



AUBURN

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UNIVERSITY

WILMORE LABORATORIES  
EMERGENCY PLAN

**EMERGENCY**  
**DIAL 911**

2018

## IN CASE OF **EMERGENCY**, DIAL **911**

- DIAL 911 to report ALL emergencies, including:
  - Fires or fire alarms;
  - Bomb threats;
  - Illnesses or injuries requiring medical assistance;
  - Hazardous materials incidents;
  - Any other incidents requiring emergency response.
- Provide all information requested, including:
  - Name;
  - Location;
  - Nature of emergency;
  - Your telephone number;
  - Any other relevant information.
- The City of Auburn 911 dispatcher will send the necessary emergency responders.
- The Auburn Police or Fire Division should notify the Auburn University Department of Campus Safety & Security.

### OTHER USEFUL TELEPHONE NUMBERS

Auburn University Campus Safety & Security	334-844-8888
<b>ON-CALL &amp; AFTER HOURS</b>	334-750-9795
Auburn University Risk Management and Safety	334-844-4870
Auburn University Facilities Management Help Desk	334-844-4357
Auburn University Wilmore Laboratories contact number	334-844-4822
Wilmore Laboratories 151 Wilmore Dr	

### SOURCES OF AUBURN UNIVERSITY EMERGENCY INFORMATION

Auburn University Website:	<a href="http://www.auburn.edu">www.auburn.edu</a>
Auburn University Emergency Management Website:	<a href="http://www.auburn.edu/emergency">www.auburn.edu/emergency</a>
Auburn University Campus Safety & Security Website:	<a href="http://www.auburn.edu/safety/">www.auburn.edu/safety/</a>

## RECORD OF CHANGES

Change Number	Summary of Changes	Date of Change	Initials
Rev. 1	Add sections for Building Hazards, Building Safety Systems and Training and Drills		
Rev. 2	Added *57 Callback to Bomb Threat Procedures	07/07/2016	RAM/CDC
Rev 3	Changed Public Safety to Campus Safety	10/24/2016	RAM/CDC
Rev 4	Changes Student, employee or Visitor to the Campus Community	04/17/2017	RAM/CDC
Rev 5	Auburn University Logo Change	07/18/2017	RAM/CDC

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## **INTRODUCTION**

Wilmore Laboratories is located on the main campus of Auburn University. Wilmore Laboratories is used by the Auburn University campus community on a daily basis.

The purpose of this plan is to prepare the occupants of Wilmore Laboratories to better respond to and recover from emergencies and disasters. Guidelines are included within this plan and each should be reviewed by all current employees assigned to Wilmore Laboratories on at least an annual basis. New employees assigned to work within Wilmore Laboratories should also be trained on the information in this plan.

This plan addresses requirements of Chapter 4, Emergency Planning and Preparedness, of the 2009 International Fire Code as adopted by the State of Alabama Fire Marshal's Office. Development of this plan was a collaborative effort among the Auburn University Department of Campus Safety & Security, Department of Risk Management & Safety, and The College of Engineering.

**RESPONSIBILITIES**



## **COLLEGE OF ENGINEERING**

The College of Engineering has primary responsibility for the following actions related to the Wilmore Laboratories Emergency Plan:

- Assist with plan development;
- Review and approve the plan;
- Ensure annual review of the plan and perform updates as needed;
- Make employees aware of the plan and provide a copy to each (electronic, and print if desired);
- Provide or coordinate initial training of employees regarding this plan, and periodic retraining as needed to enhance plan awareness;
- Encourage employees to take advantage of other campus safety training opportunities offered through the Department of Campus Safety & Security;
- Evaluate the plan following an emergency for effectiveness;
- Incorporate plan changes as needed;
- Coordinate with the Department of Campus Safety & Security to conduct emergency drills as outlined in Section IX: Training and Drills of this plan;
- Request assistance from the Department of Campus Safety & Security/Emergency Management as needed for any of the above listed responsibilities.

## **OTHER BUSINESS/ACADEMIC UNITS**

Other business or academic units housed in Wilmore Laboratories share responsibility with the College of Engineering for the items listed above as applicable to their program or mission.

## **EMPLOYEES**

Everyone that works within or does regular business in or around Wilmore Laboratories should know how to react should an emergency occur. The following actions should be taken by employees prior to an emergency occurring:

- Be familiar with this plan (Wilmore Laboratories Emergency Plan).
- If you do not have a copy of the plan and you are not familiar with the plan's contents, request a copy of the Wilmore Laboratories Emergency Plan from your supervisor.
- Attend an orientation class regarding the emergency plan's content. To schedule the orientation class, contact your supervisor.
- Become familiar with the building layout and locations of:
  - Fire alarm pull stations

- Fire extinguishers
  - Stairwells
  - Building exits
  - Automated external defibrillators (AEDs)
  - Any other emergency equipment specific to the building
  - Any known hazards inside or outside Wilmore Laboratories.
- Become familiar with evacuation and sheltering procedures, including:
  - Evacuation maps, routes, and assembly area locations
  - Designated severe weather shelter areas
  - Any other building emergency procedures.
- Notify your supervisor of any issues that would inhibit your ability to follow this plan should an emergency occur.

## **CONTRACT EMPLOYEES**

Contract employees that work on campus may also have a need to work in or visit Wilmore Laboratories. Contract employees should follow the guidelines in this plan, as well as their own company's emergency guidelines and plans, to the best of their ability. If a conflict is found between this plan and the contracted company's guidelines or plans, management of the contracted company should bring this to the attention of the Department of Campus Safety & Security/Emergency Management by emailing [EmergencyManagement@auburn.edu](mailto:EmergencyManagement@auburn.edu) so that the conflict can be addressed.

## **DEPARTMENT OF CAMPUS SAFETY & SECURITY**

The Auburn University Department of Campus Safety & Security is responsible for the following tasks associated with this plan:

- Provide direction and resources for creation and annual review of this plan as requested;
- Provide or assist with training on this plan and other campus safety issues, as requested;
- Coordinate fire and evacuation drills with the Department of Risk Management and Safety, and assist with other emergency drills;
- Periodically review the campus building plan template to determine the need for updates.

## **DEPARTMENT OF RISK MANAGEMENT AND SAFETY**

The Auburn University Department of Risk Management and Safety is responsible for the following tasks associated with this plan:

- Provide input into plan development, especially with regard to evacuation procedures and response to fire emergencies;
- Oversee and maintain documentation of fire and evacuation drills for the building;
- Oversee contracts for provision and maintenance of portable fire extinguishers and fire suppression systems. Note: Fire alarm systems are maintained through Facilities Division.
- Coordinate with the Department of Campus Safety & Security to ensure that training required in Chapter 4 of the International Fire Code is included within the Emergency Plan training provided to building occupants;
- If additional training is needed, coordinate same.

# **BUILDING HAZARDS**

Wilmore Laboratories is subject to many of the same hazards as other buildings on the Auburn University campus. Guidelines for responding to each of these hazards are available in the Hazard-Specific Emergency Guidelines section of this plan. Possible hazards include:

## **ACTS OF VIOLENCE**

Types of acts of violence that may occur at any institution of higher education include violent crimes (such as robbery or assault), active shooters, and terrorism. While the likelihood of these incidents is low, the impact could potentially be very high.

## **FIRE**

To the extent that fire hazards are identified within the building, prompt action should be taken by building management to eliminate or mitigate these hazards. Employees play a key role in minimizing fire hazards in their work areas by following the guidelines below.

- Portable heaters: Use of portable heaters is discouraged but, if used, employees should follow the university's Standard Operating Guideline for Use of Portable Space Heaters (available on the Department of Risk Management & Safety website at [www.auburn.edu/rms](http://www.auburn.edu/rms)).
- Open flames: Open flames are prohibited in Auburn University buildings, outside of specifically-allowed use in laboratories, and kitchens. For specific guidance, consult with the Department of Risk Management & Safety at 334-844-4870.
- Electrical equipment: All electrical equipment should be checked regularly for frayed or cracked cords and plugs. Do not run cords under carpet or rugs, or through windows or door openings. Avoid overloading power strips and outlets.
- Combustible materials: Good housekeeping is necessary to avoid accumulation of combustible materials such as paper products. Employees should maintain a clean and organized work area to reduce this hazard.
- Evacuation routes and emergency exits: Items are not permitted to be stored in hallways or under stairways, as they may block evacuation routes or create hazards for occupants during an evacuation. Keep these areas free of furniture and stored items to allow easy access.
- Smoking: Smoking is prohibited on campus.
- Automatic sprinkler systems: Maintain a minimum clearance of two feet below ceilings or 18 inches below sprinkler heads to ensure they should function properly and provide adequate coverage to the room if activated.

## **CHEMICAL SPILL OR RELEASE**

There are laboratories in Wilmore Laboratories that utilize hazardous materials (chemical, biological or radiological). Chemical releases that would impact the building could occur due to a train derailment or other transportation-related incident, or an act of terrorism. A release in a neighboring building could occur, but is unlikely to be large enough to cause a significant impact to this building.

## **NATURAL HAZARDS**

The main natural hazard that the Auburn area is subject to is severe weather, including severe thunderstorms, tornadoes, flash flooding, and winter weather. Occupants should keep abreast of weather conditions and review severe weather guidelines in advance of anticipated severe weather.

The United States Geological Service also indicates that there is a slight risk of earthquakes in the Auburn area, based on their 2008 earthquake hazard map.

# **BUILDING SAFETY SYSTEMS**

Auburn University has installed various safety systems and deployed a number of safety devices into campus buildings. Safety components present in Wilmore Laboratories are listed below, and (as appropriate) are also marked on the building diagrams in Appendix A.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

Automated external defibrillators are portable devices that deliver an electric shock through the chest to the heart. They are used to treat someone who is suffering from sudden cardiac arrest. Cardiac Science Powerheart AED G3 Plus is the predominant make and model of AED installed at Auburn University. Features of the Powerheart G3 Plus include:

- Rescue Ready technology that performs different levels of self-checks on a daily, weekly and monthly basis;
- Technology to determine when a shock is warranted and when it is not;
- Biphasic technology to escalate energy and deliver a shock at the appropriate level for the individual;
- RescueCoach and CPR metronome to guide the user through performing CPR.

No special training is required to use an AED at Auburn University, but CPR and AED training (American Red Cross or American Heart Association) are recommended and are offered through the Department of Campus Safety & Security. Refer to the Hazard-Specific Guidelines on Medical Emergencies for further information.

[See Section VII \(MEDICAL EMERGENCIES\) for the nearest AED location which is on the second floor of Wilmore Laboratories next to room 270.](#)

## **FIRE AND LIFE SAFETY SYSTEMS**

The following devices and systems are located within Wilmore Laboratories. The location of key components can be found in Appendix A.

### **Smoke/Heat Detection**

This building is equipped with an automated early warning fire detection system that automatically notifies the City of Auburn Fire Division via a central monitoring system and building occupants via a fire alarm. The components of the system include the following:

1. Smoke detectors located at each stairwell, the elevator lobby on each floor, electrical rooms, and mechanical room air handling equipment.
2. In the event heat or smoke is detected, an automatic alarm is transmitted to the City of Auburn Emergency 911 Communications Center via a central monitoring station.



### **Fire Sprinklers**

Each floor has fire suppression sprinkler heads that are activated by heat or flame. Activation should cause the fire alarm system to activate and transmit the alarm to the City of Auburn Emergency 911 Communications Center via a central monitoring system. Each sprinkler head provides water to a radius of approximately 130 square feet at a rate of approximately 50 gallons per minute.

### **Fire Alarm Manual Pull Stations**

This building is equipped with fire alarm manual pull stations at all building exits. These are activated by pulling on the alarm handle. Once the manual pull box is activated, an alarm should sound throughout the building and a signal is automatically transmitted to the City of Auburn Emergency 911 Communications Center.

### **Fire Standpipe Valves**

Fire standpipe valves are located inside each stairwell. These valves are supplied by vertical standpipe risers. In an emergency, water under extremely high pressure is provided to the standpipes by the building fire pump and/or fire department pumps. Standpipe systems should only be used by fire department personnel.

### **Fire Extinguishers**

Fire extinguishers are located throughout the building. If the fire is small and users are properly trained through the Department of Campus Safety & Security or the Department of Risk Management & Safety, these extinguishers can be used by building occupants.

### **Emergency Power and Lighting Systems**

An emergency power generator is installed that is connected to the building's emergency electrical circuits and provides power to the following areas in the event power is lost to the building:

- Emergency lighting system:
  - Stairwells
  - Exit lights
  - Exit corridors
- Fire alarm and detection system
- Fire pump
- All red colored outlets and light switches
- Other?

### **Communication Equipment and Systems**

Communication with building occupants is critical in an emergency situation. This building uses the following systems for emergency communication:

- Audible alarm devices are programmed to sound on all floors.

- An evacuation graphic is posted on each floor of the building in the elevator lobbies and at entrances to stairwells. This graphic indicates where in the building the viewer is located and directs occupants to the nearest exit.

For additional information about fire safety systems in the building, contact the Department of Risk Management & Safety at 334-844-4870.

## **SEVERE WEATHER SHELTER AREAS**

Severe weather shelter areas are generally located on lower floors in interior portions of the building and are marked with “Severe Weather Shelter Area” signs. While these areas are not constructed to FEMA tornado shelter design standards, they have been determined to be the safest location to seek shelter in the building during a tornado warning. Locations of severe weather shelter areas for this building can be found in Appendix A.

# **EMERGENCY NOTIFICATION (AU ALERT SYSTEM)**

The AU ALERT System is in place to notify the campus community of imminent and urgent situations that may affect the campus. The system consists of multiple components that can be used to reach different locations and groups of people across campus. For more information about the AU ALERT System, visit [www.auburn.edu/aualert](http://www.auburn.edu/aualert).

After receiving an emergency notification, consult the Department of Campus Safety & Security/Emergency Management website ([www.auburn.edu/emergency](http://www.auburn.edu/emergency)) or the Auburn University website ([www.auburn.edu](http://www.auburn.edu)) for additional information and updates.

Components of the AU ALERT System include:

## **TEXT, VOICE AND EMAIL MESSAGES**

Emergency notifications are sent to all Auburn University active email addresses and university-provided cellular phones. Students and employees are required to participate in this system and should register their cell phone number through the AU ALERT link found in AU Access on the Campus Life tab.

## **SOCIAL NETWORKING SITES**

AU ALERT messages can also be received via Twitter (AUALERT) and Facebook (AU ALERT).

## **MOBILE APPLICATIONS**

Users can access basic emergency guidelines from the official Auburn University app (available for iPhone, iPad and Android devices) by selecting the “Emergency” menu item. From that location, users can also access enhanced content and push notifications by downloading the InCaseOfCrisis app. Once downloaded, the InCaseOfCrisis app contents will display within the “Emergency” section of the university app.

<https://cws.auburn.edu/mobile>

A new application has been developed in collaboration with AppArmor called Auburn Safety and can be accessed at the following link.

[Aub.ie/AuburnSafetyApp](http://Aub.ie/AuburnSafetyApp)

## **OUTDOOR WARNING SIRENS (VOICE & TONE)**

Campus outdoor warning sirens broadcast tone and voice messages indicating the type of emergency and suggested action. These are designed to notify members of the campus community who are engaged in outside activities at the time of notification. There are eight voice and tone sirens on the Auburn University campus, providing outdoor warning

for virtually all outdoor locations. Pre-programmed message scripts for the outdoor warning sirens can be found in Appendix C.

There is an outdoor warning siren located 350 meters south of Wilmore Laboratories which is capable of being heard by anyone outside of Wilmore Laboratories when it is activated.

## **ALERTUS DESKTOP ALERT**

Desktop alerting provides emergency notification to all participating computers on the Auburn University network. Within moments of sending the notification, the emergency message is displayed prominently on the computer screen. The message is cleared from the screen when either the computer user clicks on the “acknowledge” button or the message is no longer active. Active alerts can still be viewed by right clicking on the Alertus Desktop Alert icon located in the system tray, even after they have been acknowledged.

To receive emergency notification on your computer, the Alertus Desktop Alert Client should be installed. The software is preinstalled on all AU Lease machines and is also available for download from AU Install.

## **DIGITAL DISPLAYS**

This building is also equipped with digital displays, on which emergency messages are displayed that are identical to the Alertus Desktop Alerts. These messages are programmed to have the highest priority and to override existing non-emergency content.

## **CABLE TV EMERGENCY ALERT SYSTEM**

The Emergency Alert System is a national public warning system that is used by federal, state and local authorities to deliver important emergency information such as AMBER alerts, civil emergency messages, and weather information targeted to specific areas. Campus-specific emergency messages may also be broadcast through this system and are displayed on television screens within Wilmore Laboratories.

## **TONE ALERT RADIOS**

Tone alert radio (TAR) receivers are located in the following locations in Wilmore Laboratories:

- Room 252

Tone alert radios receive broadcasts about emergency situations from the Department of Campus Safety & Security/Emergency Management and Lee County Emergency Management Agency. They should give a loud and easily heard alert followed by a voice

broadcast in the event of a hazardous weather event or other local emergency. They do not have the ability to replay the broadcast message.

## **ALL HAZARDS WARNING RADIOS**

NOAA Weather Radio All Hazards receivers are located in the following locations in Wilmore Laboratories:

- Room 250

NOAA Weather Radio All Hazards (NWR), the voice of the National Weather Service (NWS), provides updated weather information continuously 24 hours a day, 365 days a year. Watches, warnings, advisories, forecasts, current weather conditions, and climate data are broadcast in three to five minute cycles on NWR stations across the nation. They should give a loud and easily heard alert in the event of a hazardous weather event or civil emergency.

## **PUBLIC SAFETY NOTICES**

Important non-emergency messages, to include timely warning messages about crime threats, may be sent by email as a Public Safety Notice from the Auburn University Department of Campus Safety & Security.

## **OTHER COMPONENTS**

Multiple methods of emergency notification make it more likely that members of the campus community receive important messages in a timely manner, whether on or off campus. Check [www.auburn.edu/aualert](http://www.auburn.edu/aualert) periodically for updated information about Auburn University emergency notification capabilities.

## **ALL CLEAR**

The campus community should take action to protect themselves until the ALL CLEAR message is received. These messages are sent when the emergency is under control and operations can return to normal. These may be received through AU ALERT, emergency responders, or university administrators.

# **EVACUATION AND SHELTERING GUIDELINES**

## EVACUATION GUIDELINES

### NOTIFICATION

In many emergency situations, evacuation of Wilmore Laboratories may be necessary. The following are the general evacuation procedures for Wilmore Laboratories.

- Notification to evacuate the building may be made by the following:
  - Activation of the building fire alarm (for fire or smoke-related emergency only);
  - Notification via any component of the AU ALERT system;
  - Verbal instruction from building occupants, members of the campus community, emergency responders; OR
  - Self-evident hazardous conditions. If a fire is suspected, the fire alarm should be activated immediately as you evacuate, using a fire alarm pull station provided it is safe to do so and without exposing yourself to further danger or risk.

### EVACUATING

- EXIT THE AREA IMMEDIATELY upon activation of the fire alarm or other evacuation notification. DIAL 911 as you are exiting if you can safely do so without hindering your evacuation, to ensure that proper assistance has been summoned. Do not assume the fire alarm or others will notify the fire department.
  - If there is critical equipment or experiments that need to be stabilized or shut down, this should only be done if it can be done quickly and without risking injury.
  - If it is believed that the fire alarm activation is a result of criminal activity or an attempt to have occupants brought out into a dangerous situation such as an active shooter situation, the occupants should make a decision based on the situation, location and ability to evacuate safely. This decision may include remaining in the building until it is no longer safe to do so.
- Close doors as you leave to minimize the spread of fire.
- Take keys and medications with you if possible. DO NOT DELAY evacuation.
- Move quickly and safely to the nearest safe exit or exit stairwell.
  - During stairwell evacuation, hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.
  - Lighted EXIT signs are located throughout the building to guide occupants to the nearest exit.



- The locations of exits and stairwells for this building are indicated on the diagrams in Appendix A of this plan. Evacuation diagrams have been placed on the walls in key areas of the building to include walls near elevators and stairwells.
  - Elevators should never be used in an emergency evacuation.
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.
- IF FIRE OR SMOKE ARE PRESENT: Activate the closest fire alarm pull station along your evacuation route.
- Notify others around you as you leave.
- If able, assist others during evacuation.
- Do not block or wedge exit doors in an open position. The doors should remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

## ONCE OUTSIDE

- If you haven't already done so, DIAL 911 and report the alarm activation after you are safely out of the building. Never assume someone else dialed 911.
- Move to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- Once assembled, report any concerns or hazards observed to first responders.
- At the evacuation assembly area, building occupants should attempt to account for all occupants, in order to inform arriving emergency services if there is anyone who is unaccounted for. This may be accomplished by asking others if they notice that anyone is missing or know of anyone that may still be inside the building. Ask if there is anyone that is injured or needs medical attention.
- Building occupants should also inform arriving emergency personnel about all information they know about the emergency in the building. This information may include any injuries, people inside the building that did not come out, the nature of the emergency, location of any possible hazards and anything else that the emergency responders may need to know to help control the situation.
- Building occupants should not re-enter the building until given an ALL CLEAR message through AU ALERT, emergency responders, or university administrators.

## **DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)**

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

## **PERSONS WITH DISABILITIES**

Individuals with disabilities should identify at least two navigable evacuation routes prior to any emergency or need to evacuate, if possible. If assistance may be needed during an evacuation, they should also consider seeking out colleagues who are willing to serve as evacuation assistants prior to any emergency occurring. All employees can help by becoming aware of others who may need assistance in an evacuation, and checking with those people during an emergency or evacuation to see if they can assist.

For more information:

Students may contact the Office of Accessibility at 334-844-2096.

Employees may contact the Affirmative Action/Equal Employment Opportunity Office at 334-844-4794.

## **MOBILITY-IMPAIRED –WHEELCHAIR**

In some buildings and during certain emergencies people may need to use stairways to reach building exits. Elevators have been shown to be unsafe in certain emergencies. It may not be safe to attempt to move a wheelchair up or down a stairwell. The following are possible options to evacuate individuals who cannot evacuate themselves:

### **TWO PERSON CRADLE CARRY**

To use the two person cradle carry, do the following:

- Wait until other evacuees have moved down the stairwell.
- The two helpers stand on either side of the individual.
- They reach under the individual and lift them out in a cradle position.
- Helpers control the descent by walking slowly and cautiously.
- Do not separate the individual from their wheelchair if at all possible. Have a third helper transport the wheelchair with the individual.
- Never leave a wheelchair in a stairwell. This may block the exit route for others trying to evacuate or the emergency responders trying to rescue someone.

## **OFFICE CHAIR EVACUATION**

To use the office chair evacuation method, do the following:

- Transfer the evacuee to a sturdy office chair.
- One helper gently leans the chair backwards.
- The other helper faces the chair and holds onto the front legs of the chair. Both should lift the chair simultaneously.
- The helpers control the descent by bending their legs slowly and keeping their backs straight.
- Do not separate the individual from their wheelchair if at all possible.
- Have a third helper transport the wheelchair with the individual.
- Never leave a wheelchair in a stairwell. This may block the exit route for others trying to evacuate or the emergency responders trying to rescue someone.

## **UNABLE TO ASSIST WITH AN EVACUATION**

If you are unable to assist, then:

- DIAL 911 and report the issue.
- Tell the person that you are attempting to send help.
- Encourage the person to DIAL 911 and stay on the phone with the dispatcher until help arrives.
- If you are able to evacuate yourself, evacuate the building.
- Proceed to the evacuation assembly area.
- Inform emergency responders about the individual in need of evacuation and their location.
- Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

## **MOBILITY IMPAIRED (NOT IN A WHEELCHAIR)**

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with or without minor assistance. Individuals that have trouble navigating the stairs or need help doing so should be mindful of large crowds attempting to evacuate.

If these individuals are unable to evacuate the building or navigate the stairs, do the following if possible:

- DIAL 911 and report the issue.

- Tell the person that you are attempting to send help.
- Encourage the person to DIAL 911 and stay on the phone with the dispatcher until help arrives.
- If you are able to evacuate yourself, evacuate the building.
- Proceed to the evacuation assembly area.
- Inform emergency responders about the individual in need of evacuation and their location.
- Fire department personnel or other emergency responders who are trained in emergency rescue can then enter the building and help the person evacuate.

## **HEARING IMPAIRED**

Wilmore Laboratories is equipped with a visual (strokes) and audible (horn and voice) fire alarm system. Persons with hearing impairments may not hear audio emergency alarms and may need to be alerted to emergency situations by other building occupants and/or emergency response staff. Building occupants team members should attempt to notify any people in their areas that may have trouble hearing the fire alarm system without endangering their own safety. While evacuating the building, members of the campus community should attempt to notify people that are in the common areas and offices that may not be able to hear the audible alarm activation.

## **VISUALLY IMPAIRED**

Most people with a visual impairment should be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. When assisting an individual with vision impairment, the person assisting should offer his or her elbow to the individual and guide him or her through the evacuation route. During the evacuation, the assisting person should communicate with the visually impaired person and others as necessary to ensure safe evacuation.

## **IF TRAPPED INSIDE YOUR OFFICE OR AREA**

- DIAL 911, and tell the dispatcher your name, location, and the nature of the emergency. Also tell the dispatcher if anyone is injured or if there are any other hazards associated with the emergency. If possible, stay on the phone with the dispatcher until help arrives.
- If there is a fire:
  - Close as many doors as possible between you and the fire.

- Wedge cloth material (moistened, if possible) along the bottom of the doors to keep out smoke.
- If windows are operable, and you need air, carefully open the window. Do not exit the building through the window unless it is safe to do so.
- Break windows as a last resort, as they cannot be closed if necessary. If you need to break a window, do so carefully to minimize injury to yourself.
- If needed, signal through the window to let the emergency responders know your location. This can be accomplished by waving a shirt or other piece of material that may aid in gaining attention from those outside. You should also attempt to make verbal contact with anyone in the outside area.

## **EVACUATION OF CAMPUS**

In the event of a campus wide evacuation, follow the directions of emergency responders and public safety officials. Traffic routes may be dependent upon the nature, location and extent of the emergency.

Do not attempt to return to campus or reenter affected buildings until advised that it is safe to do so.

## **SHELTERING GUIDELINES**

Sheltering or Shelter-In-Place refers to the need to remain where you are or go to a safe location in the building for your own safety. Members of the campus community generally cannot be forced to shelter-in-place; however, there are circumstances when university officials and emergency personnel may order that everyone should shelter for their own safety and well-being. You should consider how and where to shelter-in-place prior to having to perform this measure.

A shelter-in-place order may be issued for several reasons:

- Severe weather;
- Hazardous materials;
- Intruder on campus;
- Hostage situation;
- Any situation where it is best for you to stay where you are to avoid an outside threat.

The reason for the shelter-in-place order may not be immediately communicated to everyone. If a shelter-in-place order is issued:

- You should be alert for instructions and updates as they become available from emergency personnel and university administrators.
- Attempt to keep everyone CALM.
- Go to the place designated in the notification (i.e. severe weather shelter area, upper floors or other location within the building).
- Stay away from windows, doors, and outside walls.

### **SEVERE WEATHER**

Refer to the severe weather guidelines in the hazard-specific emergency response guidelines in Section VII of this plan.

### **INTRUDER**

Refer to the active shooter (weapons or shots fired) guidelines in the hazard-specific emergency response guidelines in Section VII of this plan.

### **ALL CLEAR**

Building occupants should remain sheltered until given an ALL CLEAR message through AU ALERT, emergency responders, or university administrators.

- Do not leave your safe location until you are sure of the identity or source of the person giving the all clear message.
- Note: For tornado warnings, unless there is an ongoing hazard, you can leave the shelter once the warning expires.

# **HAZARD-SPECIFIC EMERGENCY GUIDELINES**



## ACTS OF VIOLENCE

### ACTIVE SHOOTER (WEAPON OR SHOTS FIRED)

If a person enters or threatens to enter the building for the purpose of causing physical violence to yourself, others or property, you should do the following:

- **DIAL 911** as soon as possible. Give as much information as possible to the dispatcher. This information may be used by emergency responders to notify others if lockdown or evacuation is warranted.
- Be sure to give the best possible location to the dispatcher of where you are and where the threat is or was last observed or heard.
- If safe, stay on the phone with the 911 dispatcher as long as possible unless the dispatcher tells you to hang up and take another action. The use of telephones (cellular or other) is an effective means of two-way communication with Auburn Communications (911 dispatch center) during an emergency situation.
- Remove yourself and others from the vicinity of the threat and any danger, if possible.
- If you cannot safely leave the danger area, barricade yourself and others in a room away from the aggressor, if possible.
- If anyone becomes injured or needs medical attention, tell the 911 dispatcher if you are still on the phone. If not, DIAL 911 again and tell the dispatcher that you have someone who has been injured and where you are located.
- Do not confront the intruder if at all possible. It is the job of the police to confront the aggressor and stop the dangerous actions.
- If you are in immediate danger of being injured or killed, you should consider doing what you feel is necessary to protect yourself. This may include yelling, screaming, throwing items or attacking the aggressor in an attempt to stop the dangerous action. You should only act against the aggressor if you are in immediate danger and have no other option. (The Department of Campus Safety & Security can assist you with training on how to react if confronted by an aggressor.)
- If you are in a safe location, you should not leave your safe position until told to do so by police or emergency responders, unless you know that it is absolutely safe to do so or you feel that your location may become less safe if you remain there.

- Do not open a locked door for anyone. Even if it appears that another student or employee is trying to get inside of the room, opening the door may make it possible for the aggressor to enter and confront you.
- Once the police officers arrive to assist you, the officers should have keys to the doors and should be able to gain access without your assistance. Do not open doors for anyone unless you can see that it is a police officer and he or she tells you to do so. If for any reason you doubt that the person is a police officer, do not open the door. You may dial 911 to confirm the person's identity that is outside your door.
- The situation may be stressful, and how you respond to the stress may mean the difference between you being injured or making it through the emergency without being harmed.
- Help others around you if they begin to panic or don't know how to react.
- Remember, putting as much space between you and the aggressor may slow the aggressor down or even cause the aggressor to move on or leave the area.

## BOMB THREAT

*The form located on the last page of this plan in Appendix E-1 should be copied and placed next to all telephones. Bomb threats received via any method (phone, mail, electronic communication) should be reported immediately.*

All bomb threats and suspicious packages should be treated as REAL.

If you receive a threat of any kind against the university or a person, you should do the following.

- If you received the threat by telephone, stay on the telephone with the caller.
- Attempt to get as much information as possible from the threatening caller.
- If the caller hangs up, get a dial tone on the same line the call was taken on and immediately DIAL \*57 to mark the call for tracking purposes.
- **DIAL 911 IMMEDIATELY.** If you are still on the phone with the threatening caller, have someone around you DIAL 911.
- A list of questions and items to document can be found on the form that is located on the last page of this plan.
- Auburn Police should immediately respond to your 911 call.
- The police officers should assess the threat and advise the Department of Campus Safety & Security and/or those responsible for Wilmore Laboratories if it is necessary for the building occupants to evacuate the building.
  - Many factors should be considered when evaluating response to a bomb threat, including the nature and credibility of the threat; activities occurring in the building at the time; potential hazards inside and outside the building; and other factors. Emergency responders should make decisions about the best course of action based on the totality of the circumstances.
- If the dispatcher or other officially credentialed emergency responder (police, fire, or public safety) tells you to evacuate the building *prior to police arrival*, you should initiate an evacuation immediately. Ask if you should activate the fire alarm as a tool to accomplish this, and follow guidance provided by the dispatcher or emergency responder.
- If you have reason to believe that people are in immediate danger, you should initiate the evacuation without delay. The fire alarm should only be activated if fire or smoke are present, or if there is an immediate danger and there is no other way to quickly communicate the need to evacuate the building.
- If evacuation is necessary, exit quickly and quietly. Be observant of any out of place or suspicious items as you evacuate. If you see anything suspicious, or any items out of place or suspicious packages that may have been located near the

- evacuation points or routes in order to injure those evacuating the building notify emergency responders immediately. Make sure that someone who can respond is aware of the concern. Emergency responders should check the assembly areas prior to (if possible) or soon after their arrival on the scene for secondary devices.
- If there is something suspicious in the vicinity of the evacuation assembly area then move to an alternate area that is at least 300 feet from the suspicious item and the building.
  - If at all possible, remain in the evacuation assembly area or at least 300 feet away from Wilmore Laboratories until you are advised that it is safe to return to the building or leave the assembly area by the emergency responders in charge. If instructed to return to the building, follow the directions of the emergency responders carefully.

**DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)**

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

## SUSPICIOUS BEHAVIOR

An individual who is behaving in a suspicious manner is anyone who acts abnormally or who is in a location that is not normal.

Examples of suspicious behavior include:

- Unusual noises, screaming, sounds of fighting, glass breaking, or perceived illegal activity;
- People in and/or around buildings or areas who do not appear to be conducting legitimate business;
- Unauthorized people in restricted areas;
- People who follow immediately behind others into card-access areas or buildings while the door is open;
- People who change their behavior when they observe that they have been noticed;
- People dressed inappropriately for the weather or occasion, i.e., coat on when the temperature is warm; or
- People abandoning parcels or other items in unusual locations (i.e. in the lobby or in the elevator).

The campus community is encouraged to report suspicious behavior. If you see or hear of suspicious activities and are concerned that there is an emergency or immediately dangerous situation, DIAL 911 and provide the following information to the dispatcher:

- What is the person's last known location and direction of travel?
- What made the person's actions suspicious?
- Did the person say anything? If so, what?
- Did the person appear intoxicated or otherwise impaired?
- Were any weapons displayed or was there a threat of a weapon?

Also, be prepared to give information about the person including:

- Sex
- Age
- Height
- Weight
- Race
- Complexion
- Eye and hair color

- Facial hair
- Scars
- Tattoos

If the suspicious person is in a vehicle, please provide the following, if possible:

- Vehicle make
- Model
- Color
- License plate number.

If the incident does not appear to be an emergency or immediately dangerous situation, you may dial the police non-emergency number and/or the Department of Campus Safety & Security to report the information. IF IN DOUBT, ERR ON THE SIDE OF CAUTION AND DIAL 911.

- City of Auburn Police Division – Non-Emergency Number  
334-501-3100
- Auburn University Department of Campus Safety & Security  
334-844-8888

Just as with an emergency or immediately dangerous situation, please be prepared to give as much information as possible about the person, vehicle, or situation.

## SUSPICIOUS PACKAGE

A suspicious package is an item or object that has been placed in an area that is unusual and should not be where it is.

- If a bomb or suspicious package is discovered, DO NOT touch or handle the package. Leave the area quickly and carefully and DIAL 911.
- DO NOT use cell phones, radios, and other wireless devices in the building or vicinity of the suspicious item.
- Emergency responders, public safety personnel and those responsible for the building should notify occupants if there is a need to evacuate.
- Follow all instructions from emergency responders and public safety personnel.
- If evacuation is necessary, be observant of any out of place or suspicious items as you evacuate. If you see anything suspicious, notify emergency responders immediately. Make sure that someone who can respond is aware of the concern.
- Be observant for any items out of place or suspicious packages that may have been located near the evacuation points or routes in order to injure those evacuating the building. Emergency responders should check the assembly areas for secondary devices prior to (if possible) or soon after their arrival on the scene.
- All occupants should move to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- If at all possible, remain 300 feet away from Wilmore Laboratories or the area identified in the threat until you are advised to return by the emergency responders in charge.
- Building occupants should not re-enter the building until given an ALL CLEAR message through AU ALERT, emergency responders, or university administrators. If instructed to return to the building, follow the directions of the emergency responders carefully.

## **FIRE EMERGENCIES**

### **IF YOU HEAR OR SEE A FIRE ALARM**

*All fire alarms should be taken seriously and never assumed to be false.*

- Exit the area immediately. DIAL 911 as you are exiting if you can safely do so without hindering your evacuation.
- Close doors as you leave to minimize the spread of fire.
- Take keys and medications with you if possible. DO NOT DELAY evacuation.
- Move quickly and safely to the nearest exit or stairwell, provided it is safe to do so.
- Activate the closest fire alarm pull station along your evacuation route.
- Notify others around you as you leave.
- If able, assist others during evacuation.
- DO NOT use the elevator.
- Do not block or wedge exit doors in an open position. The doors should remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.
- If you haven't already done so, DIAL 911 and report the alarm activation after you are safely out of the building. Never assume someone else dialed 911.
- Go to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.

### **IF FIRE OR SMOKE IS PRESENT**

- Follow the fire alarm procedure in the previous paragraph.
- If the fire is small enough (waste basket size or smaller), you may attempt to extinguish it with a portable fire extinguisher, ONLY IF:
  - A fire alarm pull station has been activated;
  - 911 has been dialed;
  - You are properly trained; AND
  - You have a means of escape if the fire gets out of control.
- As you evacuate, use the back of your hand to check doors for heat. DO NOT open any door that feels hot.
- If smoke is present, stay low. The best quality air is near the floor.



## **FIRE ALARM DESCRIPTION**

When the fire alarm is activated in Wilmore Laboratories, it should sound like:

**Audible Tone**

BURRNT BURRNT BURRNT

**Followed by Audible Voice**

THERE HAS BEEN A FIRE EMERGENCY REPORTED IN THE BUILDING.  
PLEASE LEAVE THE BUILDING BY THE NEAREST EXIT OR EXIT STAIRWAY.  
DO NOT USE THE ELEVATORS.

In conjunction with the flashing of clear strobe lights from every alarm speaker.

## **DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)**

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

## HAZARDOUS MATERIALS

### CHEMICAL SPILL OR RELEASE

#### SMALL, NON-HAZARDOUS SPILL

Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained and are properly equipped to handle the situation. If you have any doubt as to the training or proper equipment required, do not attempt to clean up the spill. If the spill is a substance that does not require emergency responders (police, fire, etc.) to respond to the scene but may be hazardous, the Department of Campus Safety & Security should be contacted at (334) 750-9795 to assist with the cleanup coordination.

#### LARGE OR HAZARDOUS SPILL

If the spill is large, the chemical is hazardous or not easily identified, or if personnel in the vicinity or building are in danger, then:

- DIAL 911 immediately.
- Notify personnel in the affected and adjacent areas.
- Evacuate the area if necessary, or if told to do so by the 911 dispatcher or emergency responders.
- If evacuation is not indicated or ordered, use signs and/or barricades to isolate the area if you can do so safely.
- Move quickly to one of the designated evacuation assembly areas. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency. Stay upwind of the spill. *Note: Use one of the designated evacuation assembly areas only if it's in an upwind location. If it is downwind, find a location upwind.*
- When responders arrive, provide detailed information on the spill or release if possible. Do not do this by going into an area that is unsafe or that you have been told to evacuate.
- Building occupants should not re-enter the building until given an ALL CLEAR message through AU ALERT, emergency responders, or university administrators.

#### DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

## **UNUSUAL ODORS**

### **IF YOU BELIEVE YOU SMELL NATURAL GAS**

- If you smell natural gas or otherwise suspect a natural gas leak, leave the area and warn others as you leave.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- DIAL 911 from a safe location. Tell the dispatcher where you are and what the emergency is.
- Do NOT attempt to correct the leak or problem unless you are properly trained and authorized to do so.
- Remain outside until emergency personnel tell you it is safe to enter the building.

### **IF YOU SMELL AN UNUSUAL ODOR**

- Evacuate the immediate area.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- From a safe location, dial Facilities Management at (334) 844-HELP and report the odor. Be as specific as possible about the nature of the odor:
  - When was the odor first noticed?
  - Is it recognizable?
  - Is the cause known?
- Remain outside of the area until told it is safe to re-enter the building.
- If additional assistance is needed, Facilities Management should notify the proper departments.

## MEDICAL EMERGENCIES

### DIAL 911 IMMEDIATELY

An Automated External Defibrillator (AED) is located on the second floor north administrative offices in the hallway to the right of the entrance by room 270. This device can be used by anyone regardless of training.



Second floor north  
administrative offices in the  
hallway to the right of the  
entrance by room 270

### IF SOMEONE IS UNRESPONSIVE

- Start CPR if trained to do so.
- Have someone DIAL 911 immediately. If no one is available, DIAL 911 then immediately resume CPR. Request an ambulance be sent to your location:

Wilmore Laboratories  
344 Wilmore Drive

- Send someone to retrieve the nearest AED. This device can be used by anyone regardless of training.
- Continue CPR until the AED arrives.
- Open the AED cover and follow the directions. The AED will walk you through either continuing CPR or delivering a shock if needed.
- Continue to use the AED and stay with the person until help arrives.

## **ALL OTHER MEDICAL EMERGENCIES**

- **DIAL 911** and report the emergency. Request an ambulance be sent to your location. The address to provide to the 911 dispatcher is:

Wilmore Laboratories  
344 Wilmore Drive

- If available, instruct someone to be on the lookout for EMS to help guide them to the location of the emergency.
- Do not move the person unless there is a threat to their life to leave them in that location.
- Provide as much information to the dispatcher regarding the illness/injury as possible (nature of injury, location of person, age of person, etc.).
- If trained to administer first aid, such as bleeding control and CPR, consider doing so.
- Be sure to wear personal protective equipment. Be aware of hazards associated with blood-borne pathogens.
- Try not to come into contact with body fluids.
- If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention.
- Do not jeopardize your health or the health of the person receiving care.
- Wait for professional help if you do not feel able to safely provide proper care.
- If possible, remain with the person needing assistance until help arrives.
- Comfort the person and reassure them that medical assistance is on the way.
- If the medical emergency is related to an on-the-job injury or a visitor injury/accident, notify your supervisor of the incident as soon as possible after the victim has been transported by the ambulance, so that they can make proper notifications (to include the Department of Risk Management & Safety).

## **NATURAL HAZARDS**

### **EARTHQUAKE OR UNCONTROLLED SHAKING OF THE BUILDING**

*The following procedures apply to earthquakes that cause perceptible shaking on the Auburn University campus.*

#### **INDOORS**

- If inside, stay inside!
- DROP to the floor.
- Take COVER by getting under a sturdy desk or table, if possible. Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- If no shelter is available, DO NOT try to run to another room to get under furniture. Seek cover against an interior wall and protect your head and neck with your arms.
- Stay away from windows and doorways.
- Do not attempt to leave the building, since heavy objects or debris may be falling in your path.
- HOLD ON until the shaking stops.
- Do not use the elevators during or following the shaking. The elevators should be inspected by Facilities Management prior to use.

#### **OUTDOORS**

- If outside, stay outside!
- Move away from structures, power poles, or other possible hazards.
- Stay in an open area until the shaking stops.

#### **WHEN THE SHAKING STOPS**

- Check for injuries to personnel in your area.
- Do not attempt to move seriously injured persons unless they are in immediate danger.
- Render assistance if required.

- DIAL 911 to report any serious injuries or other immediate emergencies.
- Check the area for safety hazards such as building damage, fires, spills of hazardous materials, and gas leaks. If the area or building appears to be unsafe, begin evacuation procedures and DIAL 911 to report any serious injuries or other immediate emergencies.
- Without delaying your evacuation, turn off any ignition, heat, and gas sources if it is safe to do so.
- Exit the building and go to one of the designated evacuation assembly areas to report on injuries, damage, and potentially hazardous conditions. Only use evacuation assembly areas that are in a safe location, not directly impacted by the emergency.
- Building occupants should not re-enter the building until given an ALL CLEAR message through AU ALERT, emergency responders, or university administrators.

### **IF YOU ARE TRAPPED UNDER DEBRIS**

- Do not light a match. It's possible that there may be a gas leak.
- Try not to move about and disturb dust, as it may make breathing difficult.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. If available, use a whistle. Shout only as a last resort, as shouting can cause you to inhale dangerous amounts of dust.

### **DESIGNATED EVACUATION ASSEMBLY AREAS (SEE MAP IN APPENDIX A)**

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

## **SEVERE WEATHER**

Upon receipt of a severe weather watch or warning, NOAA weather radios in Wilmore Laboratories should be activated by the National Weather Service. The type of severe weather threat should be given along with instructions on how to remain safe.

Upon receipt of a tornado warning, all components of the AU ALERT System, including the outdoor warning sirens, should be activated. The Department of Campus Safety & Security/Emergency Management and the Lee County Emergency Management Agency both have the capability to activate the outdoor warning sirens. Tests of the outdoor warning sirens are conducted every fourth Wednesday at noon.

## **DEFINITIONS**

### **WATCH**

- Conditions are favorable for the development of severe weather in the Auburn area. Everyone should closely monitor the situation in case conditions worsen.

### **WARNING**

- Severe weather has actually been observed, and there is an imminent threat to the Auburn area. Listen closely to instructions provided by weather radios, emergency officials, and the AU ALERT System.

### **THUNDERSTORMS**

- Frequently have high winds, cloud-to-ground lightning, heavy rain, and sometimes tornadoes.

### **SEVERE THUNDERSTORMS**

- Thunderstorms with any of the following characteristics:
  - Winds greater than 58 mph;
  - Hail one inch or greater in diameter;
  - Capable of producing tornadoes.

## **IN THE EVENT OF SEVERE WEATHER**

### **LIGHTNING**

- If you can hear thunder, you are close enough to the storm to be struck.
- If outside, go inside Wilmore Laboratories (or closest nearby building) immediately.



- Stay away from telephones, electrical appliances, and plumbing.
- Stay inside for at least 30 minutes after you hear the last sound of thunder

### **TORNADO WARNING**

- If you are notified of a tornado warning (by outdoor warning sirens, weather radio, AU ALERT, or other official means), take shelter immediately in the designated severe weather shelter area locations inside Wilmore Laboratories. See the maps in Appendix A for locations of shelter areas.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- Cover your head with any available heavy or bulky object to protect yourself.
- Do not go outdoors to see the storm.
- DIAL 911 to report any injuries or damage. Provide the 911 dispatcher with as much information as possible to respond to the emergency.
- Once the storm has cleared, notify the Department of Campus Safety & Security/Emergency Management at (334) 844-8888 or (334) 750-9795 of any damages or injuries.

### **FLASH FLOOD**

- When a flash flood warning is issued, move to higher ground quickly. You may only have seconds to act.
- Most flash flood deaths occur when people drive their vehicles into flood waters. Be especially cautious at night, when it is harder to recognize flood dangers.
- Stay out of flooded areas. Water may still be rising, is usually very swift, and can quickly sweep you off your feet.
- Remember: Water is a very powerful force and should never be underestimated.

## **UTILITY PROBLEMS**

### **POWER OUTAGE**

Response to a power outage may depend on the circumstances. If possible, information should be obtained from Facilities Management on the extent and likely duration of the outage. However, in many cases, the likely duration may not be available.

- Assess the extent of the outage in your area. Report the outage to Facilities Management Help Desk at (334) 844-4357.
- If people are in dark areas of the buildings and need assistance, help them move to safety.
- If you find that people are trapped inside the elevators or any part of the building, DIAL 911 for assistance. Do not attempt to force open the doors and rescue people unless they are in imminent danger and the emergency responders are not on the scene.
- If safe to do so, shut down any equipment or processes that could be hazardous if the power suddenly returns.

### **IF YOU BELIEVE YOU SMELL NATURAL GAS**

- If you smell natural gas or otherwise suspect a natural gas leak, leave the area and warn others as you leave.
- Do not operate electrical switches or motors, as they may cause a spark and act as an ignition source.
- DIAL 911 from a safe location. Tell the dispatcher where you are and what the emergency is.
- Do NOT attempt to correct the leak or problem unless you are properly trained and authorized to do so.
- Remain outside until emergency personnel tell you it is safe to enter the building.

### **OTHER UTILITY ISSUES**

- For water, sewage, heating, ventilation or air conditioning problems, contact the Facilities Management Help Desk at (334) 844-4357.

# RECOVERY PROCEDURES

Once the initial emergency response to an incident has been completed, the recovery phase begins.

It is important to restore Wilmore Laboratories programs within an appropriate time to avoid major loss or disruption that could have long-term negative impacts.

Recovery may require timely contingency response and action. An emergency situation may result in minor to severe problems that may impact recovery. These problems could include:

- Loss of power to the Wilmore Laboratories for hours or days;
- Loss or disruption of key information systems or applications;
- Closure of Wilmore Laboratories or loss of key working space for hours, days or longer;
- Absence of key building personnel.

In the event of a major loss or disruption, the College of Engineering should consider forming a recovery team to work with the Department of Campus Safety & Security to aid in the recovery process. Some issues related to the recovery process may include:

## **EMPLOYEE AND STUDENT ASSISTANCE**

Depending on the nature of the emergency, employees and students may need assistance in order to get back to their normal day to day operations. Employees and students that need assistance should be referred to the appropriate resources, either on-campus or in the community. The College of Engineering should maintain a complete listing of updated university resources.

## **RELOCATION**

If the building is closed due to damage or hazardous conditions, the College of Engineering should lead an effort to relocate to an alternate site. Programs and activities should be continued or rescheduled based on their priority as set by the College of Engineering.

## **DISRUPTION OF INFORMATION SYSTEMS**

In the event that information systems are lost or disrupted due to physical damage, hardware failure, or software problems, the Office of Information Technology should be contacted for assistance. The College of Engineering should lead a process of notification and updates to keep employees informed of the progress of the recovery efforts.

## **COST RECOVERY**

In the event of an emergency or disaster, all costs related to the response and recovery should be documented and turned in to the Department of Campus Safety & Security/ Emergency Management. Documentation is critical in pursuing cost recovery.

# **TRAINING AND DRILLS**

It is important to conduct training on this plan so that building occupants will know how to respond during an emergency. The following training is recommended. All training can be coordinated through the Department of Campus Safety & Security unless otherwise specified.

## **EMERGENCY PLAN TRAINING**

All employees should receive training on this plan when it is first implemented and periodically thereafter. Initial training should be coordinated through the Department of Campus Safety & Security. Periodic training, as needed, should be provided by or coordinated through the employee's supervisor.

## **CAMPUS COMMUNITY EMERGENCY RESPONSE TEAM (CCERT) TRAINING**

If CCERT is established in this building.

Academic and business units are encouraged to establish Campus Community Emergency Response Teams (CCERT) in all campus buildings.

Individuals identified as CCERT Members receive CCERT training provided by the Department of Campus Safety & Security. This training consists of 16 hours of classroom training and a 3-hour emergency exercise, covering the following:

- Disaster preparedness
- Fire safety
- Disaster medical triage and treatment
- Light search and rescue
- CCERT organization
- Disaster psychology
- Terrorism

Periodic refresher training is offered but not required. Team members receive email updates regarding refresher training and other training opportunities from the Department of Campus Safety & Security. Additional opportunities may include training on shelter management, traffic and crowd management, hazard-specific response, and other topics, as well as brown bag lunch discussions with other campus CCERT members.

## **FIRE EXTINGUISHER TRAINING**

Anyone who uses a laboratory, works with flammable and/or combustible materials, or performs hot work should complete portable fire extinguisher training. All building occupants are encouraged to attend. The training includes information on fire classifications, types of extinguishers and how to safely use them.

Fire extinguisher training is included in CCERT training. The Department of Risk Management & Safety provides other fire extinguisher training sessions open to anyone on campus.

## **FIRST AID AND CPR TRAINING**

All building occupants are encouraged to enroll in a first aid and CPR class. These classes are coordinated periodically through the Department of Campus Safety & Security, but can be scheduled upon request. Upon successful completion of these classes, attendees are provided either American Heart Association or American Red Cross certification cards.

## **AED FAMILIARIZATION**

All building occupants are encouraged to attend an AED familiarization session. These informal 30-minute sessions provide an overview of the use of the AEDs that are available on campus. The Department of Campus Safety & Security provides these familiarization sessions periodically in buildings that house an AED. To schedule a session, contact the Department of Campus Safety & Security.

## **FIRE AND EVACUATION DRILLS**

Periodic drills are also important and allow building occupants to practice guidelines and identify any needs for adjustments to the plan. At a minimum, drills should be conducted as follows:

Fire and evacuation drills should be conducted at least once per year. These drills should be coordinated through either the Department of Campus Safety & Security or the Department of Risk Management and Safety, who should coordinate together to observe and document the drill.

## **OTHER EMERGENCY DRILLS**

Other drills may be conducted by the College of Engineering for scenarios including but not limited to severe weather, active shooter, bomb threat, and hazardous material shelter-in-place. These drills should be coordinated by College of Engineering personnel in conjunction with the Department of Campus Safety & Security.

## **AFTER ACTION REVIEW**

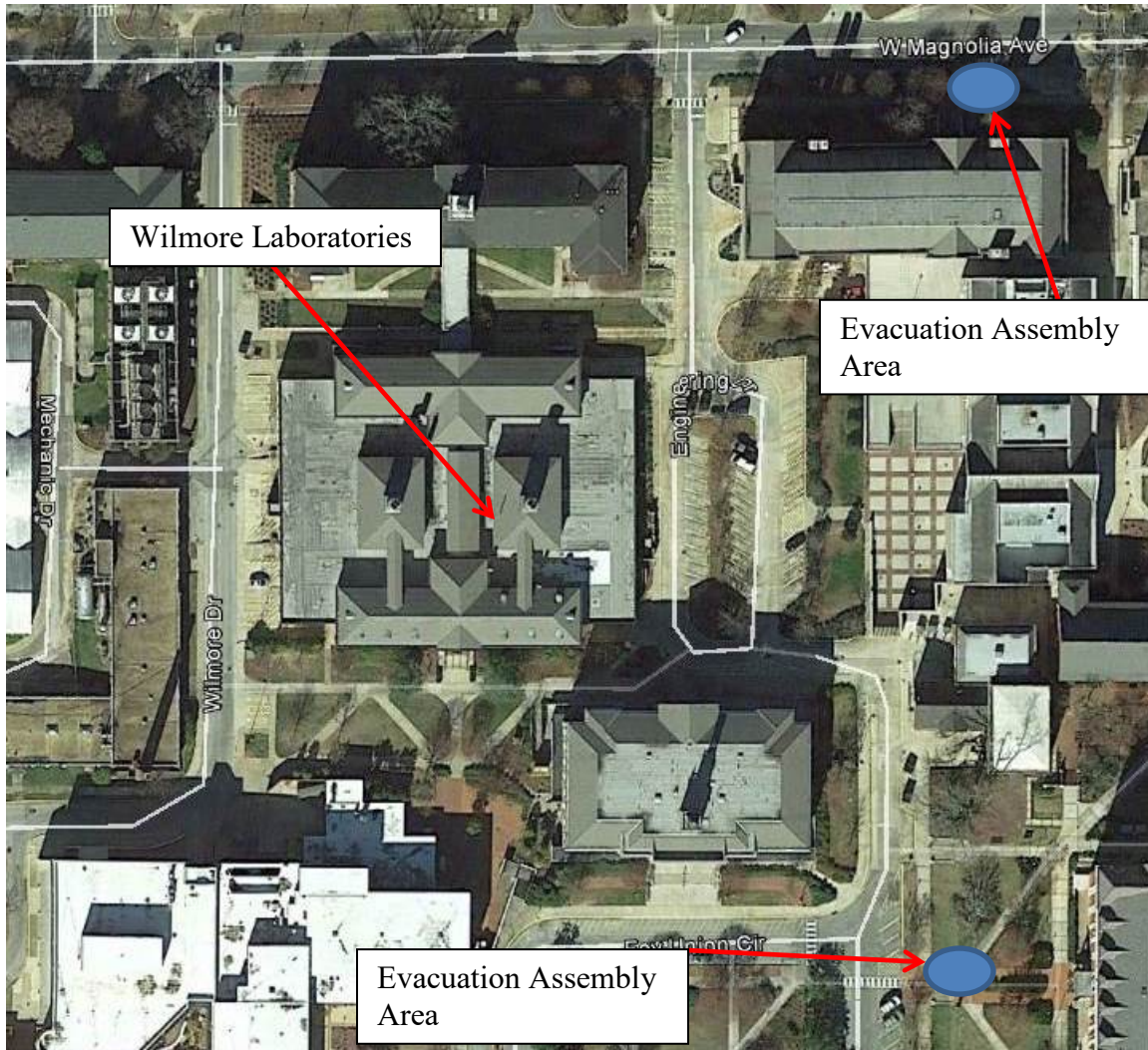
After each drill that is conducted, an after action review should be completed to evaluate the effectiveness of the response by building occupants and emergency responders, and to identify potential areas for improvement.



# **APPENDIX A: WILMORE LABORATORIES INFORMATION, MAPS AND DIAGRAMS**

## DESIGNATED EVACUATION ASSEMBLY AREAS

- Bottom of the steps behind Samford Hall by Parking lot
- In front of the front entrance to Harbert Hall

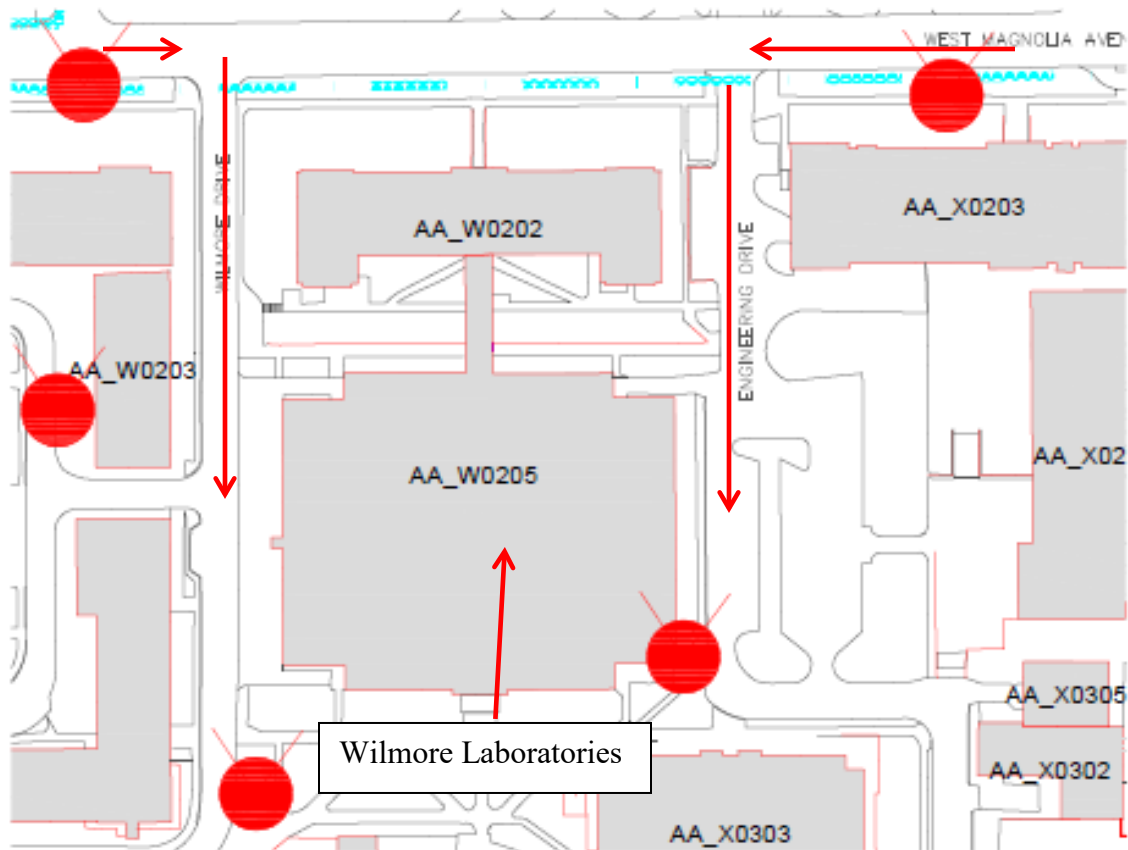


If you have questions about this map or need this map in a different format please contact the Office of Accessibility at 334-844-2096

## FIRE HYDRANTS AND FIRE DEPARTMENT ACCESS ROUTES

→ = Fire Department Access Routes

● = Fire Hydrants

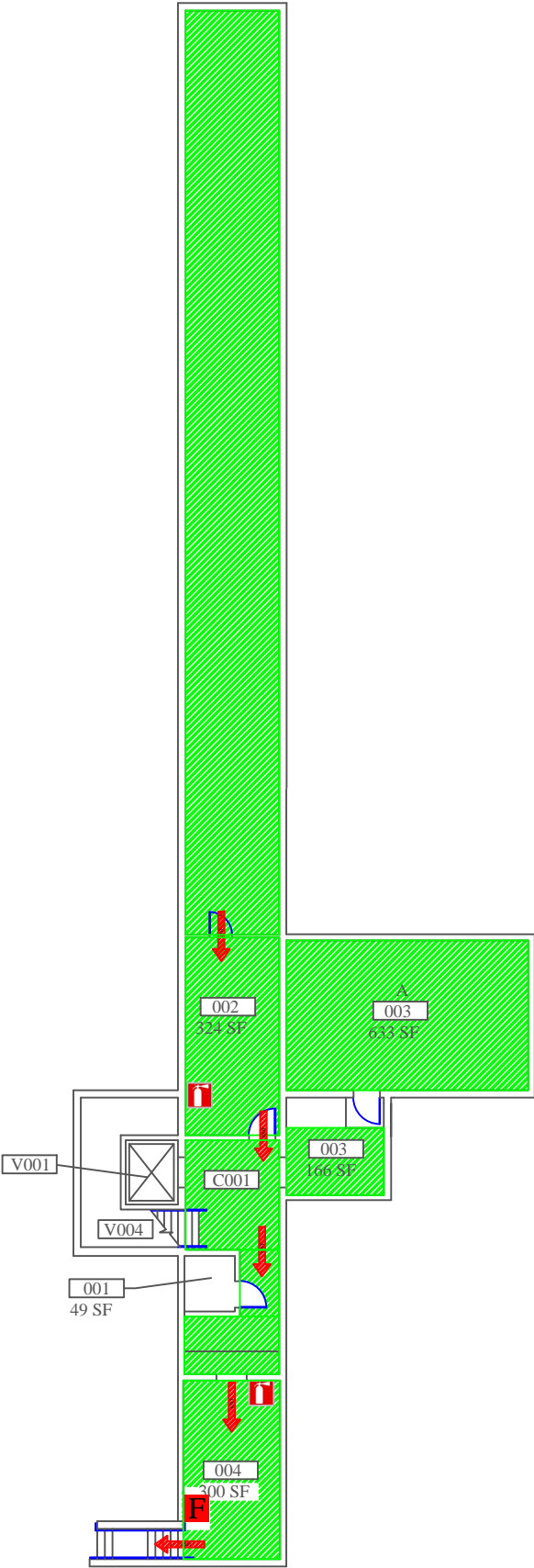


## EMERGENCY SYSTEMS INFORMATION

<b>BUILDING ADDRESS:</b>	Wilmore Laboratories, 151 Wilmore Dr, Auburn AL 36849
<b>NUMBER OF FLOORS:</b>	4
<b>FIRE ALARM:</b>	Yes
<b>AUTOMATIC FIRE SPRINKLER:</b>	Yes
<b>FIRE ALARM PULL STATIONS:</b>	Yes
<b>AUDIBLE ALARM DEVICES:</b>	Yes
<b>SMOKE DETECTORS:</b>	Yes
<b>FIRE EXTINGUISHERS:</b>	Yes
<b>EMERGENCY EXITS:</b>	Yes
<b>EMERGENCY POWER:</b>	Yes
<b>EMERGENCY LIGHTING:</b>	Yes
<b>GENERATOR:</b>	Yes
<b>UTILITY SERVICE SHUTDOWN:</b>	Mechanical Room
<b>ELEVATOR INFORMATION:</b>	On file with Facilities Management
<b>FIRE DEPARTMENT LOCKBOX:</b>	All Auburn Public Safety – Fire Division response vehicles
<b>SEVERE WEATHER SHELTERS:</b>	Bottom floor, marked with Severe Weather shelter signs.
<b>FLOOR PLANS:</b>	On file with Facilities Management; Online through Campus Planning and Space Management (may be accessed through Online Spatial Information System (OSIS).

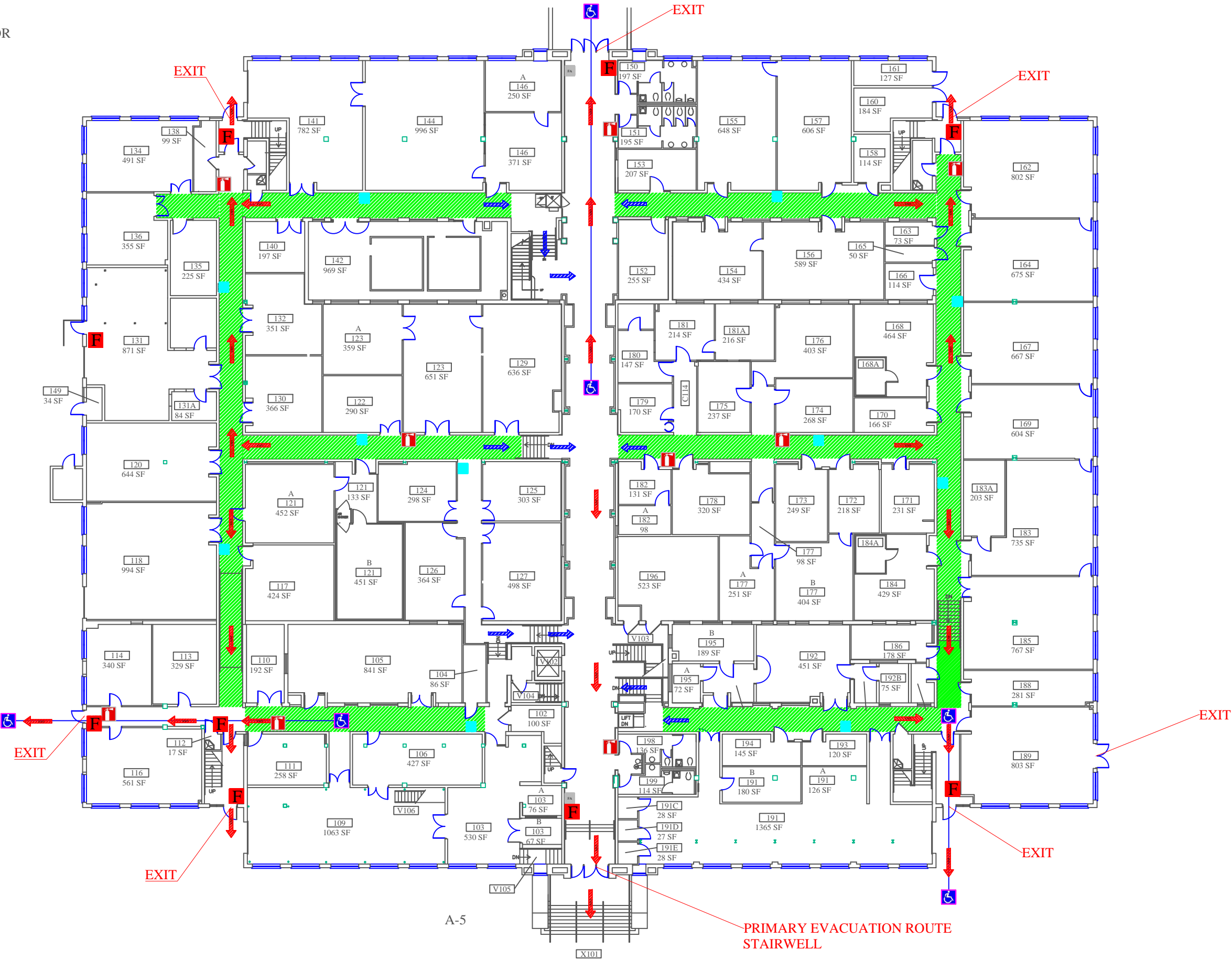
WILMORE LABORATORIES BASEMENT

- ← = EMERGENCY EXIT ROUTE
- 🔥 = FIRE EXTINGUISHER
- 🚒 = FIRE PULL STATION
- = SEVERE WEATHER SHELTER AREA



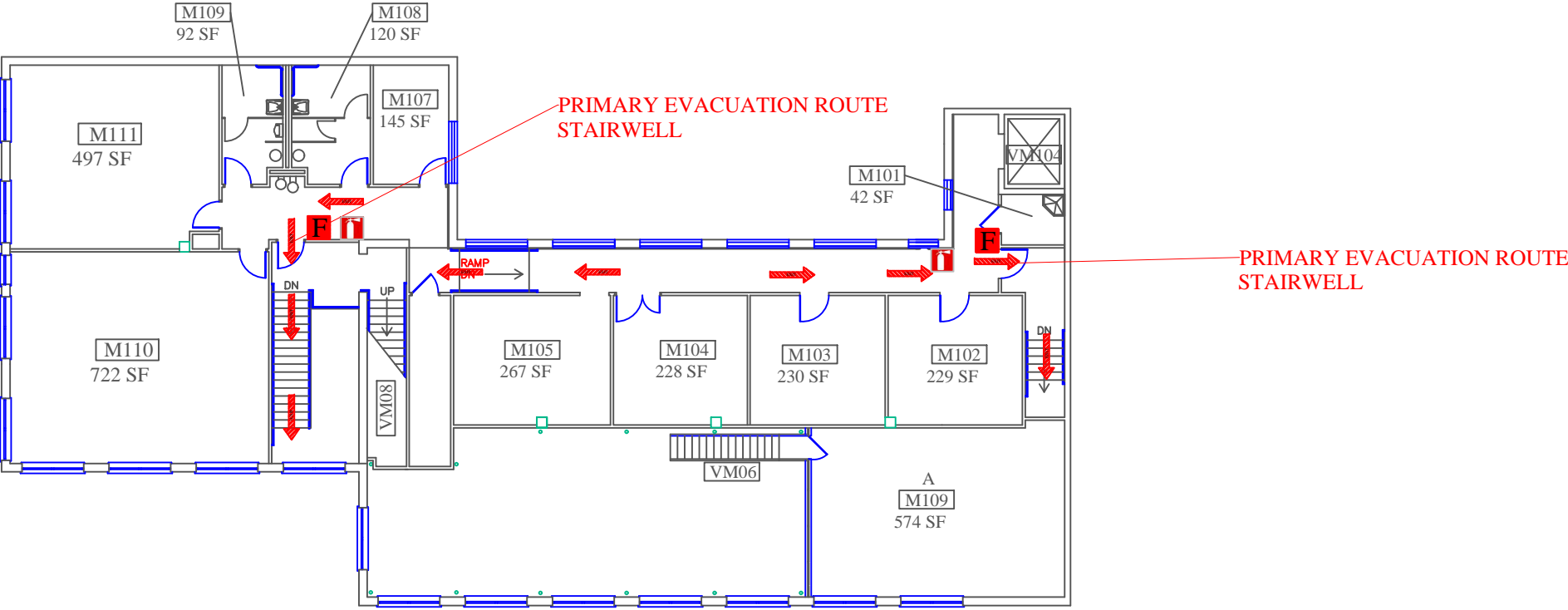
WILMORE LABORATORIES FIRST FLOOR

- ← = EMERGENCY EXIT ROUTE
- ↔ = SECONDARY EXIT ROUTE
- ♿ = ACCESSIBLE EGRESS ROUTE
- 🔥 = FIRE EXTINGUISHER
- 🚒 = FIRE PULL STATION
- 🟩 = SEVERE WEATHER SHELTER AREA
- 🔊 = FIRE ANNUNCIATOR PANEL
- 🚿 = EMERGENCY EYE WASH OR SHOWER









WILMORE LABORATORIES MEZZANINE FLOOR

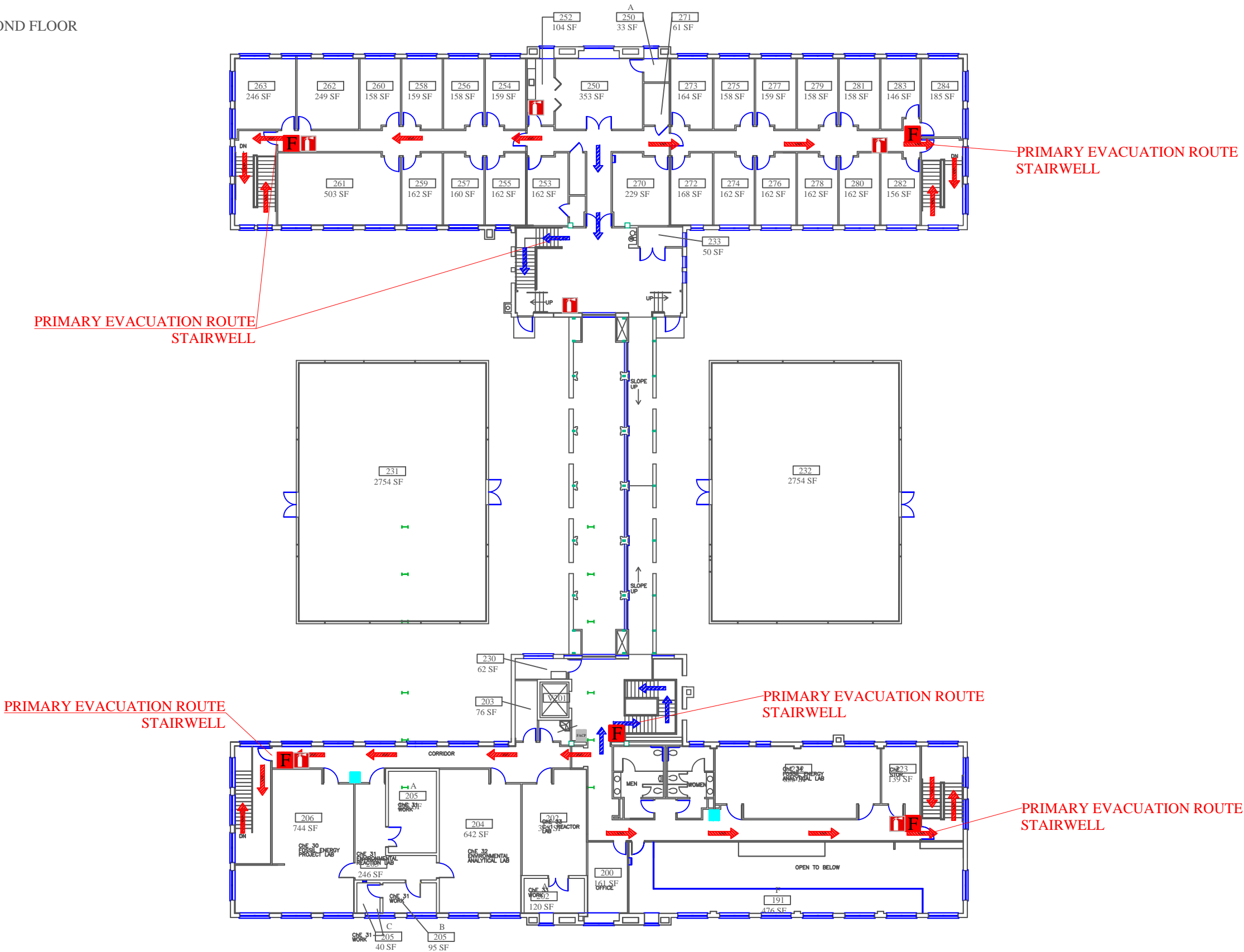
- ← = EMERGENCY EXIT ROUTE
- 🔥 = FIRE EXTINGUISHER
- 🚒 = FIRE PULL STATION





WILMORE LABORATORIES SECOND FLOOR

-  = EMERGENCY EXIT ROUTE
-  = SECONDARY EXIT ROUTE
-  = FIRE EXTINGUISHER
-  = FIRE PULL STATION
-  = FIRE ALARM CONTROL PANEL
-  = EMERGENCY EYE WASH OR SHOWER





# **APPENDIX B: EMERGENCY NOTIFICATION MESSAGES**

## **OUTDOOR WARNING SYSTEM (SIREN) MESSAGES**

### **WEATHER EMERGENCIES**

#### **Message 1: Tornado Warning**

ALERT (steady) tone. "Attention. Attention. Tornado warning. Seek shelter immediately. Attention. Attention. Tornado warning. Seek shelter immediately. Tornado warning."

#### **Message 2: Severe Weather Warning**

ALERT (steady) tone. "Attention. Attention. Severe weather warning. Seek shelter immediately. Attention. Attention. Severe weather warning. Seek shelter immediately. Severe weather warning."

#### **Message 3: Flash Flood Warning**

ALERT (steady) tone. "Attention. Attention. Flash flood warning. Seek shelter immediately. Attention. Attention. Flash flood warning. Seek shelter immediately. Flash flood warning."

#### **Message 4: Game Day Weather Warning**

ALERT (steady) tone. "Attention. Attention. Severe weather warning. Severe weather is expected in the next 30 minutes. Buildings surrounding Jordan Hare Stadium are open. Seek shelter immediately. Attention. Attention. Severe weather warning. Seek shelter immediately. Severe weather warning."

### **OTHER EMERGENCIES**

#### **Message 5: Dangerous Situation/Terrorist Attack**

WHOOP tone. "Attention. Attention. Dangerous situation. Seek shelter immediately. Attention. Attention. Dangerous situation. Seek shelter immediately."

**Message 6: Hazardous Materials**

WHOOP tone. “Attention. Attention. Hazardous materials incident. Seek shelter immediately. Attention. Attention. Hazardous materials incident. Seek shelter immediately.”

**Message 7: Shots Fired**

WHOOP tone. “Attention. Attention. Report of shots fired on campus. Seek shelter immediately. Attention. Attention. Report of shots fired on campus. Seek shelter immediately.”

**Message 8: Evacuation**

WHOOP tone. “Attention. Attention. Emergency evacuation. Evacuate the area immediately. Obey emergency responders. Attention. Attention. Emergency evacuation. Evacuate the area immediately. Obey emergency responders.”

**Message 9: General Emergency Condition**

WHOOP tone. “Attention. Attention. Stand by for an emergency announcement. Attention. Attention. Stand by for an emergency announcement.” (followed by live voice announcement)

**ADMINISTRATIVE ANNOUNCEMENTS**

**Message 10: All Clear**

AIR HORN. “All clear. All clear.” Air horn blast. “All clear. All clear.” Air horn blast.

**Message 11: Testing**

ALERT (steady) tone. “This is a test. This is a test of the Auburn University outdoor warning system. This is only a test.”

# **APPENDIX C: ADDITIONAL RESOURCES**

## ADDITIONAL RESOURCES

*An \* indicates the resource is available 24 hours a day, 7 days a week.*

City of Auburn Public Safety (Non-Emergency Police/Fire)	(334) 501-3100 *
Auburn University Department of Campus Safety & Security	(334) 844-8888 *
Auburn University Department of Risk Management & Safety	(334) 844-4870
Student Counseling Services	(334) 844-5123
Safe Harbor	(334) 844-SAFE (7233)
Auburn University Medical Clinic	(334) 844-4416
Division of Student Affairs	(334) 844-1304
Division of Student Affairs Critical Incident Response Team	(334) 707-4466 *
Auburn University Threat Assessment Team	(334) 844-5010 *
East Alabama Medical Center                      Emergency Room	(334) 528-1150 *
Auburn University Psychological Services Center	(334) 844-4889
Mon – Thur    7:45 am – 7:00 pm	
Fri            7:45 am – 4:45 pm	
Health Behavior Assessment Center	(334) 844-4823
(Substance abuse assessments and intervention for college students)	
Office of Accessibility	(334) 844-2096
Affirmative Action/Equal Employment Opportunity Office	(334) 844-4794
Bias Education and Response Team	(334) 844-1304

<http://wp.auburn.edu/studentaffairs/2016/11/17/bert-bias-education-and-response-team/>

**OTHER RESOURCES:** Other resources are located by following the link below.

[http://www.auburn.edu/administration/safety/threat\\_assessment.html](http://www.auburn.edu/administration/safety/threat_assessment.html)

## **APPENDIX D: BOMB THREAT CHECKLIST**

## BOMB THREAT CHECKLIST

Ask the caller the following questions and write down the answers.

Where is the bomb? \_\_\_\_\_

When is the bomb going to explode? \_\_\_\_\_

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

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

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

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

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

Are you an employee or student? \_\_\_\_\_

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

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

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

CALLER'S VOICE (circle) Male Female

Describe the callers Voice: **Calm** Disguised **Nasal** Angry **Broken**  
Stutter **Slow** Sincere **Lisp** Rapid **Giggling** Deep **Crying** Squeaky  
**Excited** Stressed **Accent** Loud **Slurred** Normal

Was there anything else that you noticed that stands out?

\_\_\_\_\_

Exact time of call: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

If voice is familiar, whom did it sound like?

\_\_\_\_\_

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

Date: \_\_\_\_\_

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

