

College of veterinary medicine

# EMERGENCY PREPAREDNESS PLAN

TUSKEGEE UNIVERSITY



# EMERGENCY PREPAREDNESS PLAN

## Introduction

This document is designed to supplement the Tuskegee University (TU) Emergency Preparedness Plan to provide:

- guidance to responses during emergencies,
- information on potential emergencies, and
- assistance in helping individuals to avoid and anticipate dangerous situations.

Emergencies, accidents, and injuries can occur at any time and without warning. The ability to handle emergencies is the responsibility of each individual. The better prepared on emergencies and disaster the college is, the more quickly the appropriate action can minimize confusion that may occur during an emergency.

During an emergency, proper action saves lives. For your safety, please familiarize yourself with the basic steps that pertain to all CVM students, faculty and staff on all campuses.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are **not** expected to utilize these devices nor are they trained in their use due to the danger of their personal safety, which would result from attempting to extinguish a fire. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by Tuskegee University Police Department.

## Emergency Contact Information

- Institutional Animal Care and Use Committee – Dr. Marcia Martinez, Chair, 334-727-8064; Dr. Kumwar Srivastava, Attending Veterinarian, Comparative Medicine Resources Center, 334-724-4106.
- Radiation Committee – Dr. Ramble Ankumah, Chair, 334-727- 8400; Dr. Pradosh K. Ray, Radiation Safety Officer, 334-727-8920
- Facility Management – Mr. Fred Johnson, 334-421-1885
- Williams-Bowie Research Laboratories – Mr. Jason White, Laboratory Manager, 727-8287
- Veterinary Medical Teaching Hospital – Dr. E. Rick Bridges, Director, 724-4102
- Tuskegee University Police Department, Chief Patrick Mardis, 724-4454
- Environmental Health and Safety Officer, Captain Wilbert Anderson, 552-1299

## **EMERGENCY RESPONSE TRAINING AND DRILLS**

Annual emergency response drill involving all employees at the facility will be held. The Environmental Health and Safety (EHS) Officer will plan and coordinate this event. The drill allows the EHS Officer to assess the following:

- Whether the communication and alarm systems are working effectively;
- Whether all mechanical, hydraulic, and electrical systems are shut down appropriately;
- How quickly all personnel can be evacuated safely; *and*
- Any additional training needed for the emergency response team.

The EHS will prepare an annual report detailing the drill, any weaknesses found, and corrections or training needed. The emergency response team (which is made up of the first-aid team, lockout/tagout team, fire protection monitor team, and the process safety team) will receive initial training and annual refresher courses on emergency response procedures, as coordinated and/or provided by the EHS Officer.

## **EVACUATION**

When the fire alarm sounds, proceed to the nearest exit. **Use stairs, do use the elevator.** Assemble at least 100 yards from the building.

### **Buddy Evacuation Plan**

During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.) When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person. Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with a disability.

### **Horizontal Evacuation:**

Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

### **Vertical (Stairway) Evacuation:**

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

### **Stay-in-Place**

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call Tuskegee Police (obtain an outside line and dial 911) and give your

name, location and reason you are calling. The dispatcher will relay the information to on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

### **Area of Refuge**

If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling). Note: Residence Hall rooms qualify as areas of refuge. You should identify an area of refuge in your building within the first weeks of your classes or employment.

### **REPORTING AN EMERGENCY**

Immediately report emergency situations occurring in or near your facility (such as fire, explosion, storm damage, hazardous material spills, chemical odors, flooding, accidents, injuries, criminal or suspicious activities, etc.) to your campus's TUPD Communications Center or by using a campus emergency telephone.

- Tuskegee University Police Department 334-727-8757
- Emergency 4911 (from campus phone)

### **Animal Resource Facilities**

The attending veterinarian will have responsibility for overseeing emergency animal care initiating a quick return to full animal care. The designated person will also be responsible for notifying the facility-designated staff.

### ***Emergency Animal Care: General***

Veterinarians and animal care technical staff have a responsibility to the animals used in the teaching and research programs.

### ***In an emergency, human life will take precedence over animal life***

Animal care personnel must not place themselves or their co-workers in danger to evacuate animals. Facility Directors, Supervisors, veterinary staff, technicians, etc. will work in cooperation with the local authorities to determine the appropriate course of action based on the level of emergency.

**Level 1** emergency may be localized and require only that animal be relocated to another room or floor within the facility or to another CVM facility.

**Level 2** or **3** emergency may require the evacuation and/or euthanasia of animals

- The facility Director, in consultation with other emergency responders will determine if an animal evacuation is necessary and initiate the process.
- Animals will be euthanized only as a last resort, when relocation or evacuation options are unavailable.

- Euthanasia will be performed in a humane manner under the direction of the veterinarian and veterinary technical staff. An adequate supply of euthanasia agents is held in reserve for this purpose.

## **WHAT TO DO IN CASE OF ELEVATOR MALFUNCTION**

### Elevator entrapment/malfunctioning elevator

- Open elevator phone box and pick-up receiver (if available). This will signal a call to Maintenance Manager, Fred Johnson at 334-724-8699. You can use your cell phone to contact campus police or Mr. Johnson at 421- 1885 or Dr Webster at 334-552-1312.
- Remain Calm. DO NOT ever try to force open elevator doors.
- Campus Police or the Fire Department may be able to talk to you via the intercom, if one is provided or via your cell phone.
- Provide the following information:
  - Give your name.
  - Total number of people in the elevator.
  - Report any injuries, medical conditions and/or disabilities.
  - Report which floor you might be on.

### During power failure

- Remain Calm
- Open elevator phone box and pick-up receiver.
- If the phone does not work, push the button for the bell. This will signal others around you that there is someone in the elevator.
- Use your cell phone to contact campus police, Mr. Johnson or Dr. Webster.
- Wait for emergency personnel to rescue you.
- Once you get off the elevator, do not get back on until the power has been fully restored.

### During fire/smoke or an emergency condition

- Elevators may automatically be returned to designated floors where they will park with the doors open.
- If you are not taken to the ground floor, use the stairwell to reach the first floor.

### During Flooding/Water leaks/Bomb Threat/ Explosion/Severe Weather/Earthquake

- Never attempt to use an elevator during any of these conditions. Use the stairwells ONLY for exiting the building. Elevators may stop and become inoperative at any time.

## **WHAT TO DO IN CASE OF A GAS LEAK**

### Initial Assessment:

- Contact Campus Police 334-727-8757, from a location outside of the gas leak area and provide as much detail as possible.
  - Your location, the location of the odor, and the identification of the source (if known)
- Clear the area immediately.
- Notify Campus Police of anyone with special assistance or mobility needs.
- Notify others to leave other areas adjacent to the location.
- Report to the building's muster point and await further instructions from Campus Police or the Fire Department.

- Follow instructions from Campus Police and the Fire Department through the duration of the incident.

### **Evacuation of Building or Area:**

- Do not use the elevators.
- Report to the building's muster point and await further instructions from Campus Police, or Fire Department.
- Do not smoke or use a cigarette lighter anywhere near the area of the gas leak

### **WHAT TO DO IN CASE OF FIRE**

#### **If you discover a fire or smell smoke.....**

- Identify the locations of the fire alarm stations and how they operate
- Immediately activate the fire alarm station if the alarm is not already sounding.
- Notify others in the immediate area.
- Evacuate the building at the nearest exit using the stairs. If physically unable to use stairs, call 9-1-1 and fire fighters will conduct rescue.
- If there is smoke, stay low to the ground.
- Close doors and windows as you exit, but do not jeopardize your safety or the safety of others.
- Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire.
- Contact the TUPD's, at 4911(campus phone) or 334-724-4911.
- Inform emergency personnel about individuals who are injured and need assistance.
- Proceed to the building's muster point and await further instructions from Campus Police or the Fire Department.
- Ensure that everyone is out of the building.
- Do not re-enter building until authorized to do so by emergency personnel.
- Follow instructions from Campus Police and Fire Department, through the duration of the incident.

### **WHAT TO DO IN CASE OF THREAT**

#### **Bomb Threat**

- Keep the caller on the line as long you can and attempt to obtain as much information as possible.
- Ask for the message to be repeated to confirm it. Write down all information received.
- If possible, record the message.
- Possible questions to ask the caller include:
  - *When is the bomb going to explode?*
  - *Where is the bomb located?*
  - *What kind of bomb is it?*
  - *What does it look like?*
  - *Why was the bomb placed there?*
- Ask for the location of the bomb and the time of possible detonation.
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain the caller's identity.

- Pay particular attention to background noises, which may give a clue as to the location of the caller.
- Report the threat immediately to TUPD– 4-9-1-1 ( Tuskegee University Police Department (334)727-8757 or Tuskegee Police Department at 334-727-0200
- Wait for instructions from emergency responders (e.g., Police Dispatchers, Police, Bomb Squad, etc.)
- Do not activate the fire alarm, unless instructed to do so by emergency responders.
- If found Do not touch or handle the suspicious package, if found.
- DO NOT USE cellular phones or two-way radios near package.

### **Active Shooter**

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter situation is defined as any incident in which a person or persons armed with a deadly weapon is *actively and presently* employing the weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Call TUPD or 4911 from a campus telephone when able or 334-724-4911 from a cell phone.

If you are in a building when someone begins to shoot at people in the area:

- If possible without compromising your safety, EXIT immediately and call TUPD or 4-9-1-1.
- If leaving would jeopardize your safety, secure your immediate area by:
  - Locking and barricading doors
  - Turning off lights
  - Closing blinds and/or locking windows
  - Keep quiet. Silence cell phones (not even vibrate), turn off radios and computer monitors
  - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets). This may protect you from bullets.
  - Do not stand by doors or window

### **Contacting the Authorities:**

- Call 4-9-1-1
- The alternate TUPD phone numbers are:
  - Tuskegee Police Department (334)727-0200
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1.
- Program these numbers into your cell phone so you will have them in the event of an emergency

### **What to Report:**

- Shooter(s) location, number of suspects and their identities if known
- Race/gender, clothing description, physical features of suspect(s)

- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc
  - Your specific location – building name and office/room number
  - Number of people at your specific location
  - Injuries, number of persons injured and types of injuries.
- Un-Securing an area:
- Remember, the shooter will not stop until they are stopped by an outside force
  - Consider the risks before un-securing (unlocking) rooms.
  - If doubt exists for the safety of the individuals inside the room, the area should remain secured

### **Intruder/Suspicious Person**

If you encounter someone in your building who is behaving in a way that seems suspicious to you, such as trying to hide, enter unauthorized offices, or attempting to conceal a weapon call 4-9-1-1. Be prepared to provide their description and location. If an armed or threatening intruder comes in to your facility, report it immediately and take protective actions. Tuskegee University maintains an open campus that creates unique challenges when encountered by unfamiliar or suspicious persons.

If you see an armed intruder and you are in an office or classroom:

Leave the building immediately

- If you are not able to leave, immediately lock all doors or move to a secure area.
- Call TUPD or -9-1-1
- Remain calm; give an accurate description of the person or person(s). Note clothing, height, weight, gender, and any other descriptive information that is particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Do not draw attention to yourself; turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Keep classroom or office secure until police arrive and provide further instructions.

If you are caught in an open or exposed area and you cannot get into a secure area or office you must decide upon a course of action:

***Run*** If you can safely make it out of the area, then RUN. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trashcans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

***Hide*** If you are not able to leave, look for a safe and secure hiding area. Once in place remain calm and alert. Stay hidden; await emergency personnel and follow their instructions.

**If the intruder is causing death or physical injury to others and you are unable to run or hide:**

***Play Dead*** you may choose to assume a prone position and lay as still as possible.



### ***Fight***

If you are confronted by someone who is causing death or physical injury to others and you are unable to get away your last option is to fight back. Work together with other trapped persons. This is extremely dangerous, however depending on your situation this could be your only option to survive.

### **Demonstration/ Civil Disturbance/ Terrorism**

CVMNAH employees need to be alert to unauthorized persons on or near campus property. Animal activist may pretend to have authority to gain access or may claim to have a delivery, an appointment or to have left their access card elsewhere; all employees are to adhere to the following:

- Only wear employee ID when in animal facility areas
- Remove photo ID when near demonstration areas
- Do not engage unauthorized individuals or demonstrators in conversation
- Notify Facility Director or Supervisor immediately
- Avoid confrontation
- If you are inside a building, stay in your office or work area.
- If you need to leave, request Tuskegee University Police Department by calling 4911

If you learn of animal activist targeting the animal facility in any way, either on CVMNAH, on researcher's homes, or elsewhere, immediately notify your supervisor and call Tuskegee Police Department at 911.

Tell the responding officer the nature of the situation, the location, the number of people involved and any possible threat to employee safety.

### **Terrorism**

Report unfamiliar, suspiciously acting people to the Director or Associate Director

### **Stray Animal/Vandalism**

Any animals that may be loose in the facility will be captured, identified and returned to the cages or euthanized by designated personnel, depending on the condition.

#### **DO NOT ATTEMPT TO REMOVE OR DISTURB THE ANIMAL**

- Do not come into contact with it. Tell others to vacate the area if a dangerous animal may still be nearby.
- Be prepared to give your name, location and if possible, the species or type of animal involved. Keep track of names and contact information for anyone else that may have been exposed to the animal.
- If a wild animal, such as a bat or a raccoon, is inside of a building, try to isolate it in a room by closing doors behind it and keeping others away.
- Report any/all stray animals on the campus to the Tuskegee University Police Department immediately.
- If you are bitten and/or scratched by a stray animal on campus, contact the Tuskegee University Police Department immediately so that medical attention may be initiated.

Any animals, animal resources such as food, water, and shelter is destroyed by vandalism the following actions will take place:

- Food will be replaced by overnight delivery if needed
- Fresh water will be brought in from other campus facilities

Any animals killed as a result of vandalism will be disposed of after investigation and release by the Tuskegee Police officials

## **MEDICAL EMERGENCIES**

Do not move a seriously injured person unless they are in a life-threatening situation.

Request an Ambulance. In the event of a serious injury or illness, immediately dial 4-9-1-1 or Tuskegee University Police Department (334)727-8757.

Give as much information as possible; including:

- Nature and severity of the illness or injury
- Victim's location
- Is victim conscious, breathing, bleeding?
- If chemicals or radioactive materials were involved, provide as much detail as possible.

Send someone to the building entrance to meet the ambulance.

The college maintains automated external defibrillator (AED) in 301 Patterson Hall and Williams-Bowie. University first responder vehicles TUPD is also equipped with automated external defibrillator. It is recommended that only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact Tuskegee Emergency Medical Services

### **Injuries or illnesses**

For employee with injuries and illness contact: 4911

### **Heart Attack**

- If you know CPR, begin administering it immediately
- If you **do not** CPR and there is an AED available, follow all instructions explicitly that accompanies the equipment.

*In any case, contact the 4911 immediately*

### **Stroke**

Because time is critical in effective treatment of stroke, call 4911 from a university phone or 911 from a cell phone if you notice someone who is exhibiting any of the following symptoms:

- Sudden numbness or weakness of the face, arm or leg, especially on one side of the body
- Sudden confusion, trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden, severe headache with no known cause

### **Treatment**

- If you suspect stroke, call emergency medical help
- Reassure the patient
- Lay the patient down with head and shoulders slightly elevated
- If patient is not breathing well do a CPR (if certified)
- Place the patient on the left side if breathing/not responsive
- Keep the chin slightly extended

### **Steps to Avoid**

- Never give a suspected stroke victim anything to eat/drink

- Do not permit the victim to move

**Poisoning**

<b>Poison Swallowed</b>	<b>Poison Inhaled</b>	<b>Poison in The Eyes</b>	<b>Poison Injected</b>	<b>Poison On the Skin</b>	<b>Poison of a Bite or Sting</b>
<p>If the person is not breathing, start artificial respiration and call 911.</p> <ul style="list-style-type: none"> <li>• If the person is conscious, check to see if the person can swallow.</li> <li>• Do NOT make the person vomit until you have checked with the poison center.</li> <li>• In some cases ,vomiting can cause more damage.</li> <li>• Identify what product the person swallowed, how much and when.</li> </ul>	<p>If the person is not breathing, start artificial respiration and call 911.</p> <ul style="list-style-type: none"> <li>• If the person is conscious, remove the person from the area.</li> <li>• Avoid breathing fumes yourself.</li> <li>• Help the person to get fresh air.</li> <li>• Open doors and windows wide and turn on fans if indoors.</li> <li>• Try to identify what the person inhaled and how long the person was around the product</li> </ul>	<p>Flood BOTH eyes with warm water (not hot).</p> <ul style="list-style-type: none"> <li>• This can be done in the shower by directing the shower stream to the forehead area and letting the water run into BOTH eyes. Blink eyes open and shut.</li> <li>• Repeat for 15 minutes.</li> <li>• Have the person blink as much as possible while flooding the eyes.</li> <li>• Do not force the eyelid open.</li> <li>• Identify the name of the product and when this happened.</li> </ul>	<p>If the person is not breathing, start artificial respiration and call 911.</p> <ul style="list-style-type: none"> <li>• Find out the name of the product, how much was injected and when.</li> <li>• Identify symptoms the person is having</li> </ul>	<p>Remove contaminated clothing immediately.</p> <ul style="list-style-type: none"> <li>• Identify area of skin involved.</li> <li>• Rise well.</li> <li>• Flood skin with running water for 10-15 minutes.</li> <li>• Identify the name of the product and when this happen</li> </ul>	<p>If the person is not breathing, start artificial respiration and call 911.</p> <ul style="list-style-type: none"> <li>• Move the person to a safe area away from additional harm.</li> <li>• Identify what caused the bite or sting and when this occurred.</li> <li>• Identify symptoms the person is having</li> </ul>

**Then call the Poison Center at 1-800-222-1222, the poison specialist can determine if further treatment is needed.**

## **WHAT TO DO WHEN HANDLING BLOOD**

Definition of a Blood borne Pathogen: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Training is provided yearly during the Fall semester for employees that may come in contact with Blood borne Pathogens.

### **Action Steps for Buildings:**

- For any situation of this nature, call Campus Police (334) 727-8757 immediately and provide details (where, what is the issue, etc.).
- If Campus Police or Facilities do not respond in a reasonable time (within 30-45 min.) follow up with Campus Police again.
- Do not handle or touch anything.
- Seal off the area immediately and keep people away. If possible cover the substance with a towel or paper towels.
- In the event a community area is contaminated (i.e. bathroom, stairwell, etc.) hang signs to direct students and faculty to another community facility.

## **WHAT TO DO IN CASE OF HAZARDOUS MATERIALS OR CHEMICAL SPILL**

### **Definition of Hazardous Materials:**

The Occupational Safety and Health Administration (OSHA) define a hazardous material as any substance or chemical which has been determined to be either a health hazard or a physical hazard.

Hazardous materials include but are not limited to chemicals which are:

- Carcinogens
- Irritants
- Corrosives
- Combustible
- Flammable
- Oxidizers

Qualified personnel must handle the accidental spill of hazardous material only. Employees and students must contact the EHS Officer at 334-552-1299 immediately to report a spill and follow the below steps.

### **Action Steps:**

- Do not attempt to clean-up a hazardous material spill.
- Instruct the others in the immediate area to vacate the contaminated area immediately and report the predetermined muster point. Upon leaving the contaminated area, close doors and if possible prevent entry into the area.
- Inform the EHS officer of the location of the spill and if possible the chemical spilled and the amount that was spilled by dialing (334) 552-1299.
- If possible remove ignition sources and unplug electrical equipment in the immediate area. Do so only if you are not in danger.

- If student(s) or employee(s) have been exposed to a hazardous material, they should be instructed to remove contaminated clothing immediately and be directed to the nearest safety shower/eye wash station and the affected area should be rinsed for a minimum of 15 minutes.
- If student(s) or employee(s) are injured move the victim from the immediate area if this can be done without further injury to you or the victim.
- Await direction from Campus Police or other emergency personnel and Facilities.
- Do not make entry into the contaminated area until the all clear sign has been given from the EHS Officer.

## **WHAT TO DO IN CASE OF INCLEMENT WEATHER**

- **TORNADO WATCH**- issued when conditions are favorable for a tornado to form.
- Gather personal belongings (flashlights, radios, purses, attaché cases, etc.)
- Take time to go to the bathroom
- **TORNADO WARNING**- issued when a tornado has been noticed Doppler radar and/or a tornado has actually been sighted.
- If the decision to cancel classes or delay opening is made, information will be disseminated via TigerAlert in the following ways:
  - TU website homepage
  - TU phone extensions
  - Email
  - Text message
- Tune into local television and radio stations or weather apps.

### **Tornado**

- Go to the center area of the building on the lowest level or basement.
- Seek cover under a table, desk, door arch or stairwell and stay away from large windows, shelving systems, or tall room partitions.
- Contact University Police (334) 727-8757 with the names and locations of persons if trapped.

### **Earthquake**

#### **Action While Indoors:**

- Go to the center area of the building on the lowest floor.
- Seek cover under a table, desk, door arch or stairwell and stay away from large windows, shelving systems, or tall room partitions.
- Do not use elevators in case of aftershocks.
- Implement the "Drop and Cover" procedure by doing the following:
  - Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
  - If notebooks or jackets are handy, hold overhead for added protection.
  - Hold position until shaking has stopped.
- Contact University Police (334) 727-8757 with the names and locations of persons if trapped.
- Be prepared for aftershocks. Aftershocks can occur for a period of up to several days. They may last from 5 seconds to 5 minutes.

### **Action While Outdoors:**

- Walk away from buildings, trees, power line poles and exposed wires.
- Implement the "Drop and Cover" procedure by doing the following:
  - In an open space drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
  - Maintain position until shaking has stopped.
- Do not enter any building until emergency personnel deem them safe.

### **ANIMAL FACILITIES EMERGENCIES**

- ***Animal Observation and Health Maintenance***- all animals will be checked as soon as access to facilities is permitted by the emergency personnel. Animals suffering from injury will be examined as quickly as possible and treated or euthanized as necessary. Animals that need to be relocated because of tornado damage to a facility will be moved as soon as possible to another suitable facility. Dead animals will be removed from their primary housing enclosure and disposed of properly.
- ***Food***- spoiled contaminated feed will be discarded and replaced as soon as possible
- ***Water***- in a case where a tornado disrupts the water supply to a facility, water will be transported in from other campus facilities.
- ***Personnel To Care for Animals*** - if a tornado occurs during working hours, all employees in the outlying areas must vacate to a designated safe area immediately
- ***Transportation***- if tornado has destroyed the capability to properly house animals in the facility, any remaining animals will be transported to another facility on campus.
- ***Environmental Support***- emergency generators will be requested from other campus facilities or local rental agencies
- ***Research Support***- investigators of any animals on campus for the purpose of research will be contacted as soon as possible.

### **Training includes the following topics:**

- The types of emergencies our company may experience
- Location and use of fire extinguishers
- Correct procedure for cleanup of chemical spills
- Shutdown of all machinery and processes
- Evacuation procedures
- Use of personal protective equipment (PPE)
- First aid during an emergency evacuation
- How to communicate during the emergency

### **Emergency Safe Places:**

- Patterson Hall – Media Center
- Necropsy- Laundry room and Cooler
- Rosenwald – Hallway, attic entrance, and restrooms
- Williams-Bowie – Animal Care Unit entrance, hallways, service corridor, and restroom
- Small Animal – hallway and exam rooms

- Large Animal – hallway and inner most offices

### **CHECKLIST**

- ( ) A chain of command is clearly established to minimize confusion.
- ( ) A method of communication, such as an alarm system, is established to alert employees to evacuate or take other precautions.
- ( ) Emergency escape procedures and escape route assignments, including floor plans and maps, are established.
- ( ) Procedures are established to be followed by employees who remain to perform (or shut down) critical plant operations before they evacuate.
- ( ) Procedures are in place to account for all employees after emergency evacuation has been completed.
- ( ) Procedures are established for rescue and medical duties for those employees who are trained and assigned to perform them.
- ( ) The preferred means for reporting fires and other emergencies is indicated.
- ( ) Contacts for further information or explanation of duties under the plan are listed.
- ( ) A schedule is included for regular practice drills, updates, and training and reviews, with copies of the plan kept in convenient locations.

## **Tuskegee University Shelter-in-Place Procedures**

Following are the procedures for sheltering in place:

1. When the university authorities provide directions to shelter in place or management determines that the environment outside the facility is too dangerous, the business will be closed.
2. Customers, clients, or visitors in the building will be asked to stay inside the facility.
3. Unless there is an imminent threat, employees, customers, clients, and visitors should call their emergency contact to let them know where they are and that they are safe.
4. Call-forwarding or alternative telephone answering systems or services will be turned off. The university's automated phone message will be changed to indicate that the business is closed and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
5. Exterior doors will be locked and windows and air vents will be closed. Employees familiar with the facility's mechanical systems will turn off all fans, heating and air-conditioning systems, and other noncritical equipment. Some systems automatically



provide for exchange of inside air with outside air. These systems will be turned off, sealed, or disabled.

6. If there is danger of explosion, window shades, blinds, or curtains will be closed.
7. Personnel should gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags, and take them to the shelter if not already provided.
8. Select interior room(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
9. Call emergency contacts and have a hard-wired phone available if needed for reporting a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
10. Take the emergency supplies and go into the designated shelter-in-place room. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
11. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
12. Write down the names of everyone in the room, and call the designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).
13. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

## **Tuskegee University Emergency Notifications**

### **CAMPUS EMERGENCY PROCEDURES**

#### **INTRODUCTION**

These emergency procedures are intended for use by the Tuskegee University community. You should become familiar with these contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times. New employees and students should be made familiar with it as part of the orientation process.

If you would like additional information on crisis communications and public safety, please feel free to contact the Tuskegee University Police Department at 334-727-8757. Our commitment is

to ensure the safety and security of the Tuskegee University community. **Emergency Number – 334-724-4911 (campus ext. 4911).**

**All Tuskegee University students, faculty, staff and campus personnel are urged to [SIGN UP FOR EMERGENCY NOTIFICATIONS](#) by e-mail (campus e-mail acct. only), voice message or text messaging by going to the following link:**

**<https://www.myschoolcast.com/go/tu>. Please contact Campus Technology at 334-727-8040 if you are unable to log in.**

## **INCLEMENT WEATHER/CAMPUS CLOSING**

*The communications office assists senior officials in the distribution of information regarding a University closure in the event of a storm. The communications procedure includes:*

- Tiger Alert mass email message sent to all students, faculty and staff as soon as possible
- Tiger Alert mass text message to all students, faculty and staff as soon as possible
- Tiger Alert message posted on the Tuskegee University home page
- Macon County warning sirens (long constant beep)

**UPDATES available at 334-727-8757, [www.tuskegee.edu/alerts](http://www.tuskegee.edu/alerts) or [www.tuskegee.edu/TigerAlert](http://www.tuskegee.edu/TigerAlert)**

## **TORNADOES/ HURRICANES/ SEVERE WEATHER**

- A tornado/ hurricane/ severe thunderstorm **WATCH** means that a tornado, hurricane or a severe thunderstorm is possible.
- A tornado/ hurricane/ severe thunderstorm **WARNING** means that a tornado, hurricane or a severe thunderstorm has actually been sighted somewhere in the warning area.

*If a tornado/ hurricane or severe weather is sighted approaching the campus:*

- Go to the basement or interior hallway on the lowest floor if time permits. Otherwise, go to an inside wall of your classroom or office, as far away from doors and windows as possible.
- Avoid auditoriums, gymnasiums, or other structures with wide, free-span roofs.
- Take shelter underneath your desk or any heavy furniture available.
- Assume a curled position to protect your head and eyes.

## **EVACUATION SHELTERS AND SAFE LOCATIONS**

*In the event of a disaster, an evacuation order will be disseminated by police officials. Students, faculty and staff are encouraged to follow those directions and proceed to one of the shelters listed below that is closest to your current location.*

- John A. Kenny Hall

- Andrew F. Brimmer College of Business and Information Science
- Kellogg Hotel and Conference Center ballroom and auditorium
- Chambliss (hallways)
- Physical Plant