

**MERCER UNIVERSITY
EMERGENCY PREPAREDNESS PLAN**

(Appendix B)



**DEPARTMENT
EMERGENCY PLANNING GUIDELINES**

DEPARTMENT EMERGENCY PLANNING GUIDELINES

INTRODUCTION	1
PREPAREDNESS	2
Getting Organized	2
Supplies and Equipment	3
Establishing Emergency Communications Systems	3
Disaster Communications at Mercer	4
Planning Ahead for Evacuations	4
Preparedness for Building Evacuations	5
Reducing Exposure to Risks and Hazards	5
Emergency Organization: Team Rosters	8
Emergency Organization: Headquarters and Supply Locations	9
RESPONSE	10
Overview	10
Emergency Response Actions	11
To Implement an Evacuation	12
How to Assist Disabled Persons During an Evacuation	13
Department Emergency Message	15
Department Evacuation Routes	16
Emergency Evacuation Sign-in Sheet	17
RECOVERY	18
Support Services and Assistance	18
Documenting Emergency Outcomes	18
Summary: Department Emergency Status	20
Recovery: Detailed Space Assessment	20
Recovery: Detailed Equipment Assessment	21
Recovery: Detailed Personnel Impacts	22

INTRODUCTION

Emergencies and disasters can happen at any moment, and many times they occur without warning. When an emergency strikes, the University's immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Each school, college and department at Mercer has an important role to play in maintaining the University's emergency preparedness and safety. We are an interdependent community.

At Mercer, Department Emergency Plans are written to provide fundamental support for the general Campus Emergency Preparedness Plan. During a major emergency or disaster, the University Emergency Management Team (EMT) will rely on effective communication between the campus "Emergency Operations Center" (EOC), corresponding "Field Operations Centers" (FOCs) in the headquarters of Vice Presidents, Deans, and Directors, and individual campus departments.

Clearly, Department Emergency Plans are an essential building block of the University's emergency response. They are also part of every unit's basic health and safety responsibilities and business continuity planning. Department Emergency Plans outline how an organization will

1. Protect the safety of students, faculty, staff and visitors in the department;
2. Safeguard vital records and resources related to the department's mission; and
3. Coordinate with the University's emergency response and recovery procedures.

A current copy of the University's Emergency Preparedness Plan is distributed to every Mercer school, college and department, to provide a model for developing local area contingency plans. The guidelines for Department Emergency Plans will produce comprehensive, yet simple and flexible, procedures that units can apply to a variety of emergency incidents that may occur.

Emergencies are classified as Level 1, 2, or 3 at Mercer. The following materials provide guidance for any emergency level. These guidelines will help department managers identify key emergency roles and responsibilities, plan ahead for safe building evacuations and effective emergency communications, and develop strategies for resuming normal functions after emergency conditions subside.

PREPAREDNESS

GETTING ORGANIZED

The first step in building department preparedness is to assemble appropriate human and physical resources to do the job.

Every Mercer department should have an “Emergency Coordinator” who is assigned the responsibility for developing and implementing the Department Emergency Plan. The Emergency Coordinator must be familiar with the department’s programs and physical facilities, and should be a person with the management experience and financial authority to:

- Collaborate with the department head to develop and maintain the information in the Department Emergency Plan
- Recruit a core “Emergency Preparedness Committee” that represents staff, faculty, and principal investigators from the department’s major divisions or locations
- Arrange related staff safety education and training
- Purchase department emergency supplies and equipment
- Be prepared to support the department head during an emergency incident (and to report to campus if necessary).
- Be prepared to help prepare post-disaster impact summaries and insurance claims

Emergency Coordinators whose supervisors serve at the University Emergency Operations Center will also interface with University Relations as “Information Coordinator” for their department. Some Schools and departments already have individuals assigned to coordinate safety functions, and may already have broad-based Safety Committees. These units can easily incorporate emergency preparedness planning into their programs.

Both existing and newly formed Emergency Preparedness Committees should consider dividing their members into an Emergency Response Team and an Emergency Recovery Team to handle those specialized activities.

- The “Emergency Response Team” should be trained to help disseminate emergency instructions, assist evacuations and security, and provide first aid if necessary.
- The “Emergency Recovery Team” should be prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the department head.

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 according to an organization's structure and function, but all Mercer departments should have the following essentials materials in an accessible location:

- First aid supplies, with instructions
- Flashlights/batteries, approved power strips and extension cords
- Portable AM/FM radios/batteries
- Laboratory spill kits
- Portable emergency water
- Employee rosters

ESTABLISHING EMERGENCY COMMUNICATIONS SYSTEMS

During an emergency, department heads perform the following functions:

- Ensure that life-safety emergencies are reported to responding emergency unit by dialing 99-911
- Account for the safety of department personnel
- Contact appropriate campus emergency response departments for safety or repairs assistance (e.g., Physical Plant, Environmental, Health & Safety Office)
- Deliver critical University information and instructions to their constituents
- Forward disaster impact reports to their respective Vice Presidents' or Deans' "Field Operations Centers" (FOCs), and disseminate FOC disaster instructions

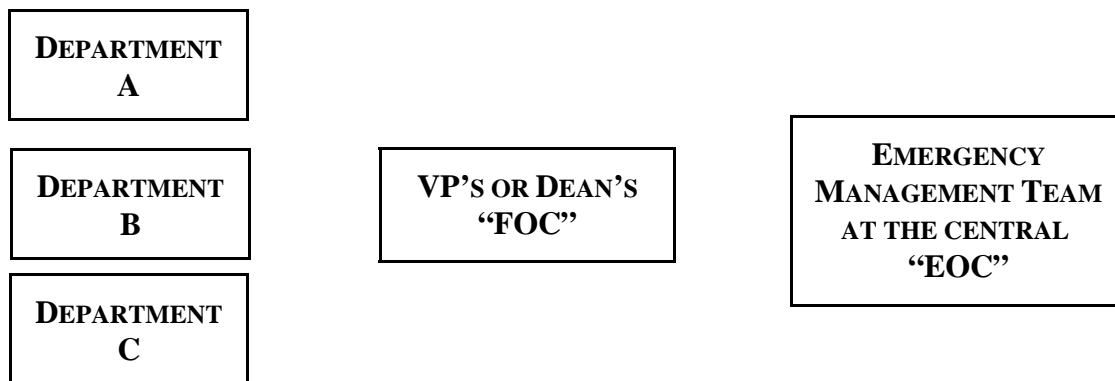
Department heads should ensure that the Department Emergency Plan includes procedures for making critical notifications in the event of emergencies occurring during and after business hours.

- Establish "telephone trees" and "distribution" voice-mail and email lists to initiate rapid emergency notifications.
- Be prepared to use the department web page for making updates during extended incidents.
- Create a department "Emergency Hotline" so that faculty, staff, and students can call into the department to hear recorded announcements and instructions about emergency effects on the department's program.
- Publicize the University Emergency Information Hotlines (e.g., affix a sticker with the hotline number on every department telephone.)
- Keep the Vice President's or Dean's Field Operations Center numbers at-hand.

DISASTER COMMUNICATIONS AT MERCER

During a disaster, campus departments send emergency impact reports to their FOC, and the FOC transmits the information to the University Emergency Operations Center. The EOC serves as a central coordination point for deploying resources and information to campus locations.

The flow of information in a disaster is shown below:



PLANNING AHEAD FOR EVACUATIONS

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. After a building has been evacuated, occupants must wait for a safety inspection before re-entry.

If a complete campus evacuation and closure is necessary during a disaster, it will be announced and coordinated by the Mercer Emergency Management Team from the Emergency Operations Center. Campus evacuations will be sequential to maintain safety and avoid traffic gridlock.

Note that it may or may not be necessary to vacate a building during minor Level 1 emergency incidents, or even during some Level 2 events. Occupants in the area may simply be directed remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions and engage your Emergency Response Team to communicate the information throughout the department.

PREPAREDNESS FOR BUILDING EVACUATIONS

1. Review evacuation information and responsibilities with faculty, staff and students. Conduct evacuation drills annually. Plan evacuation needs with disabled personnel.

2. Plan where to go during an evacuation, and know the routes to get there. Building evacuees should proceed to the department's pre-designated Emergency Assembly Point (EAP).

Mercer has adopted signage with this symbol to denote EAP locations:



EAPs are safe outdoor destinations where personnel meet to notify managers of their safety and to receive emergency information and assistance.

Contact the Mercer Police Department and/or the Environmental, Health & Safety Office for information on site selection.

3. Know how to announce and implement an evacuation. A sample script is: "We have a _____ emergency. Evacuate to (the EAP). Take your belongings. Do not use the elevators." Use your Emergency Response Team to assist the evacuation.

4. Know what to do next. Be prepared to account for your personnel. Know how to obtain and disseminate emergency information and instructions.

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following suggestions can prevent emergencies from occurring in your department, and will certainly mitigate their effects when they do happen.

FIRE PREVENTION

- Know the location of alarm stations and extinguishers. Know how to use them.
- Leave fire doors closed at all times.
- Clear obstructed corridors, aisles and room exits.
- Use only grounded electrical plugs.
- Limit use of extension cords and multiple outlets.

- Do not use mechanical rooms or utility rooms for storage.
- Do not smoke in University buildings.

LABORATORY SAFETY AND PREPAREDNESS

- Maintain a clean work environment
- Post lab safety work rules, and train all personnel.
- Inventory and label chemicals. Do not purchase excess quantities of chemicals.
- Segregate incompatible chemicals. Keep flammable materials in flammable storage cabinets.
- Keep copies of Material Safety Data Sheets (MSDS).
- Back up cultures and data off-site.
- Investigate emergency power options.
- Stabilize chemical storage shelves, and latch cabinet doors.
- Anchor equipment, animal containers, and furniture. Avoid high storage of heavy items.
- Do not store hazardous materials on mobile carts.
- Dispose of chemical waste properly (Contact the Environmental, Health & Safety Office at 478.301.2544 for hazardous waste disposal requirements)

BEFORE A POWER EMERGENCY

- Identify and prioritize vital power-dependent functions, operations, and equipment.
- Determine whether you have emergency power outlets in your area. Plan to use them for priority functions only.
- Determine if there is emergency lighting in your area. Keep flashlights available in all work areas.
- Do not overload power strips. Extension cords are for emergency use only.
- Keep offsite duplicates of critical data and cultures.

Communicate these important preparedness measures to your students, faculty, researchers and staff. Your department's level of readiness for an emergency situation depends not only on having an up-to-date plan document, but also on keeping your constituents aware of their personal responsibility for safety at Mercer.

EMERGENCY PREPAREDNESS PLANNING TEMPLATES FOLLOW:

**EMERGENCY ORGANIZATION:
TEAM ROSTERS**
(SEND A COPY TO YOUR VICE-PRESIDENT OR DEAN)
Form last revised on: _____

EMERGENCY RESPONSE TEAM

Room & Building Office Phone Home Phone

(Emergency Coordinator)

(Team Members)

EMERGENCY RECOVERY TEAM

Room & Building Office Phone Home Phone

(Department Chair)

(Emergency Coordinator)

(Team Members)

EMERGENCY ORGANIZATION: HEADQUARTERS AND SUPPLY LOCATIONS

Form last revised on: _____

DEPARTMENT EMERGENCY HEADQUARTERS & ALTERNATE SITE	
Bldg./Rm.	
Phone	Fax
EM	

DEPARTMENT EMERGENCY HEADQUARTERS & ALTERNATE SITE	
Bldg./Rm.	
Phone	Fax
EM	

DEPARTMENT EMERGENCY SUPPLY LOCATIONS

	Room	Building	Other
First Aid Kit(s)			
Lab Spill Kit(s)			
Communications Equipment			
Other Supplies			

RESPONSE

OVERVIEW

Everyone in a University facility — students, faculty, staff, and visitors — must take appropriate and deliberate action when an emergency occurs in a building, a portion of the campus, or the entire campus community. Decisive leadership is essential.

Follow these important steps when there is an emergency:

1. Confirm and evaluate conditions.
2. Report the incident immediately.
3. Follow instructions from emergency personnel precisely.
4. Depending on the nature and severity of the event, activate the
 - Emergency Response Team
 - Emergency Recovery Team
 - Division Managers
 - All area staff and occupants
5. Issue clear and consistent emergency notifications. Use all available communications tools.
 - If there is no power or telephone systems are not functioning, emergency communications will be profoundly restricted.
 - Mercer will use messengers, radios, and cellular phones.
6. Coordinate with your Vice-President or Dean at the FOC during major emergencies or disasters.

When an emergency strikes the campus after normal business hours, on weekends or holidays, or, if you are off-campus during a major emergency, obtain instructions from your Vice-President or Dean and monitor the Mercer Emergency Information Hotline and media reports.

If you are recalled to campus, be certain that your household safety is assured and that your route to campus is safe and functional. Bring a copy of the department emergency plan to campus.

EMERGENCY RESPONSE ACTIONS

The following are basic instructions for various emergency incidents:

ACCIDENT:

Call 99-911 for help.

Notify Supervisor and Department Chair.

Administer first aid if you are trained to do so.

Do not attempt to move a seriously injured person.

FIRE:

Call 99-911. Activate nearest alarm.

Notify Supervisor and staff.

Feel doors for heat.

- If cool, exit carefully.
- If hot, do not open the door. Stay where you are.

If you see smoke, crouch near floor as you exit.

If you see fire, confine it by closing doors and windows.

Use extinguishers on small fires only if safe to do so.

- Pull the pin in the handle.
- Aim at the base of the fire.
- Squeeze nozzle, sweep back and forth.

Evacuate **DOWNSTAIRS**; go upstairs or to roof as last resort only.

Never use an elevator during a fire evacuation.

Go to the Emergency Assembly Point (EAP).

HAZMAT SPILL:

MINOR release in the lab:

Follow lab eyewash, rinse or shower procedures.

Vacate persons in immediate area if necessary.

Clean spill if you have suitable training.

Wear personal protective equipment.

Use appropriate kit to contain, neutralize and absorb.

Collect, containerize, and label waste.

Call 2544 (Environmental, Health & Safety Office) for chemical waste guidelines

MAJOR release in the department:

Call 478.301.2970 (24-hour Mercer Police Dispatcher)

Call 478.301.2544 (24-hour EHSO emergency number using Voice Mail)

Report your name, location, phone number, the material spilled, possible injuries.

Assist injured persons. Isolate contaminated persons.
Avoid contamination or chemical exposure.
Close doors or control access to spill site.
Alert Supervisor and Department Chair.
Communicate critical spill information to responders.
Follow evacuation instructions precisely.

POWER OUTAGE:

Assess the extent of the outage in your area.
Report the outage to Physical Plant (2900).
To obtain information about a prolonged outage, call
Mercer Emergency Information Hotline
Atlanta (678) 547-6111
Macon (478) 301-5335
Help co-workers in darkened work areas to move to safe locations.
If practical, secure current experimental work, then move it to a
safe location. If you move chemicals on carts between floors, get
assistance. Hazardous spills are a significant risk during transport.
Keep lab refrigerators or freezers closed throughout the outage.
Unplug personal computers, non-essential electrical equipment and
appliances.
Open windows for additional light and ventilation.
If you are asked to evacuate your building, secure any hazardous materials
and leave the building.
Release of personnel after an extended power outage is determined by the
department head.

TO IMPLEMENT AN EVACUATION

These directions will help to make the process effective and safe for you and your staff:

- Keep calm. Evaluate the situation carefully.
- Alert Emergency Response Team to assist the evacuation.
- Use communications tools that are appropriate for the type of incident and the time of occurrence:
 1. Alarms
 2. Phone trees or voicemail broadcast
 3. Messengers

- Communicate clearly and succinctly:
“We have a _____ emergency. Evacuate to (the EAP). Take your belongings. Do not use the elevators.”
- Check offices, classrooms, labs, restrooms.
- Turn equipment off, if possible.
- Take emergency supplies and staff rosters, if possible.
- Keep exiting groups together.
- Account for personnel.
- WAIT AT THE EAP FOR FURTHER INSTRUCTIONS.

HOW TO ASSIST DISABLED PERSONS DURING AN EVACUATION:

- ***TO ALERT VISUALLY IMPAIRED PERSONS:***
 1. Announce the type of emergency.
 2. Offer your arm for guidance.
 3. Tell person where you are going, obstacles you encounter.
 4. When you reach safety, ask if further help is needed.
- ***TO ALERT PERSONS WITH HEARING LIMITATIONS:***
 1. Turn lights on/off to gain person's attention; or
 2. Indicate directions with gestures; or
 3. Write a note with evacuation directions.
- ***TO EVACUATE PERSONS USING CRUTCHES, CANES, OR WALKERS:***
 1. Evacuate these individuals as injured persons.
 2. Assist and accompany to evacuation site if possible; or
 3. Use a sturdy chair (or one with wheels) to move person; or
 4. Help carry individual to safety.
- ***TO EVACUATE WHEELCHAIR USERS:***

1. Non-ambulatory persons' needs and preferences vary.
2. Individuals at ground floor locations may exit without help.
3. Others have minimal ability to move; lifting may be dangerous.
4. Some non-ambulatory persons have respiratory complications; remove them from smoke and vapors immediately.
5. Wheelchair users with electrical respirators should receive priority assistance.
6. Most wheelchairs are too heavy to take down stairs; consult with person to determine best carry options.
7. Reunite person with the chair as soon as it safe to do so.

EMERGENCY RESPONSE TEMPLATES FOLLOW:

DEPARTMENT EVACUATION ROUTES

(Insert a copy of Department Evacuation Route here)

THE DEPARTMENT'S EMERGENCY ASSEMBLY POINT IS:

SUPPORT SERVICES AND ASSISTANCE

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students, faculty and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. The following are only some of the resources available on campus and in our community:

UNIVERSITY RESOURCES:

Counseling:

Short and Long-Term Loans:

Housing:

Transportation:

Child Care Referrals:

Special Services for the Disabled:

Academic Assistance:

COMMUNITY RESOURCES:

Disaster Relief and Referrals:

Transportation:

Counseling:

Claims Information:

DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of your staff has been assured, and emergency conditions have abated, assemble your Emergency Recovery Team to begin the restoration of the department's programs. Your Team's earlier work on defining mission-critical operations and staffing will be a starting point for the recovery process.

It will be important to begin a timely and comprehensive assessment of the emergency's

physical and operational effects. Plan ahead for how you will collect this important impact information. Be aware that:

- Your Vice-President or Dean will need ongoing status reports from your unit during the emergency to estimate when your program can be fully operational, and to identify special facility, equipment, and personnel issues or resources that will speed business resumption.
- The University may need detailed facilities data for your area to estimate temporary space reallocation needs and strategies.
- Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in your department.

All of your documentation on emergency impacts should be coordinated with your Vice-President or Dean. The following templates provide formats for summarizing this crucial information.

- Take note that you should also plan to photograph or videotape facility or equipment damage in your department to provide a visual supplement for the written impact data.
- It is very important that you record the emergency's physical effects before you clean your area or make repairs.

EMERGENCY RECOVERY TEMPLATES FOLLOW:

MERCER UNIVERSITY
SUMMARY: DEPARTMENT EMERGENCY STATUS

Date/time _____
of pages in this report _____

To:	(Vice-President/Dean)
	(FOC site) Fx: _____ V: _____
From: _____	(Dept. Head)
_____	Dept/Bldg) Fx: _____ V: _____

CURRENT OPERATIONAL SITUATION

Immediate facility and space needs:

Urgent equipment requirements to become operational:

Critical personnel issues:

Page ____ of ____

RECOVERY: DETAILED SPACE ASSESSMENT

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. on each floor of your Department's buildings(s). Send the information to the Vice-President/Dean, with a signed cover memo from the Department head.

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

Page ____ of ____

RECOVERY: DETAILED EQUIPMENT ASSESSMENT

Use this form to describe all damaged furnishings, office-laboratory-research equipment, and materials expended during the emergency. Send the information to the Vice-President/Dean, with the Department head's signed cover memo.

DEPT/BLDG _____ ROOM _____
Item _____ Manufacturer _____
Model # _____ MU Inventory # _____ Original Cost _____
Damage description _____
Estimated Repair \$ _____ Estimated Replacement \$ _____

DEPT/BLDG _____ ROOM _____
Item _____ Manufacturer _____
Model # _____ MU Inventory # _____ Original Cost _____
Damage description _____
Estimated Repair \$ _____ Estimated Replacement \$ _____

DEPT/BLDG _____ ROOM _____
Item _____ Manufacturer _____
Model # _____ MU Inventory # _____ Original Cost _____
Damage description _____
Estimated Repair \$ _____ Estimated Replacement \$ _____

DEPT/BLDG _____ ROOM _____
Item _____ Manufacturer _____
Model # _____ MU Inventory # _____ Original Cost _____
Damage description _____
Estimated Repair \$ _____ Estimated Replacement \$ _____

Page _____ of _____

RECOVERY: DETAILED PERSONNEL IMPACTS

Use this form to describe emergency's impact on staffing. Describe personnel issues related to program resumption. Document employee overtime related to your emergency response and recovery. Send this information to the Vice-President/Dean, with the Department head's signed cover memo.

SUMMARY: EMERGENCY IMPACTS TO DEPARTMENT STAFFING

LIST: STAFF OVERTIME HOURS RELATED TO THE EMERGENCY AND EMERGENCY DUTIES PERFORMED.

INCLUDE DATA FOR TEMPS HIRED FOR EMERGENCY RECOVERY

Name _____ Job Title _____	Employee # _____ Hourly Rate _____ OT Rate _____ Benefits % _____
<u>Date(s) Worked Hours</u> _____ _____ _____	<u>Duties Performed</u> _____ _____ _____

Name _____ Job Title _____	Employee # _____ Hourly Rate _____ OT Rate _____ Benefits % _____
<u>Date(s) Worked Hours</u> _____ _____ _____	<u>Duties Performed</u> _____ _____ _____