

College of William and Mary Building Emergency Plan

(Name of facility)

College of William and Mary
Emergency Management Team

Written by:

Updated: December 5, 2008

Building Emergency Response Plan template

This template has been created to assist you in the creation of a Building Emergency Response plan tailored to your facility. All facilities on campus are different. Because of this we anticipate that each Plan will be different. We have used the Parking Deck and the administrative offices located within to provide an example of what your Plan may look like. We have also provided some information that may guide or prompt you as you develop your plan. This information is italicized. You may remove this information and the planning items listed for the parking deck and administrative offices. If you have any questions the following people are here to assist.

Don Challis	221-1143	drchal@wm.edu
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Building Emergency Response Plan template

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Purpose

There are several purposes for this Building Emergency Response Plan template. The purposes are to create a structure that provides consistency to our planning process; to familiarize occupants of the building with the steps taken to assure their safety should an incident occur; to identify primary and secondary Building Emergency Coordinators; to provide guidance on the proper response to an emergency; and, to provide additional information and support.

This template is designed to encourage continuous proactive thinking about disaster mitigation and response. This will reduce the potential for an incident and significantly reduce the impact of an incident. While the product of this effort will be the Building Emergency Response Plan, an ancillary benefit of completing this process is the process itself. The process of creating the plan will be of great benefit to the occupants of our facilities and to the College as a whole.

To place disaster mitigation and response in the context of existing College efforts the training document What About Me has been created to clarify incident classification; explain the College communications plan; explain the role of Building Emergency Coordinators in disaster planning and response; and to provide insight on planning for an incident on our campus. This information is located in Appendix 1 to this document.

Building Emergency Response Plan for the College of William and Mary Parking Deck, Police Department, and Parking Services

Building Specific Information

The Parking Deck is located at 201 Ukrop Way.

The Building Emergency Coordinator is Bill Horacio. His office is in room 110 in the Parking Services Office.

Contact information: 221-2434 Office
221-4764 Alternative
Xxx-xxxx Cell
Xxx-xxxx Home
Email- wxhora@wm.edu

The back-up Building Emergency Coordinator is Don Challis. His office is located in room 117 in the Police Station.

Contact information: 221-1143 Office
221-4596 Alternative Number
566-3778 Home
813-7819 Cell
drchal@wm.edu E-mail

If your facility has floor or departmental coordinators they should be listed here along with there physical area of responsibility. Example:

*George Smith is responsible for 3rd floor of the Integrated Science Center
321 ISC Office locations
221-0001 Office
458-5698 Alternate number
588-2390 Home
989-0234 Cell
gxsmith@wm.edu E-mail*

Building Occupant List

Appendix II of this document is designed as the place to identify all building occupants. Key people such as Building Coordinators, Assistant Coordinators, and Floor Coordinators should be listed here. You may also choose to identify people that have support roles in an emergency. These may include custodial staff, office managers, or employees with specific training such as first aid and/or hazardous materials handling skills.

Building specific concerns and concern mitigation

The College approaches emergency management from an all hazards perspective but considers the following to be the most likely threats to the institution:

- Fire
- Tornado/severe weather
- Terrorism
- Hazardous materials incident
- Shots fired/Armed intruder on campus

Building Concerns or Threats

There are no specific threats to the Parking Deck.

No or limited quantities of hazardous materials are used or stored in the facility. Parking and police operations in the building do not add any substantial risk to those who work in the building.

Sample wording for your facility may be, there are hazardous materials stored and used in the building. A listing of hazardous materials and their location may be found in Appendix III.

The unique use of your facility(s) may require a more extensive description of your concerns. For example you are the coordinator for a set of buildings. Your concerns may be about communicating with the other buildings or the affect of a problem in one building on the rest of your buildings. You may be the coordinator of a single large facility with an assistant coordinator and several floor coordinators. Your concerns may be regarding the nature of the experiments in the facility, the presence of hazardous materials, or the large number of people in the facility that must be accounted for.

Building Concerns or Threat Mitigation

Appendix III is the place to detail mitigation activities for large or complex buildings or buildings with extensive mitigation activities.

Mitigation is the efforts to address the concerns identified in the building. Instruction on proper fire extinguisher usage and pull station location will mitigate a fire in a facility. Ensuring that hazardous materials placards are in place and that exit signs and emergency lighting are operational will also mitigate an incident.

Evacuation

Fire Exits

The administrative areas in the Parking Deck have five exits. Three are located on the main floor. Two exits are in the lobby between the Parking Office and the Police Department. Exit one faces Ukrop Way. Exit two allows entrance into the ground floor level of the Parking Deck. Exit three is faces Adair Hall and is accessible through the parking office. Exit four is in the basement of Police Department and allows access to the ground floor of the Parking Deck. Exit five is located on the second floor of the Police Department and allows access to the second level of the parking Deck.

For larger or more complex facilities you may consider mapping your building. Map may include the location of stairwells, exits; areas of rescue, fire alarm pull stations, eye washes, emergency showers and etcetera. Additional maps may be created to show secure shelter locations, hazardous materials storage locations, utility shut-offs, and other areas of importance. "Maps of the facility can be located in Appendix IV."

Evacuation muster locations

The initial muster point for evacuations is at the intersection of Ukrop Way and Landrum Drive. Dependent on the cause of the evacuation and the weather the alternative evacuation site is the lobby of Swem Library.

An evacuation plan is dependant on several variables. First is the number of people that typically occupy the building. The second is the nature of the event that has caused the evacuation. The muster point for a fire may be different than an evacuation for a gas leak or hazardous material incident. It is import to have both a primary and secondary evacuation point. Both points should be at least 300 feet from the incident scene. The secondary location may not be available because of wind or other conditions that make its use as an evacuation point unacceptable. The muster point is the initial location to complete an initial accounting of building occupants and to determine if another location is more appropriate. Evacuation location should be of suitable size to accommodate all evacuees.

Areas of rescue and evacuation of occupants with impairments

There are no areas of rescue in the administrative office spaces in the Parking and Police Offices. There are nine areas of rescue located in the parking deck. They are located near the stairs and elevators on each floor. They are co-located by the emergency phones. The notification panel for the areas of rescue is located in the lobby near the dispatch counter.

Area of rescue in your facility should be marked as such. The area of rescue indicator panel is typically co-located with the fire panel and will show if someone has activated the area of rescue notification system. An area of rescue is for people who are unable to physically evacuate the

building on their own. Your building occupant list may be the appropriate place to indicate the presence of these individuals so that they receive assistance should a building need to be evacuated.

Fire Safety

This facility has a sprinkler fire suppression system with smoke detectors in the hallways.

Manual pull stations are located by rooms 110, 202, and at the building exits from the second floor to the parking deck and at the base of the first floor steps.

Fire extinguishers are located by rooms 111 and 204.

Your facility may have a more or less robust fire alarm system. Pull stations should be indicated on your building plan if you have a large or complex building.

Shelter

Tornado/Severe weather

The Parking Services workroom provides sufficient shelter should a tornado or other serious weather occur. There is additional shelter in the police interview room and in the parking and police storage rooms in the basement of the Parking Deck. Tornado and other severe weather shelter can be found in the bathrooms located in the Parking Office, the Police Office and in the central lobby.

Weather related shelter provides protection from broken glass and other projectiles. These areas should be located in the inner areas of your facility in a room with no exterior windows. These areas can be marked in your building plans located in Appendix 3, building information

Secured Shelter

The areas listed above also serves as secure shelters if necessary. In addition all offices can be secured with a deadbolt lock.

Secured shelter is shelter that protects building occupants from an intruder. These areas will provide occupants of the building a place behind locked doors. Preferably the less glass in the door, door frame, and walls the more secure the area. These areas can be marked in your building plans located in Appendix 3, Building Information

Appendix I - What About Me Training Document

The ability to provide information to the community during an emergency is crucial to the management of the emergency. It is important to have a process that makes effective use of the College's emergency notification systems. These systems are designed to provide critical information and instructions to the community. The College strives to inform the community without causing widespread alarm. To accomplish this, the College has designated three levels of emergencies. The nature of the threat will determine the communication systems used to inform the community of the actual or potential emergency.

The first designation is potential emergency. This is an emergency where the conditions are favorable for the incident to occur, or for an event that happens off campus that is likely to have an impact on the College at some point in the near future. Examples of this are usually weather related such as predicted hurricanes and ice storms or man made incidents such as a chemical spill or fire near campus.

The community is usually informed of this type of emergency through the use of campus e-mail and the College home page. Communications regarding this type of emergency will inform the community about the potential threat and the general precautionary steps to mitigate the affect of the threat.

The second designation is for an imminent threat. An imminent threat is an event likely to affect the College within the next several hours but currently has not seriously affected the College. An example of this is a confirmed report of a person with a gun on campus whose intent has not been established. Another example is for the notification of an incident at the Surry Nuclear Power Plant. In this example the College has received notification of a nuclear release from Surry with the potential for contamination of the College.

These types of incidents will result in the use of the emergency notifications system ConnectED, College e-mail, and the College home page to inform the community. The communications associated with an imminent threat will provide specific information about the threat and specific precautions to take.

The third and most serious designation is an active threat. An active threat is usually a spontaneous event that comes without warning requiring immediate action to prevent the loss of life. Some examples include a hazardous materials incident that poses an immediate threat to life or an incident where a firearm or other weapon has been used to cause injury or displayed with intent to harm.

For an active threat, community notification will use all campus systems listed previously and the Emergency Siren. Optimally the notification systems and the siren will be activated simultaneously. In an actual emergency this may not be the case and the siren may sound before the emergency message is sent. When this happens an emergency message will follow the emergency siren. An activation of both the Emergency Siren and Notification Systems is designed to inform the community of an active and ongoing threat to the campus. This notification requires an immediate response by the community. The communication will provide information about the incident and direct action to take to reduce the risk of harm.

The variety of threats we may encounter and the dynamic nature of all threats demonstrate the need to provide the above listed information as guidelines and not universal responses. For example, a notification of a Surry incident may be a potential, imminent, or active threat depending on several factors to include the severity of the nuclear release and wind direction. Similarly, the documented report of a person with a weapon on campus may be a potential, imminent, or active emergency depending on the circumstances of the incident.

As faculty and staff, students will look to you as leaders and for guidance in an emergency. It is important that you work with the building coordinators as emergency response plans are developed. This will not only increase your safety but the safety of others within your building and provide for a consistent response to a wide range of situations.

Students, like other members of this community are concerned about their safety. As we all work to make our communities safer it can not be overstated that Colleges are statistically safe places. While realizing the range of potential threats can be unnerving, understanding that these incidents are extremely rare can be settling. So can the empowerment that come from talking about and planning for an emergency situation. Talk with your students and coworkers, empower each other through conversation about and planning for an emergency. This does not have to be any more than a short presentation that occurs the first time a class meets. It only takes a few minutes to talk about emergency exits, the location of fire extinguishers, or the location of a place to meet if the building is evacuated.

Listed below are some common questions about emergency notification and steps to take should there be a serious incident on campus. The last section contains information on the detection and reporting of a person showing behavioral signs of harm to self or others.

What is the role of the Building Coordinator in Emergency Planning and Response?

Building Coordinators are designated people within your building. Primarily they are responsible for coordinating emergency training and for working with building occupants to develop building plans. Building Coordinators will receive training on building plan development and

building evacuation and will be the conduit for communications with the Emergency Management Teams. Specific areas of training and responsibility include building evacuation, determination of securable areas within the building, training of new employees on emergency protocols, and the scheduling and evaluation of building emergency drills. The role of your Building Coordinator during an emergency is dependant on the type of emergency and the Coordinators ability to provide service without placing himself/herself in jeopardy.

What should I do if I'm in class and hear the siren?

Generally the siren system will be used in conjunction with the ConnectED System. When you hear the siren it means that there is an active threat to the College.

- Information will be available through all available College emergency notification systems and can be accessed on your cell, residence, and classroom phones. The message will also be delivered as an instant message on those phones with the ability to receive instant messages. Your computer is another source of information as you will receive an e-mail with additional information available at the College home page. Check back with these sources as information will be updated as it becomes available.
- The type of shelter you should seek will depend upon the incident. Information provided by the Emergency Management Team through the emergency notification systems will provide guidance as to the type of shelter you should seek.
- The Emergency Management Team will make every effort to provide guidance in an emergency by providing information before activating the siren. For some situations you may not receive advance notice. Should you hear the siren without related information your default response should be to seek secure shelter and information.
- The Emergency Management Team will provide constant status updates and directions to the community as the incident develops.

What if there is a gun on campus?

- While the presence of a gun on campus is cause for concern it may not be illegal or a violation of a policy. The presence of a gun does not necessarily mean there will be violence. College policy prohibits students from bringing guns on campus. The College also follows state regulation, which prohibits any state employee (faculty or staff) from bringing weapons to the workplace. No current law or regulation restricts the possession of a weapon by a visitor to campus.

What should I do if I see an armed person on College grounds?

- Remain calm. Notify the police if you see a person with a weapon. Provide as much information as you can. Describe the person's clothing, actions, and direction of travel. Move away from the area. Police will respond quickly. If you can do so without putting yourself at risk remain in contact with the police. Information such as the type of gun and the manner it is carried is important as is information about any backpack or other bags

the person may possess. The demeanor of the person is also important. Do not endanger yourself by confronting this person. Let the police know if the person enters or attempts to enter a building.

- Develop a plan. Think about what you would do **if** the person began shooting. Look for cover and think of the best way of leaving the area without putting yourself in danger.

What to do if I see an armed person enter a building?

Notify police immediately. Provide all the information you can and remain on the line. Continue to think about your plan. Do not enter the building.

What if the armed person enters my building?

Quickly and quietly leave the building and contact police, again providing all the information you can. If you cannot leave the building, find a securable area that will provide shelter. Think about offices, bathrooms, and other areas that can be secured. Try to shelter in small groups. Continue developing your plan. Is there another exit/entrance to the room? Consider windows. Turn off the lights and remain quiet. If you hear gunshots or anything suspicious notify the police. To increase the number of secured classrooms on campus the College has directed that all new construction and remodeled building have classrooms that can be secured from the inside.

If you are unable to move to a securable room and the classroom you are in does not have a lock attempt to stack items in front of the door to keep the door shut; tables, file cabinets, podiums, bookshelves, and *etcetera*. Look for additional exits/entrances to the room. Consider windows. Notify the police if you hear gunshots or anything suspicious.

What if they are attempting to enter the classroom?

Do whatever you need to keep them out. If you are in a classroom that does not have a lock attempt to stack items in front of the door to keep the door shut; tables, file cabinets, podiums, bookshelves, and *etcetera*. Block the door with whatever you can find. Look for additional exits/entrances to the room. Consider windows.

What if someone in my class has a gun? (Passive)

Again, the presence of guns does not necessarily mean the person intends to use it. But caution should be exercised. Do you know the person with the gun? Has his/her personality in the past caused you concern. What is he/she doing? How are they acting? How is the weapon being carried? What bags, if any, is the person carrying? Were they seated when you came in or did they come in during class?

Depending on your level of comfort there are several actions that you may choose to take. You may choose to, do nothing and monitor the student's behavior, excuse yourself from the room, or

cancel class releasing the students. With any option you select you should not reenter the room. Again, depending on your level of comfort and your knowledge of the student you may decide to verbally challenge the student.

Regardless of your decision you should provide all the information you can to the police. To include a description of the person, the location of the person in the room, what the person is doing, how they are acting, and any personal information you can provide about the person. The room number is especially important. Tell the police where you can meet them (outside of the building and out of view of the room is preferred.)

What if someone in my class has a gun? (Aggressive)

Leave the room if you can and encourage others to leave. Exit to a safe area, preferably outside of the building and notify police. Do not confront the person unless they leave you no other option. If you can dial 911 let the police know what building and room you are in. If you can not speak or it is unsafe to do so dial 911 and set the phone on the floor or a desk.

If shooting starts and you can not get out of the room you have a couple of options.

- Find shelter/barricades in the room
- Lie on the floor motionless. This may give you time to develop a plan to escape.
- If the shooter leaves the room, exit if you can away from the sound of gunfire. Leave the building
- You may not have any choice but to confront/attack the shooter.

Planning

An ounce of prevention is worth a pound of response. The time to develop a plan is before you find yourself in an emergency. Work with your building coordinator as you develop your specific plan and the building general plan. When you are in a class room, auditorium, stadium, or other campus facility for the first time, think about what you would do if there was a fire in the building. How would you escape? Do windows provide an exit? Where would you find an area that could provide protection in a tornado? Where are the exits for a fire alarm?

Where would you go if you needed shelter from an armed intruder? Where is the nearest securable space? How would you secure the room you are currently in, does it have a lock? What items in the room can provide shelter? How will you notify the police if you need to? What will you tell them? Do you know what the room number of the building you are in?

Weather incidents are usually predictable but sometimes they are not. Damaging weather can occur as spontaneously as a gas or chemical leak, or an active shooter. Developing a plan before an incident will keep you safer regardless of the expected or spontaneous nature of the incident.

While gas and chemical leaks and severe weather can come without warning, violence often announces its intention. Generally, violence on college campuses is committed by members of the community. It is up to the community to see the warning signs and take action before violence occurs. Classmates, faculty, and staff are in the best position to see changes in personality that may indicate the potential of violence.

These behaviors include:

- Changes in personality
- Changes in hair and clothing styles and/or hygiene.
- A marked decrease in work or academic performance
- Alienation of friends and family
- Previous criminal history or contact with law enforcement
- Acts of aggression
- Dark writings, drawings, or utterances
- Loner
- Isolated
- Seeks to blame others for their situation
- Wanting to avenge the wrong done to others
- Everyone is guilty
- Fascination with weapons
- Possession of or access to weapons
- Poor social skills
- They feel they are not appreciated
- A feeling of superiority.
- Reports being bullied
- A sense of no way out of current situation
- An increase in the frequency and intensity of behaviors

Observing one of these behaviors does not necessarily indicate a threat of violence. What it does mean is that you have a concern about a member of the community. Reporting these behavioral indicators is important in reducing the potential for violence. If you observe these indicators, especially in combination with others, it is important to notify one of the following departments; Counseling Center, Residence Life, Dean of Student, Human Resources, a faculty representative, or the police.

The College is developing a Threat Assessment Team. The departments listed above will be represented on the Team. Their role is to receive concerns from the community and look for

other signs that may indicate a threat and take appropriate action should the person be determined to pose a threat to the community.

Appendix II Building Occupant List

Rows can be added as needed

<u>Name</u>	<u>Responsibility</u>	<u>Department</u>	<u>Office Location</u>	<u>Office Phone</u>	<u>Cell Phone</u>	<u>Home Phone</u>
Bill Horacio	Building Emergency Coordinator	Parking Services				
Don Challis	Assistant BEC	Police Department				
	Floor BEC					

Appendix III –Specific Building Concerns and Mitigation Efforts

Building specific concerns

At peak parking times there may be several thousand gallons of gasoline in the fuel tanks of the vehicles parked in the deck.

This section would contain information on specific information on building utilization, function, processes involved, hazardous materials on site, delicate research ongoing, or other considerations that have an impact on disaster planning. This section can begin with a description of the activities in your facility that cause general concerns. A table listing the location of the concern, nature of concern, and people, groups responsible for the area is beneficial.

Rows can be added as needed

Location	Concern	Responsible group or person	Contact information for responsible group or person
131 Millington	Bulk Sulfuric Acid		
231 Millington			

Building specific concerns mitigation

- *Items such as location of emergency showers and eye wash station, location functions, and procedures regarding environmental and hazardous materials alarms.*
- *Location of Knox boxes and utility shut offs.*
- *Policies on hood usage and personal protective equipment.*

- *Policies on hazardous materials and usage.*
- *And etcetera*

Police officers have been trained in the use of fire extinguishers. Each patrol vehicle is equipped with a fire extinguisher. Vehicles that are leaking fuel or other combustibles are removed from the deck.

Appendix IV – Building information

Building information should contain floor plan of building with exits, areas of rescue, emergency phones, shelter and secure shelter locations, areas of hazardous material storage, utility shut offs, and other building information relevant to disaster planning and management.

Appendix V - Building contact information

This is your list and can be as exhaustive as you deem necessary.

PERSONNEL TO CONTACT IN THE EVENT OF AN EMERGENCY

Name	Name/Job Title	Location	Telephone	Cell Phone
Anna Martin	VP- Administration	College Apartments	221-12553	
Wade Henley	Associate Director- Auxiliary Services	Bridges House	221-2435	
Work Control	FM Work Control	Facilities Management	221-2270	
Sandra Prior	Director- Environmental Health & Safety	204 S. Boundary	221-2146	
Dave Shepard	Director- Maintenance and Operations	Facilities Management	221-1205	757-784-7393
Building Facilities Management Coordinator				
Dean				
Chair of the Department				
Primary Researcher				
Vice Provost- Research				
Provost				

Appendix VI - Fire Safety Training

Check list of Responsibilities for the Safety Monitor:

1. Ensure that **C.A.R.E.** is followed if smoke or flame are discovered in your work area:

Close doors

Alert others

Report the fire- call 911

Evacuate the building

- (If time and distance permit, call **1-4596 or 911.**)
2. "Sweep" every room in your area to make sure that everyone has evacuated.
 3. Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
 4. Account for all staff and visitors at the Designated Meeting Site.
 5. Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.
 6. Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

- Be aware of impaired staff and visitors who may need to be alerted or assisted.

Laboratories & Maintenance Areas

- Prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.

For more information see: <http://web.wm.edu/facman/safety/firesafety.php?svr=www>

Appendix VII –Training Records

College of William and Mary Building Coordinator training attendance record

Training Program: _____

Instructor(s): _____

Date: ____/____/____ **Location:** _____

Name (Printed)	Signature	Department

Training and training records are vital to the success of this template. Training records shall be maintained by the Primary Building Coordinator. Training can include drills, classrooms presentations, and exercise. After initial training, ongoing training should be scheduled at regular intervals.

Appendix VIII- Internal Communications

Communications Log

It is vital that communications between the Emergency Management Team and the Building Emergency Coordinator and between the Building Emergency Coordinators and the occupants of the building be saved and documented. This log can also be used track communications from building occupants to the Emergency Management Team through the Building Emergency Coordinators. Below is a log that should be used for that purpose:

Date Received	Received From	Topic	Disseminated to	Date Disseminated

Communication should be maintained in hard copy form and logged into the communications log.