency Personnel by calling, 911.

General Response

- Upon notification of a violent incident/dangerous person, assistance from law enforcement and emergency personnel will be requested, as needed
- The type of protective actions taken will depend upon the type and location of the incident.
- Incidents on Main Campus:
 - If you receive word that the threat is not near your location and you can safely do so, evacuate the campus immediately!
 - If you are not able to find a way to evacuate, than ensure that people seek a secure location where they are that can protect them from the intruder and/or weapons that could be used against them
 - remain in that location until further notification is received from MSU Police that the incident has been resolved
 - **THIS MAY TAKE A LONG PERIOD OF TIME SO REMAIN PATIENT!**
- Incident in the vicinity of this building or facility
 - initiate an immediate Secure-in-Place order and remain there until you have been told by police to leave
 - **THIS MAY TAKE A LONG PERIOD OF TIME SO REMAIN PATIENT!**
 - Individuals will be released as deemed safe and appropriate by the MSU Police and that may require persons to be searched by the police.
 - **DO NOT MAKE SUDDEN OR THREATENING MOVEMENTS WHEN YOU ARE BEING EVACUATED BY THE POLICE**

Do not prop doors open or leave keys in the doors.

[CREATE AN ACTION LIST FOR KEY PERSONNEL. Examples to follow]

Example #1: Director Checklist - Violent Incident

(Executive Director)

- 1) Identify the situation.
- 2) Issue protective action notification to either evacuate or Secure-in-Place
- 3) Secure yourself in a locked office and Call 9-1-1 if you have information to report on the intruder.
- 4) Brief the local law enforcement/emergency personnel on the situation when they arrive or over the phone.
- 5) Consult with law enforcement personnel to determine if evacuation is appropriate.
- 6) Authorize the use of organization resources by local emergency responders.
- 7) Account for all personnel.

Example #2: Site Emergency Action Team Member Checklist - Violent Incident

(Assistant Director)

- 1) Implement protective actions immediately upon becoming aware of the situation.
- 2) Secure yourself in an office or other place that can be locked down and Call 9-1-1 if you have information on the intruder.
- 3) Verify that protective actions are underway (Secure-in-Place).
- 4) Establish communications with Emergency Personnel, if not already in place.
- 5) Assist in accounting for all persons.
- 6) Coordinate evacuation if advised by law enforcement.
- 7) If evacuated, remain with evacuated personnel at off-site shelter until all-clear signal is given.
- 8) Coordinate notification of critical persons, i.e., parents, family members, administrators, etc.

Appendix C-7—Bomb Threat or Suspicious Package Action Plan

EMPLOYEE BOMB THREAT GUIDELINES

PURPOSE

The purpose of these guidelines is to establish recommended procedures for the handling of bomb threats

- A. Provide for the orderly receipt and dissemination of "bomb threat" information to appropriate personnel.
- B. Provide for orderly evacuation of buildings.
- C. Provide for an orderly search of a building for a suspect bomb device.
- D. Provide for control and security of a suspect device pending the arrival of emergency personnel.

I. RECEIPT AND DISSEMINATION OF INFORMATION

A. Receipt of Information

- 1. Obtain as much information as possible concerning the threat
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
 - j. What event or events are occurring in the threatened building at this time, e.g. final exams, military research, controversial speaker, etc.?
- 2. Obtain as much information as possible about the caller
 - a. Write down the exact wording of the threat.
 - b. Was the caller male or female?
 - c. Race, ethnicity, accent, age, etc.?
 - d. Voice characteristics and pitch?
 - e. Background noises?
 - f. Length of call?
 - g. Telephone number at which call is received?
 - h. Other comments, which may prove valuable in the evaluation
- 3. Identify the person receiving the call.

B. Dissemination of Information

1. **Dial 9-1 -1** and advise the dispatcher of the information obtained
 - a. Answer any additional questions the dispatcher may have
 - b. These questions are critical and provide the information necessary to determine the necessary emergency action
2. Normally, buildings are not evacuated for bomb threats. This is the reason for the screening questions above. **Only if directed by the officer or if a suspect device is located or observed**, should you pull the nearest building evacuation (fire) alarm.
3. If you are evacuated, evacuate the building with the other occupants. After you exit the building, report to the nearest police officer and identify yourself as the person receiving the call.
4. **Do not hang up unless directed.** Advise your supervisor. The dispatcher may want to talk to the supervisor or other building personnel.
5. Follow the further instructions of your supervisor and/or police personnel.

II. EVACUATION PROCEDURES

A. Building Contact Person

The police will want to meet with the person currently responsible for the building at an agreed upon location. Usually this person is the Facility Emergency Action Team Leader.

B. Information Evaluation

Normally a search will be conducted in the public areas before a building is evacuated; however, an immediate evacuation order may be given if the initial report appears to be authentic.

In many instances, the decision to evacuate will be a mutually agreed upon action between the person responsible for the building and the Police Incident Commander. However, if in the estimation of the Police Incident Commander the circumstances require evacuation, then the building will be cleared.

C. Evacuation

1. The immediate evacuation order will be given by sounding the evacuation (fire) alarm and ensuring that it is complied with. Emergency response personnel will assist with the evacuation.
2. The occupants must move a minimum of 300 feet from the building.
3. A search will be made of public areas regardless of whether the building is evacuated or not.

III. SEARCH PROCEDURES

- A. Based upon the information obtained, if a decision is reached not to evacuate, a search will be conducted of the public areas of the building.
- B. The Police Incident Commander will **establish an incident command post** with needed technology and equipment away from the target building.
- C. The Police Incident Commander will designate areas of responsibility to be searched. The police may wish to use building staff and Emergency Action Team Members, if possible, to search. Building personnel of the affected building are more familiar with what should or should not be in a given area than anyone else.
- D. Building re-entry will be prohibited until all clear is given after search or until the time given upon receipt of the threat information has passed.

SUSPICIOUS MAIL OR PACKAGE GUIDELINES

This information may help in identifying suspect packages and actions that should be taken if exposure to anthrax or other hazardous material contaminates may have occurred.

I. RECEIVING SUSPICIOUS MAIL OR PACKAGES

Pay attention to any mail or packages with the following if they are unusual in your unit:

- No return address or a strange or unexpected return address
- Postmark does not match the return address
- Mail directed to persons who no longer works in your unit
- Mail marked "Personal" or "Confidential"
- Postmarks from a foreign country or the use of excessive postage
- Mis-spelled words, improper addressing
- Mail addressed to a Title or Office only, or to an incorrect Title or Office
- An item that is oversized, lopsided or uneven
- An item that is rigid or bulky
- An item with a strange odor, stains, discoloration, leaking substance (powder, oil, etc).
- Protruding wires
- Excessive tape

II. IF YOU ARE UNCOMFORTABLE ABOUT A PACKAGE OR LETTER

- A. Do not open it

- B. Do not shake it or empty out its contents
- C. Place the item in a box or plastic bag. An airtight plastic storage container is suggested
- D. If a container is not available, cover the item and leave it covered
- E. Leave the area and keep others away from the item
- F. If possible, clean your hands with an antibacterial product
- G. Call 9-1-1 about the item
- H. Prepare a list of persons in your area that may have handled the item.

III. IF YOU OPEN AN ENVELOPE OR PARCEL AND ENCOUNTER AN UNIDENTIFIED SUBSTANCE

- **Do not panic, remain calm.**
- Do not touch, smell, taste or try to analyze the substance.
- Carefully put the item down and step away.
- Do not carry the item to another location.
- Remain in the immediate area to minimize the spread of the substance.
- Alert others to keep away from your area.
- Turn off any circulating fans, air conditioners or heaters.
- Notify the MSU Police at 9-1-1.
- Do not touch, handle or attempt to clean up the substance.
- If you touched the substance with your hands, do not touch your face.
- Wait for trained emergency personnel to arrive.
- Be ready to inform emergency responders regarding who has had contact with the substance.

Appendix C-8—Emergency Campus Closure due to Illness Action Plan

At the discretion of the President and/or Board of Trustees, by order of the Public Health Authority, or by a circuit court order; the campus activity may be suspended and the campus may be closed to halt the spread of infectious disease. In the event of such closure, everyone will be notified via public media and other outreach notification platforms. The campus may remain closed for at least 24 hours so that campus building may be disinfected and carpets and other surfaces cleaned. As much as possible, people will be notified of closure 24 hours in advance.

All personnel will be notified when the campus has reopened by the media and/or using alert and notification platforms. Until the campus is deemed safe, you are NOT to enter campus under any condition unless authorized to do so by the University Incident Commander.

Appendix D: Definitions and Abbreviations

Assembly Area - A designated area located away from the emergency scene, where persons gather during a site evacuation for the purpose of receiving emergency briefings and instructions, and to be accounted for. An assembly area may or may not be offsite; the location generally depends upon the size and type of site involved and the type of surrounding land uses.

Disaster - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including but not limited to fire, flood, snow, ice, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous material incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action, or paramilitary action, or similar effects resulting from terrorist activities, riots or civil disorders.

Emergency Action Team Leader - the person designated to coordinate emergency planning and services for [LOCATION]. Duties include activating this Emergency Plan, implementing emergency procedures, and coordinating response activities.

Emergency Situation - Any situation confronting, a site, facility, or community requiring emergency actions of a lesser nature than a disaster to include, but not be limited to, civil disturbances, labor strikes, and build-up activities prior to an actual disaster.

Evacuation - A protective action strategy that provides for the orderly movement of people away from an actual or potential hazard.

Protective Actions - those emergency measures taken to protect people from the effects of a hazard. These may include evacuation and in-place sheltering.

Secure-in-Place – A term used for seeking out a secure location to hide or retreat to that provides you safety in the event of a dangerous situation. An example of this would be an armed intruder or dangerous person.

Shelter-in-Place – A term used for sheltering in the location you are at and keeping the hazard from infiltrating the site. Some examples include: tornado, winter weather, hazardous materials release.

Site Emergency Plan - the plan developed and maintained by [LOCATION] for the purpose of organizing and coordinating its emergency response activities and operations.

Appendix E: Accountability during an emergency at [LOCATION]

For building evacuations:

Persons within the facility will be accounted for by actions conducted at the rally site. This accounting will be conducted by the professional staff member assigned to the facility at the time of the emergency. The EAT Members primary duty is to oversee the evacuation of their area. The secondary duty will be to assign other staff to sweep check the room and other assigned areas of the building to assure that all others have left their areas or to do so themselves.

A. Rally points have been designated for all areas of [LOCATION].

B. Rally Site Locations:

All employees must report to their designated rally points immediately following an evacuation. These rally point is located [NAME THE LOCATIONS OF THE RALLY POINTS, INCLUDING THOSE THAT MAY BE USED IN INCLEMENT WEATHER].

C. People with Special Needs:

Certain employees may be assigned a "Buddy" employee. Each employee is responsible for reporting to his or her Emergency Action Team Leader at the rally point so that an accurate head count can be made. [If assigned, the employee will advise the leader of the status of his or her buddy] Guidelines for people with disabilities have been established. Emergency Action Team Members and special assigned staff have received training on how to assist those with special needs.

D. The Emergency Action Team Members:

They are staff who have been selected and trained to advise and assist in the building during an emergency.

Their tasks are:

1. Have knowledge of where and how to use emergency resources for their assigned area.
2. Be able to lead their assigned area out of the building and to the assigned rally site.
3. Conduct accountability and check others to establish if everyone is accounted for.
4. Report to the Emergency Action Team Leader of the status of their area.
5. Assist in providing for any special needs of those in their care.

E. Emergency Action Team Leader or designee:

This will be the staff member who is in charge of the facility at the time of the emergency. Duties of the Team Leader include:

1. Oversee the general evacuation and to assist the EAT Members in evacuating their areas
2. Check to see that the emergency has been called in to 9 - 1 - 1
3. Gather and consolidate status reports from all of the EAT Members.
4. Meet and report to appropriate emergency responders on the status of the evacuation and present any information about the emergency. **In ALL emergency situations an Incident Commander will be established by the responding police, fire or medical personnel.*

F. Incident Commander

The Incident Commander is the designated emergency responder who will establish command of the emergency scene. For fires, explosions, or hazardous material release the Incident Commander will be from the Fire Department. For a crime, the Incident Commander will be the Police Department. For a medical illness emergency, the University Physician and/or Ingham County Public Health Department representative will be the Incident Commander.

G. Accountability during after-hours operations:

All employees who are in the building during non-business hours are still expected to follow the emergency guidelines found in this document. Staff assigned to work after-hour operations will receive special training so they can advise and assist students and guests of the building during an emergency. It is understood that Police and Fire personnel will most likely have to sweep check the building at these times.

H. Sheltering:

Professional Staff should take attendance of all staff once they are in their assigned shelter. Any missing person should be searched for, if it can be done safely and only as long as an adult stays with those others in shelter.

Appendix F: Action Plan Training for [LOCATION]

Name of Employee _____
Date _____ Location of Unit _____
Instructor _____ Title _____

Items Reviewed (Circle the topics covered):

1. Emergency Evacuation Procedures and Plan Overview

- a. Escape routes and rally points
- b. Special needs population evacuation
- c. Accountability at the rally point

2. Sheltering in Place Procedures

- a. Locations of shelter
- b. Accountability at the shelter
- c. Special needs population supplies
- d. Equipment needed

3. Secure-in-Place Procedures

- a. Secure locations and how to lockdown
- b. Accountability at the site
- c. Ability to silence all sound
- d. Special needs population supplies
- e. Equipment needed

4. Notification procedures

- a. Parents/guardians [IF APPLICABLE]
- b. Staff/Administration
- c. Police/Fire 911 Center contact