

Emergency Action Plan

EHSSB, 1210

Effective Date Feb 14, 2017

Contacts:	Name	Office Phone	Cell/Pager	Home Phone
Professor/Supervisor	Samuel Jones	515-294-9698	515-550-1234	515-555-1234
Emergency Contact	Sarah Smith	515-294-1899	515-550-2345	515-555-2345
1st Alternate	John Brown	515-294-7666	515-550-3456	515-555-3456
2nd Alternate	Paul Clark	515-294-9364	515-550-4667	515-555-4567
3rd Alternate	Heather Elton	515-294-9651	515-550-5678	515-555-5678

The following procedures should be followed in the event of an emergency.



Fire

1. Pull the nearest fire alarm and notify building occupants.
2. Call 911
3. Assist injured or disabled personnel.
4. Evacuate the building. Activate emergency shutoffs
5. Attempt to use a fire extinguisher only if you have been trained.
6. Meet

at 4-H Building

Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Contact the injured person's supervisor.



Urgent Situation

(Suspicious person, package, activity, or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.



Violent Incident

1. Call 911.
2. Avoid - evaluate when you can.
3. Deny - lock/block doors, turn off lights, silence phones.
4. Defend - distract, attack, subdue.



Severe Weather

1. If you hear outdoor sirens or a severe weather warning
Push tornado alarm
2. Proceed to the storm shelter in
Room 1322 and 1323
3. Stay away from exterior doors and windows.
4. Stay in shelter until danger has pass

