BUILDING EMERGENCY ACTION PLAN

Facility Name:
Nutrition and Health Sciences – Leverton Hall
1700 N. 35th St. | Lincoln, NE 68583-0806

Date Prepared:
February 20, 2023
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1. Overview

Purpose

This is a customizable emergency action plan template for campus buildings. It has been created to assist in preparing a Building Emergency Action Plan. Please use this information as a guide and customize the information to reflect your building.

The document must be customized to fit the requirements of your building.

These plans are a component of UNL’s Emergency Operations Plan, which is an “all-hazards” plan for responding to and recovering from incidents. University Police is responsible for coordinating UNL’s Emergency Operations Plan. Assistance with Building Emergency Plan development, training, and drills is available through University Police.

2. Building Description

Ruth Leverton Hall is a multiuse facility consisting of offices, classrooms, and biological/chemical labs. There are three floors and a basement with one hallway, running north/south, on each floor. The floors are connected by a main stairwell on the east side of building and stairwells on the north and south ends of the hallways. The basement can be accessed via stairs on the east, north and west. The main entrance on the east side and open to the public. The doors on the north, south, and west are locked for entrance. All four doors are open to exit. There is also a second-floor public entry/exit via the sky walk to the building to our south.

3. Building Emergency Action Personnel

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research, and property. For this reason, UNL has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play a key role in the implementation and effectiveness of this guidance in your building.

Deans/Directors

- Deans/Directors select a Building Emergency Coordinator (BEC) and give them the authority to implement all phases of the plan.
- For shared buildings, Deans/Directors should decide who is best suited to be the Building Emergency Coordinator.
- Building Coordinators coordinate a number of Floor Coordinators within their facility.
- Identify alternative coordinators if the BEC is away from campus

Building Emergency Action Coordinator

- Implement this plan with the assistance of University Police
- Ensure that building occupants receive training in the emergency plan
- Conduct periodic emergency drills
- Revise plan as necessary
- Response Functions:
  - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as point of contact for UNL Police for information about the location, nature, and status of the incident.
  - Once the incident has been made safe by emergency responders, notify occupants they may safely re-enter the building.
**Floor Coordinators**

- Floor Coordinators will assist in the evacuation and shelter-in-place of their assigned floor, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each floor should have multiple floor coordinators.
- In the absence of the Building Emergency Coordinator, a floor coordinator can be designated a building emergency coordinator.
- Response Functions:
  - Provide direction to occupants.
  - Ensure that anyone needing assistance is being helped.
  - Share information with UNL Police about the location, nature, and status of the incident.

**Building Emergency Personnel Information**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Location</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Dr Mary Ann Johnson</td>
<td>110 LEV</td>
<td>N/A</td>
<td>706-666-0016</td>
</tr>
<tr>
<td>Building Emergency Action Coordinator</td>
<td>Amy Brown (Anthony Delaney)</td>
<td>110 LEV 235 Filley</td>
<td>2-7639 N/A</td>
<td>402-310-0086 402-429-6157</td>
</tr>
<tr>
<td>1st Floor Coordinators</td>
<td>Amy Brown Kayla VanNess</td>
<td>110 LEV 110 LEV</td>
<td>2-7639 2-3716</td>
<td>402-310-0086 402-499-2110</td>
</tr>
<tr>
<td>2nd Floor Coordinators</td>
<td>Ajai Ammachathram Joan Kunzman</td>
<td>202J LEV 202 LEV</td>
<td>N/A 2-3867</td>
<td>402-440-8093 402-540-3986</td>
</tr>
<tr>
<td>3rd Floor Coordinators</td>
<td>Verona Skomski Regis Moreau</td>
<td>316D LEV 316E LEV</td>
<td>2-3862 N/A</td>
<td>402-417-6335 402-937-0686</td>
</tr>
<tr>
<td>Basement Floor Coordinator</td>
<td>Shuying Zhang</td>
<td>14 LEV</td>
<td>2-4243</td>
<td>530-848-1792</td>
</tr>
</tbody>
</table>

4. **Emergency Actions**

For additional information about emergency types and actions to be taken for emergency see: [http://emergency.unl.edu](http://emergency.unl.edu) online and the Building Emergency Personnel Guidance for Incidence Response in the back of this document.

**Evacuation Planning**

An evacuation is the quick exit of occupants from a building. While evacuating, it is everyone’s responsibility to make sure no one is left behind.

- Identify Exit Routes
  - Two for each floor
  - Exits are clearly marked

- Identify Assembly Areas
  - Outside the affected building in a safe and convenient location
  - Alternate assembly areas - the emergency may dictate changes in the assembly areas
Shelter-in-Place Planning
There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, sheltering-in-place may be necessary. Examples of emergencies where the shelter-in-place option may be preferred include:

- Severe weather
- Active shooter/active threat situations
- Outside hazardous materials release

Shelter Locations

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Potential Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather – Lightning or Tornado</td>
<td>Basement – Conference Room 17</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>1st and 3rd floor faculty offices, 110 supply room, HRTM offices (2nd floor), basement restrooms, 313 graduate student office (also possible evacuation route – need escape ladder)</td>
</tr>
<tr>
<td>Outdoor Hazard (i.e., gas leak)</td>
<td>Shelter-in-place unless instructed otherwise</td>
</tr>
<tr>
<td>Gas Leak (inside building)</td>
<td>Evacuate to a safe distance and wait for instructions from authorities</td>
</tr>
<tr>
<td>Fire</td>
<td>Head to primary assembly area</td>
</tr>
</tbody>
</table>

5. Persons Needing Assistance Roster
The following list includes self-identified persons who may need assistance during evacuation or shelter-in-place actions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Room #</th>
<th>Phone</th>
<th>Type of Assistance</th>
<th>Volunteer(s) &amp; Phone</th>
</tr>
</thead>
</table>

6. Assembly Areas
List assembly area locations:

<table>
<thead>
<tr>
<th>Assembly Area</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary:</td>
<td>Outside east entrance – Common green space around flagpole</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Outside west entrance – In front of East Campus Rec Center</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Outside south entrance – Sidewalk under 2nd floor walkway</td>
</tr>
</tbody>
</table>

7. Building Warning Systems
List communication devices in building used to notify occupants of emergencies.

<table>
<thead>
<tr>
<th>Device</th>
<th>Location</th>
<th>Coverage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado/Fire address system</td>
<td>Rooms/Hallway</td>
<td>Whole Building</td>
</tr>
</tbody>
</table>
8. Secure or Hazardous Locations

List locations in building that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take.

<table>
<thead>
<tr>
<th>Location</th>
<th>Critical or Hazardous Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement rooms 21/22/23</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 114</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 215</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 303</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 306</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 307</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 308</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 311</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>LEV 313</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
<tr>
<td>BORC (LEV 14)</td>
<td>Hazardous/Flammable chemical storage</td>
</tr>
</tbody>
</table>


**Evacuation**
*(Fire, Hazardous Materials Release)*
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, N Card etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

**Tornado**
Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

*Tornado Watch* means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

*Tornado Warning* means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise other to do the same.

**In the event of a National Weather Service-issued tornado warning:**
- UNL Alert will be activated
- Lancaster County will sound sirens based on confirmation of a tornado
  - University personnel are directed to seek shelter for one or more of the above
  - It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.

**Ambulance**
- **911, 2-2222, or 402-472-2222**
- Give exact location where ambulance is needed.
- Give brief description of emergency, including number of victims, conscious/unconscious, breathing on their own, and CPR in progress.
- If a heart condition is suspected, be sure to advise the dispatcher.
Notification

- Notifications about serious incidents on campus are sent using the following methods when available:
  - UNL Alert (unlalert.unl.edu)
  - UNL main Web site: unl.edu
  - Campus radio KRNU 90.3
  - Social, Public, and private media
- If you receive a UNL Alert, please share the information immediately.

Where available, the University may provide supplemental notification tornado warnings through one of the following methods:
  - Amplified voice announcements over the public address system
  - unl.edu and social media

More information about emergency procedures: [http://emergency.unl.edu](http://emergency.unl.edu)

Building Emergency Personnel should:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts.
- Be aware of your surroundings. Know your floor layouts. Know where building exits are located. Know alternate routes to reach exits. Know where you can shelter in place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide building occupants general information about evacuation and shelter in-place movements.
- Know how to report an incident in your building.
- Assure that persons with disabilities have the assistance they may require during an incident.
- Sign up for UNL Alert to receive incident alerts via email and text messages.

Call University Police

- 2-2222 (Campus Phone)
- 402-472-2222 (Cell Phone)
- 911

10. Attachments (Additional procedures specific to this building)

   Leverton Hall Chemical Inventory

11. Plan Submission

   Send completed Building Emergency Plans and updates to [preparedness@unl.edu](mailto:preparedness@unl.edu).

It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion, or political affiliation.