

## EMERGENCY PREPAREDNESS PLAN

Location: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Location Type: \_\_\_\_\_

*Specify: Military/Airport/Private Building/Partnering College Campus*

**DO NOT FILE**

**Keep Available for Immediate Reference**

**In Case of Emergency Call 911**

**AND**

\_\_\_\_\_  
\_\_\_\_\_

*Military locations: Insert appropriate military base security contact information*

*Civilian locations: Insert appropriate building, airport, or campus security contact information*

### **ERAU University Safety**

University Safety Office: \_\_\_\_\_ **(386) 226-4926**

ERAU Safety Office-After Hours Contact: \_\_\_\_\_ **(386) 451-6398**

Updated August 2011

# INTRODUCTION

## EMERGENCY PREPAREDNESS AT ERAU-WORLDWIDE

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Preparedness Plan (EPP) template has been created to **help field personnel develop a customized local Emergency Response Plan** in order to be better prepared to protect themselves, their co-workers, and their students. **For locations situated on military installations**, this EPP template is intended to serve as a supplement to the primary military facility's emergency procedures.

## ADVANCE EMERGENCY PREPARATION

- **Read this guide** thoroughly.
- **Customize local information** in the entry fields provided throughout the document.
- **If you are located on a military base**, be sure to **clearly note all areas that are superseded by the military installation's emergency procedures** and attach the appropriate military emergency plan for posting with this guide.
- **Do NOT include personal** phone numbers or **contact information** in the EPP as it will be prominently posted at your location and on ERNIE for employee and student access.
- **Post the EPP in a visible location** for immediate reference in the event of an emergency.
- **Send an electronic copy** of the customized EPP to [WWContracts](#).
- **Ensure all staff, faculty, and students are familiar with this plan** and its location.
- **Ensure all staff, faculty, and students are familiar with evacuation and exit routes.**
- **Familiarize all staff, faculty, and students with location of nearest fire extinguisher** and pull station.
- **Ensure all staff and faculty are familiar with proper use of a fire extinguisher** (see *Fire Extinguisher Instructions, page 11*).
- **Own and maintain** a fully stocked emergency **First Aid Kit** (See *page 14*).

If you have questions concerning a unique situation not covered in this reference or need additional emergency information, please contact the **University Safety Office at (386) 226-4926** or [Dan.McCune@erau.edu](mailto:Dan.McCune@erau.edu). You can also visit the [University Safety web pages](#) or [Environmental Health and Safety web pages](#) on ERNIE for additional information and training.

*NOTE: Subject matter is organized alphabetically and highlighted in a red box at the bottom of each page for quick reference.*

# INTRODUCTION

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# LOCAL EMERGENCY CONTACT INFORMATION

## LOCAL COMMUNITY RESPONDERS

Emergency: Dial 911

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

EMS: \_\_\_\_\_

Power Company: \_\_\_\_\_

Phone Company: \_\_\_\_\_

Water Company: \_\_\_\_\_

## MILITARY INSTALLATION RESPONDERS

Base Security: \_\_\_\_\_

Base Environmental/Occupational Health \_\_\_\_\_

Base Other (Health Services, etc.): \_\_\_\_\_

## CIVILIAN FACILITIES RESPONDERS

Airport/Building/Campus Security: \_\_\_\_\_

Airport/Building/Campus Management: \_\_\_\_\_

Airport/Building/Campus Health Services: \_\_\_\_\_

Airport/Bldg/Campus Env/Occ Health: \_\_\_\_\_

## ERAU UNIVERSITY SAFETY

University Safety Office: (386) 226-4926

Emergency Safety Contact #: (386) 226-6385 or (386) 451-6398

## OTHER

\_\_\_\_\_  
\_\_\_\_\_

# LOCAL EMERGENCY CONTACT INFORMATION

# ACTIVE SHOOTER

## GENERAL INFORMATION (Regardless of Circumstances)

- **Call 911 or military base security** (and airport or campus security if appropriate) **as soon as possible** to alert authorities to the situation.
- **Quickly provide** authorities as much **information** as possible **regarding location** and **number of individuals sheltering**.
- **If unable to speak, leave line open** so dispatcher can hear what is taking place.

**Base/Airport/Campus Security Contact:** \_\_\_\_\_

- **If you decide to flee, make sure you have an escape route and a plan in mind.**
- **Do not** attempt to carry anything while fleeing. Move quickly, silently, and cautiously.
- **Do not** attempt to remove wounded/injured people .
- **Do not** try to drive away from the scene.
- If exiting the building, place your hands on your head so authorities will recognize that you are not a threat and follow emergency responders' instructions.

## ACTIVE SHOOTER - ENTERS YOUR OFFICE

- **If possible, hide or escape** before the shooter enters the room.
- If not possible, negotiating *may* be an option. *Attempting to overpower the shooter with force should be considered only as a last resort.*
- **If the shooter leaves, proceed** immediately to a **safer place**.
- **Do not touch anything** that was near the shooter.

## ACTIVE SHOOTER - INSIDE YOUR BUILDING

- **Close and lock all windows and doors to your immediate location, turn off all lights,** and **ensure no one is visible** from outside the room.
- **If your room cannot be locked or barricaded,** move to a location that can be reached safely and securely and follow the same procedures for securing the new location.
- Remain in place until emergency responders or other familiar individuals give an "all clear".
- Do not respond to any voice commands until you are able to verify safety with certainty (Unfamiliar voices may be the shooter attempting to lure victims from safe locations).

## ACTIVE SHOOTER - OUTSIDE YOUR BUILDING

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible**.
- If possible, **proceed safely to a secure location, lock all windows and doors, turn off all lights**, and **ensure no one is visible** from outside the room.
- If not possible, get everyone down and ensure that no one is visible from outside.
- When calling authorities, provide location, number of people sheltering, etc.
- Remain in place until emergency responders or other familiar individuals give an “all clear” (Unfamiliar voices may be the shooter attempting to lure victims from safe locations).
- Do not respond to any voice commands until you are able to verify safety with certainty.

## WHAT TO EXPECT FROM THE RESPONSE FORCE

- Police or military base security officers will proceed immediately to the area in which shots were last heard or reported.
- Their purpose is to stop the shooting as quickly as possible.
- They will not be stopping to assist the injured.
- If you know where the shooter is, tell them as quickly as possible.
- Rescue teams and emergency medical personnel will follow to provide aid.

**REMEMBER:** *When everything is over, the area will be considered a crime scene and you will be detained until all witnesses have been identified and questioned. Do not discuss events with the media as this may jeopardize others who may not yet have escaped the shooter.*

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**For more information on active shooter situations see:**

**[Shots Fired](#)**

**on the Safety web pages on ERNIE.**

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# ASSAULT, CIVIL DISTURBANCE, RELATIONSHIP VIOLENCE, STALKING

## ASSAULT

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible.**

**Military/Airport/Campus Security:** \_\_\_\_\_

- Remain with victim until emergency assistance arrives, provided it is safe to do so.

## CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible.**
- **Avoid provoking** or obstructing demonstrators.
- **Secure your area** by locking doors, safes, files, vital records, and protecting expensive equipment).
- **Avoid the area of disturbance.**
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay inside and away from doors or window.
- Prepare for the possibility of evacuation or relocation.

## RELATIONSHIP VIOLENCE

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible if there is a medical emergency or immediate threat.**
- Consider seeking or recommending counseling or assistance from:
  - Local counseling services
  - ERAU Employee Assistance Program (800) 272-7252
  - ERAU Human Resources (386) 226-3710

## STALKING

- **Call 911 or military base security** (and airport or campus security) if appropriate **as soon as possible and seek the safety of others.**
- Do not confront an alleged stalker.
- Take note of physical characteristics and other identifiers that can be provided to authorities.

# ASSAULT, CIVIL DISTURBANCE, RELATIONSHIP VIOLENCE, STALKING

# BOMB THREAT RESPONSE PROCEDURES

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## IF YOU RECEIVE A BOMB THREAT

- **Do not hang up** – *Take The Caller Seriously.*
  - **Ask:** “Where is the bomb located?”
  - If known, pass information regarding where the bomb is potentially located to someone else and advise them to call 911 ASAP.
  - Keep the caller on the line as long as possible.
  - **Call 911 or military base security immediately after hanging up, if not called already.**
  - **Write down everything you remember as soon as possible.**
- 

## ADDITIONAL QUESTIONS TO ASK THE CALLER

What does the bomb look like? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

When will it explode? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

## ADDITIONAL ITEMS TO NOTE

If the voice is familiar, who did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

If known: \_\_\_\_\_ Male \_\_\_\_\_ Female      Approximate age (est.) \_\_\_\_\_

Phone # at which call was received: \_\_\_\_\_

Phone # from which call was received (if known): \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Exact time and date of call: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

## **DETAIL CHECKLIST**

Use the following checklist to recall as many details as possible about the caller:

- |  |                                    |                                     |   |
|--|------------------------------------|-------------------------------------|---|
| <b>Voice</b>   | <b>Accent</b>                      | <b>Manner</b>                       | <b>Background Noise</b>                   |
| <input type="checkbox"/> Loud                          | <input type="checkbox"/> Local     | <input type="checkbox"/> Calm       | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> High Pitched                  | <input type="checkbox"/> Foreign   | <input type="checkbox"/> Rational   | <input type="checkbox"/> Bedlam           |
| <input type="checkbox"/> Raspy                         | <input type="checkbox"/> Race      | <input type="checkbox"/> Coherent   | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Intoxicated                   | <input type="checkbox"/> Not Local | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Office Machines  |
| <input type="checkbox"/> Soft                          | <input type="checkbox"/> Region    | <input type="checkbox"/> Righteous  | <input type="checkbox"/> Mixed            |
| <input type="checkbox"/> Deep                          | <b>Speech</b>                      | <input type="checkbox"/> Angry      | <input type="checkbox"/> Street Traffic   |
| <input type="checkbox"/> Pleasant                      | <input type="checkbox"/> Fast      | <input type="checkbox"/> Irrational | <input type="checkbox"/> Trains           |
| <input type="checkbox"/> Other                         | <input type="checkbox"/> Distinct  | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Animals          |
| <b>Language</b>  | <input type="checkbox"/> Stutter   | <input type="checkbox"/> Emotional  | <input type="checkbox"/> Quiet            |
| <input type="checkbox"/> Excellent                     | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Laughing   | <input type="checkbox"/> Voices           |
| <input type="checkbox"/> Fair                          | <input type="checkbox"/> Slow      | <b>Threatened Facility?</b>         | <input type="checkbox"/> Airplanes        |
| <input type="checkbox"/> Foul <input type="checkbox"/> | Distorted                          | <input type="checkbox"/> Much       | <input type="checkbox"/> Party Atmosphere |
| <input type="checkbox"/> Good                          | <input type="checkbox"/> Nasal     | <input type="checkbox"/> Some       |   |
| <input type="checkbox"/> Poor                          | <input type="checkbox"/> Lisp      |                                     |   |

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# EVACUATION

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## ADVANCE PREPARATION FOR EMERGENCIES

- **In advance of an emergency, determine** the nearest exit to your location and the best route to follow and prepare **and prominently post an evacuation route** map and instructions. **If located on a military base, post evacuation information provided by base.**
- Ensure that the posted evacuation route contains information regarding appropriate route for evacuation, central meeting location for your group, names of designated building or safety liaisons, designated staging areas, and other information relevant to proper evacuation procedures. (See: *Sample Evacuation Route Plan*, page 9).
- **If located on a military base, airport, or college campus**, obtain and post evacuation route information as determined by military, airport, or campus personnel.
- If located in privately owned building, coordinate evacuation planning with building owner or managing agent and other building tenants. If located in a private building, be sure that there are designated building liaisons.

## GENERAL EVACUATION INFORMATION

- If time permits during evacuation, secure your workplace and take personal items.
- In most emergencies, complete evacuation is not necessary. However, if there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all Embry-Riddle personnel and students to a safer location.

## EVACUATION FROM A BUILDING

- Walk, do not run.
- Do not use elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell. On a military base, contact appropriate military personnel for assistance.
- Gather outside at the designated evacuation meeting area where designated liaisons will account for all personnel.
- Wait for instructions from emergency personnel before returning back to any buildings.
- Do not leave your evacuation meeting area unless directed to do so, or remaining in the evacuation area threatens your safety.

## **“IN-PLACE” EVACUATIONS**

In some instances (e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, the hazard causes elevators to become inoperative, or individuals with mobility disabilities are above or below ground floors) it is safer to evacuate “in-place” (meaning, move to a safer location within the building) than it is to leave a building.

### ***If you are unable to evacuate the building:***

- Depending on the cause of the problem (fire, bomb threat, active shooter, etc), see the appropriate section of this guide for suggested safety actions.
- If safe to do so, go to the nearest stairwell or inside safe location and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.
- Call 911 or appropriate military base (or airport or campus security, if appropriate), give them your name, location and the problem, and advise them that you are unable to evacuate. Follow directions of the 911 operator or military base personnel.

## **STAGING AREAS**

In the event of a major evacuation event, you may be notified by military or civilian emergency responders regarding staging areas providing food, water, first-aid, shelter, and other relevant services. In some instances you may be given this information in advance. If this is the case, be sure to include this information in your Evacuation Plan.

## **PREPARING AN EVACUATION ROUTE**

If your building has a prepared evacuation route, be sure to include that route in the place indicated at the end of this document (page 27). For military installations, you should obtain the approved evacuation route from the appropriate contact on base.

For locations situation on other college campuses, airports, or in privately owned buildings contact the college/university security or safety office, airport management, or the building owner (or property manager) to obtain the approved evacuation route(s).

If for some reason, your building or facility does not have a predefined evacuation route, you can obtain information on how to prepare a route through the OSHA web site at: [http://www.osha.gov/SLTC/etools/evacuation/floorplan\\_demo.html](http://www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html) and can work with Embry-Riddle’s Safety Office to design and prepare an appropriate route for your location. The Safety Office can be reached at (386) 226-4926.

# FIRE

## IF YOU DISCOVER A FIRE OR SEE SMOKE

- If there is not a building alarm, manually **activate the closest fire alarm** pull station located near an exit.
- **Immediately exit** the building.
- **Call 911 or military base security** (and airport or campus security, if appropriate) from the nearest safe phone:

**Military Base/Airport Campus Contact:** \_\_\_\_\_

**Designated Building Contact:** \_\_\_\_\_

## IF BUILDING FIRE ALARM IS ACTIVATED OR SOMEONE INFORMS YOU OF A FIRE

- Walk to the nearest exit - **DO NOT USE THE ELEVATORS.**
- If able, assist people with special needs.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at designated areas away from the building and do not attempt to re-enter the building until authorized to do so by emergency responders.

## IF CAUGHT IN SMOKE

- Drop to hands and knees and crawl towards the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.

## IF TRAPPED IN A ROOM

- Close as many doors as possible between you and the fire.
- Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
- If room has an outside window, be prepared to signal someone outside.

## CLOTHING ON FIRE

- **Stop, Drop, and Roll** on floor to smother flame.
- Only drench with water if safety shower is immediately available.
- **Call 911 or appropriate military base personnel** to obtain medical attention.
- **Notify University safety and risk management offices as soon as possible following the incident.** Reports may be made via this hyperlink: [Accident Report Form](#) or by accessing the form at: **ERNIE>Safety/RiskManagement>Report an Accident.**

## USING A FIRE EXTINGUISHER

Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you are not able to put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel are notified. **DO NOT PUT YOURSELF IN DANGER TO FIGHT A FIRE UNLESS IT IS NECESSARY TO CLEAR AN ESCAPE ROUTE.**

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### FIRE EXTINGUISHER QUICK TRAINING FOR EMERGENCIES

**P**ull safety pin from handle

**A**im at base of fire

**S**queeze the trigger handle

**S**weep from side to side at base of fire

For an online demonstration on how to use a fire extinguisher, go to:

<http://www.youtube.com/watch?v=RS5ybC6fVY0&feature=related>

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### COMPLETE AND BE FAMILIAR WITH THE LOCATIONS OF THE FOLLOWING:

Designated assembly area: \_\_\_\_\_  
\_\_\_\_\_

Closest exit stairwells/egresses: \_\_\_\_\_  
\_\_\_\_\_

Closest Emergency Pull Stations: \_\_\_\_\_  
\_\_\_\_\_

Nearest Safety Shower & Eyewash Stations: \_\_\_\_\_  
\_\_\_\_\_

Nearest Telephone: \_\_\_\_\_

# MAJOR ACCIDENTS

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## AIRCRAFT ACCIDENT

- Call 911 or military base security to report accident, location, and other details to authorities.

**Designated Base Contact:** \_\_\_\_\_

- Civilian sites at airport locations call designated airport contact:

**Designated Airport Contact:** \_\_\_\_\_

- If the accident is near your location, initiate appropriate evacuation procedures (See: "EVACUATION" section of this Emergency Preparedness Plan, pages 7 - 9).
- DO NOT approach a downed aircraft. Emergency responders will have equipment and personnel trained to respond to such incidents.
- Smoke from a burning aircraft is very toxic and should be avoided.

**NOTE:** When a private or commercial aircraft is involved in an accident, the National Transportation Safety Board (NTSB) is the agency of jurisdiction. No one will be permitted within a five hundred foot radius of the aircraft.

## MOTOR VEHICLE ACCIDENT

*(Involving injuries)*

- Call 911 or military base security (and airport or campus security, if appropriate) to report the accident and details to local authorities.

**Designated Base Contact:** \_\_\_\_\_

**Designated Airport/Security Contact:** \_\_\_\_\_

- Remain on the scene until released by paramedics or local authorities.
- Look for hazards that could affect you, other campus personnel or students, or responding emergency personnel (fuel, chemicals, etc.) and report this information to emergency response operators.
- DO NOT attempt to move injured persons unless it is more dangerous to leave them where they are.
- Do not put yourself in extreme danger of injury.
- Attempt to keep victims calm and reassure them that assistance is on the way.
- Notify arriving emergency response personnel of number of injured, locations, etc.

# MAJOR ACCIDENTS

# MEDICAL EMERGENCIES AND INJURIES

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In the event of a medical emergency, contact 911 or military base security and/or emergency health care emergency response personnel immediately. Locations on airports and/or college campuses may also have access to airport or college campus health care professionals and should contact those responders if possible.

**Military/Airport/Campus Contact:** \_\_\_\_\_

## SERIOUS INJURIES OR ILLNESS

- **Call 911 or designated military base health care emergency responders** and seek emergency treatment from appropriate health care professionals immediately for all serious injuries.
- If you are properly trained in CPR or the Heimlich Maneuver and the situation requires one of these emergency response procedures, proceed accordingly.
- **DO NOT initiate emergency response procedures for which you have not been properly trained.**
- Make the victim as comfortable as possible while waiting for emergency responders.

## HEAT RELATED ILLNESS

- Get victim to a cool place.
- Loosen tight clothing.
- Apply cool, wet cloths to the skin.
- Fan the victim.
- If victim is conscious, give cool (not cold) water to drink.
- Obtain medical attention immediately through appropriate resources.

## MINOR CUTS & PUNCTURES

- Vigorously wash injury with soap and water for several minutes.
- Obtain medical attention through appropriate resources.
- If impaled by a foreign object – **DO NOT REMOVE THE OBJECT.** Seek medical attention immediately.

**Notify the university safety and risk management offices as possible following all medical emergencies and/or injuries.** Reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE on the University Safety pages at: **ERNIE>SAFETY/RISKMANAGEMENT>REPORTAN ACCIDENT.**

## **FIRST AID KIT PREPARATION AND MAINTENANCE**

Each Worldwide location should maintain a fully stocked first aid kit for use in handling minor illnesses and injuries. In addition, all locations should possess a back up light source, such as a flashlight or LED lighting.

The American Red Cross provides guidelines for stocking a first aid kit: The following is an excerpt from its web pages:

“Check kit regularly. Make sure flashlight batteries work. Check expiration dates and replace any used or out-of-date contents. The Red Cross recommends that all first aid kits [for a family of approximately four] include the following:

- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 blanket (space blanket)
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- Scissors
- 1 roller bandage (3 inches wide)
- 1 roller bandage (4 inches wide)
- 5 sterile gauze pads (3 x 3 inches)
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/nonglass)
- 2 triangular bandages
- Tweezers
- First aid instruction booklet“

Recommended quantities should be adjusted based on the average number of individuals at each location, keeping in mind that you are stocking the first aid kit to deal with day-to-day minor injuries in the classroom or office as opposed to preparing for treatment of mass injuries in the event of a large scale disaster.

Additional information can be obtained at:

<http://www.redcross.org/services/hss/lifeline/fakit.html>

# NATURAL DISASTER / INCLEMENT WEATHER EARTHQUAKE

## INDOORS

- STAY INDOORS, do not exit building or use elevators.
- TAKE COVER under table, desk or doorway, if possible.
- STAY AWAY from all windows and large glass objects.
- AVOID being under heavier objects such as lights, wall hangings and other items, which may fall.
- HELP DIRECT people with special needs to a safe place, if necessary.
- WHEELCHAIR bound individuals should lock brakes.

## OUTDOORS

- Move to an area AWAY FROM trees, buildings, walls, and power lines.
- DROP TO KNEES and get into a fetal position. Close your eyes and cross your arms over the back of your neck for protection.
- REMAIN in position until shaking has stopped.

## AFTER SHAKING STOPS

- DO NOT USE cell phones, EXCEPT to report serious injuries.
- ASSIST in the evacuation of people with special needs, if safe to do so.
- TUNE radios to an emergency broadcast or local radio stations for news updates and instructions.

## LOCAL EMERGENCY BROADCAST STATION:

- BE PREPARED to evacuate if appropriate (based on the severity of the earthquake and damage to buildings) or if instructed to do by local authorities  
(See “EVACUATION” section of this guide, pages7- 9)
- DO NOT ENTER any building that is deemed or looks UNSAFE
- Report incident to University Safety Office at (386) 226-4926; (386) 451-6398 after hours.
- **In the event of injuries, notify university safety and risk management as possible.** Reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE on the University Safety pages at:  
**ERNIE>SAFETY/RISKMANAGMENT>REPORTAN ACCIDENT**

# NATURAL DISASTER / INCLEMENT WEATHER FLOOD

## MAJOR OR MINOR IMMINENT FLOODING

**Major flooding** is the result of extraordinary overflow of local rivers or creeks. Depending on our location, likelihood of this will vary.

**Minor flooding** is the result of major rainstorms or a waterline break and is more likely to occur at any location.

While there may be some differences in the monitoring of flooding in your area, basic personal safety procedures will be similar.

## PREPARING AHEAD FOR THE POSSIBILITY OF FLOODING

- Be aware of local flood plain information and your location within those areas.
- In the event your site is located in a flood plain, be aware of local evacuation procedures and incorporate that information into your evacuation route and planning.
- Be aware of and incorporate relevant military base, airport, or college campus evacuation information into your planning.
- Ensure that the evacuation route for your location (including local flood evacuation Information if applicable) is prominently posted and that all personnel and students are familiar with evacuation routes.
- Monitor national and local weather services and other emergency advisories to be aware of local weather conditions and possible threats.
- *Complete the information below regarding your local weather advisory services so this information is readily available in an emergency.*

## NATIONAL WEATHER SERVICE (NOAA)

<http://www.nws.noaa.gov/>

## LOCAL NATIONAL WEATHER SERVICE (NWS)

To find your local National Weather Service (NWS) contact, go to:

<http://www.nws.noaa.gov/stormready/contact.htm>

Click on your state. Insert contact information below for quick reference.

Local NWS Contact: \_\_\_\_\_

## OTHER LOCAL WEATHER ADVISORY INFORMATION

Local news/weather stations: \_\_\_\_\_

Military/Airport/Campus advisory channels: \_\_\_\_\_

Other: \_\_\_\_\_

## IN THE EVENT OF A FLOOD IN YOUR IMMEDIATE AREA

- Continue to monitor national and local weather services and other emergency advisories to determine necessary action, such as evacuation, cancellation of classes, etc. as the situation progresses.
- If evacuation is required and if safety and time permit, protect all equipment, records, etc. (lock, elevate, other actions as appropriate) and shut off all electrical equipment prior to leaving the premises.
- **If located on a military installation, follow instructions and protocols provided by military personnel.**
- DO NOT return to your location until local authorities or military personnel permit.

# NATURAL DISASTER / INCLEMENT WEATHER

## HAIL, LIGHTNING

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### HAIL

- **Seek protective shelter** immediately.
- **Remain indoors** or under protective shelter until hail has stopped, usually 5 to 10 minutes.

### LIGHTNING

- **Seek protective shelter** immediately.
- If outdoors, do not stand beneath tall isolated objects.
- Avoid projecting above the surrounding landscape.
- Seek shelter in a low area under a thick growth of small trees.
- In open areas, seek low areas such as a ravine or valley.
- Get off of or away from open water as well as metal equipment or small metal vehicles such as motorcycles, golf carts, etc.
- Stay away from wire fences, clotheslines, metal pipes, and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.
- **REMEMBER** - lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. **DROP TO YOUR KNEES** and **BEND FORWARD**, putting your hands on your knees. Do not lie flat on the ground.

# NATURAL DISASTER / INCLEMENT WEATHER TORNADOS, THURNDERSTORMS, MICROBURSTS

## GENERAL INFORMATION

- **A TORNADO WATCH** means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.
- **A TORNADO WARNING** is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property.
- **A MICROBURST** (also referred to as a downburst) is a localized, intense downdraft that produces damaging, divergent winds at the ground surface. A microburst is capable of producing winds of more than 100 mph lasting 5 to 15 minutes.

Basic safety processes will be the same for all three of these situations.

## INDOORS

- **Stay indoors.** Do not exit building. Do not use elevators as you could be trapped in them if the power is lost.
- **Locate an interior room.**
- **Go directly to an enclosed, windowless area in the center of the building.** Corners or building support columns are best. Interior stairwells are also good places to take shelter, and, if not crowded, allow you to get to a lower level quickly. Avoid middle of exterior walls.
- **Help direct people with special needs** to a safe place, if necessary.
- **Stay away from all windows** and large glass objects.
- **Crouch down and cover your head.**
- **Avoid being underneath heavier objects** such as lights, wall hangings, and other items that may fall.
- **Remain inside** until tornado or storm has passed or cleared to leave.
- **Do not use matches or lighters**, in case of leaking natural gas pipes or fuel tanks.
- **Evacuate if instructed to do so.** See “EVACUATION” section of this guide.

## OUTDOORS

- **Move away from** trees, buildings, walls and power lines.
- **Seek the lowest possible ground**, i.e., ditch, small trench, etc. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a cave in or flooding may be possible.
- **Stay away from power lines and puddles** with wires in them; they may be “live”.
- **Do not use matches or lighters**, in case of leaking gas pipes or fuel tanks.
- **Remain in position until “noise and high winds” have stopped.**
- **Do not enter any building that is deemed or looks unsafe.**
- Follow instructions of emergency responders for immediate actions before and following the tornado.

# POWER OUTAGE

## PLANNING AHEAD FOR POWER OUTAGES

Although many facilities will have emergency generators that may provide power and lighting, all locations should:

- **Maintain backup flashlights or alternative LED lighting** for use in the event of a power outage. (*Do NOT use candles* or other types of flames for lighting).
- **Ensure that all faculty, staff, and students are aware of the location** of these items.
- **Prominently post evacuation routes** in the event evacuation is required.

**Location of Evacuation Route:** \_\_\_\_\_

- Contact local power company or military base and airport, building, and local college contacts, as appropriate.

**Local Power Company Contact:** \_\_\_\_\_

**Base/Airport/Building/College Contact:** \_\_\_\_\_

## IN THE EVENT OF A LOCAL POWER OUTAGE

- **Initiate alternative lighting** if generator lighting is not available in your location.
- **Report power outage** to local power company or military base contact.
- **Unplug all electrical equipment** (including computers) and **turn off light** switches.
- **Evacuate if necessary**, using appropriate evacuation route.

## IF PEOPLE ARE TRAPPED IN AN ELEVATOR

- Ask passengers to remain calm.
- If elevator has phone capability, instruct passengers to use the emergency phone in the elevator so they can provide direct information to the emergency responders.
- If elevator does not have phone capability, attempt to reach emergency responders via cell phone or other means on behalf of passengers.
- Call 911 or military base security if no other options are available.
- Stay near passengers until emergency responders arrive, provided it is safe to stay in the building.

# POWER OUTAGE

# SPILLS / HAZARDOUS MATERIALS INCIDENTS GENERAL

A **hazardous materials incident** is a spill of chemicals (liquid or solids), hazardous waste, or fuel oils (diesel or gasoline). While most ERAU Worldwide locations are not directly involved in handling hazardous materials, some locations are situated on military bases or on or near airports where hazardous materials may be present. At these locations, campus and office personnel should make note of where any hazardous materials may be in relation to their sites and be familiar with the information in this section and all information provided by the facility in which they are located so that they can respond quickly in the event of a hazardous spill.

**University safety and risk management offices should be notified as soon as possible following any hazardous materials incident.** University Safety can be reached at (386) 226-4926 (After hours: (386)451-6398) Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at: **ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT**

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**IN CASE OF A MAJOR, HAZARDOUS SPILL  
IMMEDIATELY CALL 911 or MILITARY BASE OFFICIALS  
and APPROPRIATE AIRPORT OFFICIALS**

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## **FOR A MAJOR SPILL OR LEAK**

- Activate the nearest fire alarm if this has not already been done by those near the spill.
- Immediately evacuate the area, closing doors behind you.
- **CALL 911 or appropriate military base and appropriate airport authorities.**
- **DO NOT** attempt to clean up the spill yourself.

## **FOR A MINOR SPILL OR LEAK**

- Contact appropriate military base or airport authorities.
- Alert people in your immediate area of the spill.

## **CHEMICAL SPILL ON BODY**

- Flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- Remove contaminated clothing at once. Seal in plastic bag. Avoid contact with eyes.
- Make sure chemical has not accumulated in shoes or under jewelry.
- If no visible burn, check MSDS to determine if delayed effects may be expected.
- Obtain immediate medical attention – even for minor chemical burns.

**Designated Military Base/Airport Contact:** \_\_\_\_\_

The ERAU Environmental Safety and Health Department has personnel trained in the proper clean-up and containment of minor hazardous spills or releases. Again, while most ERAU Worldwide locations are not directly involved in handling hazardous materials in any way and it is highly unlikely that you will be directly responsible for dealing with a hazardous spill or release, in the event you do find yourself in this situation, the ERAU Environmental Safety and Health Department can be reached at (386) 226-4926 8:00 a.m. to 5: p.m. (EST) Monday through Friday and at (386) 451-6398 all other hours.

For more information regarding hazardous materials, see:  
[Hazardous Materials](#) on the Environment Health & Safety Web Pages on ERNIE

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**IF LOCATED ON A MILITARY BASE  
OR AIRPORT, BE FAMILIAR WITH THE FOLLOWING**

- Location of Spill Response Kit.
  - Location of nearest safety shower.
  - Location of nearest eyewash.
  - Location of telephone.
  - Location of Material Safety Data Sheets (MSDS).
-

# SPILLS / HAZARDOUS MATERIALS INCIDENTS

## RADIATION SPILLS

While ERAU Worldwide locations do not directly handle radioactive materials, some locations are situated on military bases or on or near airports where radioactive materials may be present. At these locations, campus and office personnel should make note of where any radioactive materials may be in relation to their sites and be familiar with the information in this section so that they can respond quickly in the event of a radioactive spill.

In all emergency situations the primary concern must always be the protection of personnel from radiation and non-radiation hazards. The secondary concern is to confine contamination. Medical assistance should not be withheld or delayed because of contamination of personnel by radioactive material.

**University safety and risk management offices should be notified as soon as possible following any hazardous materials incident.** The University Safety Office can be reached at (386) 226-4926 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday and at (386) 451-6398 all other hours. Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at:

**ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT**

### SPILLS

- Contact 911 or military base security and airport security personnel immediately.

**Designated Base or Airport Contact:** \_\_\_\_\_

- Notify all other persons in the room at once.
- Confine the spill immediately, but make no attempt to clean up the spill.
- For liquid spills, don protective gloves and place absorbent paper on the spill.
- For dry spills, don protective gloves and place lightly moistened absorbent paper on the spill, taking care not to spread contamination.
- If the spill is on the skin, flush thoroughly with water. If the spill is on the clothing, discard outer clothing at once.
- Permit no one to resume work in the area or leave the premises without approval of appropriate local authorities.

## INCIDENTS INVOLVING RADIOACTIVE DUSTS, MISTS, FUMES, ORGANIC VAPORS AND GASES

- **Contact 911 or military base security and airport security personnel immediately**

**Designated Base or Airport Contact:** \_\_\_\_\_

- Notify all personnel to vacate the room immediately.
- Hold breath, close all windows and escape valves, and switch off circulating air.
- Close and lock all access doors - post guards to prevent accidental opening of doors if necessary.
- **Do not re-enter the room or permit anyone to leave the premises without approval from military base personnel or other appropriate local authorities.**

## INJURIES TO PERSONNEL INVOLVING RADIATION HAZARDS

- Wash minor wounds immediately under running water.
- Report all radiation accidents (wound, over exposure, ingestion, and inhalation) to appropriate military base and airport personnel.
- Call 911 or appropriate military base personnel to obtain emergency medical attention.
- **Do not permit personnel involved in a radiation injury incident to return to work or leave the premises without approval from military personnel or appropriate local authorities.**

## SPILL ON THE BODY

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- **Call 911 or appropriate military base personnel and obtain medical attention.**
- **Do not permit personnel involved in incident to return to work or leave the premises without approval from appropriate military personnel or local authorities.**

## BURNS

- **Call 911 or appropriate military base personnel and obtain medical attention.**
- **Do not permit personnel involved in incident to return to work or leave the premises without approval from appropriate military personnel or local authorities.**

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## IF LOCATED ON A MILITARY BASE OR AIRPORT BE FAMILIAR WITH THE FOLLOWING

- Location of Spill Response Kit.
- Location of nearest safety shower.
- Location of nearest eyewash.
- Location of telephone.
- Location of Material Safety Data Sheets (MSDS).

# SPILLS/HAZARDOUS MATERIALS INCIDENTS

## BIOLOGICAL SPILLS

While ERAU Worldwide locations do not directly handle biological materials, some locations may be situated on military bases or on or near airports where biological materials may be present. At these locations, campus and office personnel should make note of where any biological materials may be in relation to their sites and be familiar with the information in this section so that they can respond quickly in the event of a biological spill.

If you become aware of any biological spill, first notify others in your area so they will not unknowingly spread the contamination. In the event of a spill of large volume or a spill of organisms transmitted by inhalation when aerosolized, call 911 or designated military base personnel and appropriate airport personnel.

**University safety and risk management offices should be notified as soon as possible following any incidents.** University Safety can be reached at (386) 226-4926 8:00 a.m. to 5:00 p.m. (EST) and at (386)451-6389 all other hours. Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at:

**ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT**

### SPILL ON BODY

- **Contact 911 or appropriate military base and airport personnel as appropriate**
- Notify emergency responders if you are contaminated.
- Remove contaminated clothing. Place in plastic bag, seal, and save it.
- Vigorously wash exposed area with soap and water for 1 minute while waiting for responders
- Obtain immediate medical attention from emergency responders.

### LOCATION OF CLOSEST EMERGENCY ROOM:

\_\_\_\_\_

### IF LOCATED ON A MILITARY BASE OR AIRPORT BE FAMILIAR WITH THE FOLLOWING

- Location of Spill Response Kit \_\_\_\_\_
- Location of nearest safety shower \_\_\_\_\_
- Location of nearest eyewash \_\_\_\_\_
- Location of telephone \_\_\_\_\_
- Location of Material Safety Data Sheets (MSDS) \_\_\_\_\_

## BIOLOGICAL SPILLS

# SUSPICIOUS PACKAGE

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If you receive or discover a suspicious package or foreign device:

**DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT**

**IMMEDIATELY DIAL 911 or MILITARY BASE SECURITY  
AND APPROPRIATE AIRPORT PERSONNEL**

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## LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

### INSPECTION OF PACKAGES – LOOK FOR

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “confidential” or “personal”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or foil.
- Excessive tape or string.
- Visual distractions.
- No return address.

### HANDLING SUSPICIOUS PACKAGES

- Do not open or shake the package.
- Do not carry or show to others.
- Do not sniff, touch, taste.
- Do place on stable surface, preferable a Bio-Safety Cabinet.
- Do alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Wash hands with soap and water.
- Create a list of persons in the room where the package was received.

# SUSPICIOUS PACKAGE

## **ADDENDUM EVAUCATION ROUTE**

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**Add your location's evacuation route and other relevant information here.**

## **ADDENDUM EVAUCATION ROUTE**

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**Add your location's evacuation route and other relevant information here.**

## **ADDENDUM 1 EVAUCATION ROUTE**

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**Add your location's evacuation route and other relevant information here.**

## **ADDENDUM 2**

### **UNIQUE LOCAL GEOGRAPHIC ISSUES**

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**Add any particular local geographic events or issues that may apply, such as landslides, mudslides, tsunamis, etc.**

**The University Safety Office can assist with development of planning for local geographic events or issues.**