

## **EMERGENCY PLANNING**

Emergencies can occur at any time, without warning. Time and again history has shown that a well thought out, coordinated response helps prevent personal injury, property damage, and lessen the resulting confusion. Careful planning, with an emphasis on safety, can help departments on the DePauw campus handle crises and emergencies with appropriate responses, and save lives. There is no guarantee that a perfect response to emergencies is practical or possible. Therefore, a plan should be considered a guide for building occupants to familiarize themselves with basic emergency planning, response, and evacuation.

### **General Procedures for Emergency Planning:**

1. Have a building specific emergency plan that covers all emergencies. Keep a copy of your emergency action plan in a convenient location where employees can get to it.
2. Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared.
3. Appoint someone to a position of authority, a department safety coordinator, who will take charge during emergencies. It is critical that employees know who the coordinator is and understand that person has the authority to make decisions during emergencies.
4. You may want to consider appointing building wardens, floor wardens and/or buddies, to assist with coordination and accountability.

### **Employees Should Know:**

- where campus emergency phone numbers are posted
- the location of a fire alarm manual pull station
- the location of two portable fire extinguishers
- central area where emergency supplies are located
- to leave or seek shelter when an alarm sounds
- at least two evacuation routes (remember that an elevator is never a way out during a fire)
- to stay outside during an evacuation, until instructed to do otherwise by Fire and Police officials
- the two nearest areas of refuge
- emergency shutdown procedures (if any)

### **Supplies and Equipment**

Departments will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Department emergency kits will vary in size and composition, but when appropriate, all departments should have the following essentials in an accessible location: (check off to indicate that supplies are available)

- \_\_\_\_\_ First aid supplies, with training
- \_\_\_\_\_ Flashlights/batteries, approved power strips, and extension cords
- \_\_\_\_\_ Portable AM/FM radios/batteries
- \_\_\_\_\_ Campus Emergency Radio (assigned to essential emergency managers)
- \_\_\_\_\_ Laboratory spill kits
- \_\_\_\_\_ Employee rosters

Every manager should encourage employees to keep a personal emergency kit in their work area. These kits should contain the employee's flashlight, backup eyeglasses and medications, sturdy shoes, a sweater, a wrapped snack and bottle of water, and personal emergency contact numbers.

**Department Specific Emergency Information**

(Please fill in with pencil as some info may change)

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Floor: \_\_\_\_\_ Room Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dept. Safety Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Building Warden: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Asst. Building Warden: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Floor Warden: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Asst. Floor Warden: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Buddies: \_\_\_\_\_

Primary Evacuation Route:  
\_\_\_\_\_

Secondary Evacuation Route:  
\_\_\_\_\_

Shelter-In-Place:  
\_\_\_\_\_

Designated Meeting Place in Evacuation:  
\_\_\_\_\_

Refuge Place for Disabled (2 places):  
\_\_\_\_\_

