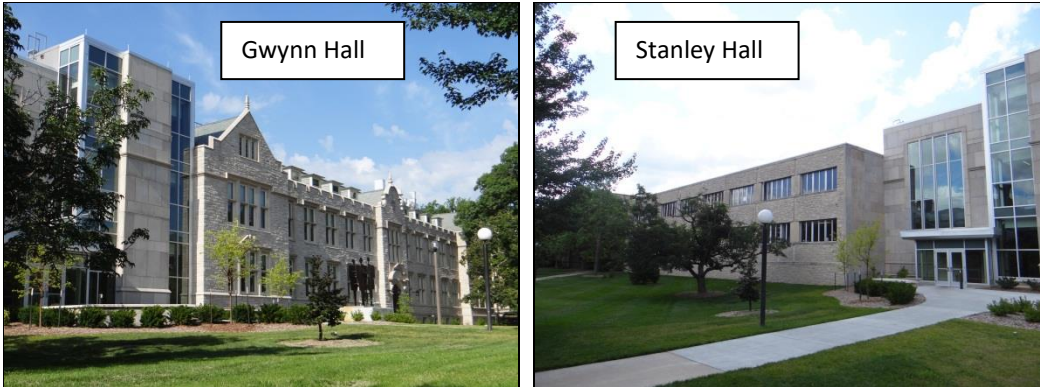


**Gwynn Hall
Stanley Hall
Stanley Addition**



**520 Hitt Street, Columbia, Mo. 65211
38°56'41" N 92°19'28" W**

Building Name Emergency Action Plan

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BUILDING DESCRIPTIONS

Gwynn Hall was first constructed in 1924 and completed in 1935, with complete interior renovation completed in December 2013. The building is four stories. A fully functioning fire alarm and fire suppression system is on all 4 floors with a special fire suppression system for the Missouri Historic Costume and Textile Collection in Room 23. Gwynn Hall has three egresses, the south stair tower (1-hour fire rated) faces the alley between Gwynn and Gentry; the northeast stair tower (3-hour fire rated) connects Gwynn Hall with Stanley Hall/Stanley Addition, and the historic Gwynn Hall entrance is on the northwest.

Connecting Gwynn to Stanley and Stanley Addition are ramps located on the garden level and first floor.

Gwynn Garden Level Part of the Department of Nutrition and Exercise Physiology, the MU Nutritional Center for Health (MUNCH) is housed on the garden level with a fully operational research and observation kitchen with storage rooms (west end). The MUNCH has gas cook stoves, refrigerators, freezers and additional equipment. The MU Physical Activities and Wellness (MU PAW) is a research area in suite 18 (south). There is also a research area for treadmills for Exercise Physiology (north). These research areas have key card access to maintain the safety and security of the occupants during and after regular working hours.

The Department of Human Development and Family Studies Child Development Laboratory kitchen is located in Room 10. There is a gas cook stove in this room.

The Missouri Historic Costume and Textile Collection is located in room 23, a facility operated by the Department of Textile and Apparel Management.

The College of Human Environmental Sciences Information Technology Office is located in Room 3.

There is also a campus lactation room.

Gwynn First Floor The College of Human Environmental Sciences Administrative Offices are located in -- 102-103 Dean's Office; 106 – Student Services; 118 -- Associate Dean for Research and Graduate Studies; 122 -- Advancement/External Relations/E-Learning (east end of the corridor). Gwynn Lounge (117 – occupancy 70 with two exits) and kitchen/mailroom (116) are towards the center of the first floor south.

The Department of Textile and Apparel Management operates two technology labs at the west end of the building's first floor – Kellwood Technology Laboratory (room 112) and the Kitty Dickerson Technology Laboratory in Room 109. Digital fabric printing research equipment is located in 109A. These rooms have key card access to maintain the security of the occupants after regular working hours.

Gwynn Second Floor The southeast side of the second floor houses three centrally scheduled classrooms managed by the Registrar's Office (220, 223, 226).

The Department of Nutrition and Exercise Physiology main department offices are located on the north east side of the second floor (204 suite). Also, located on the west end of the second floor are the bench science laboratories for NEP research 209-212, with a variety of refrigerator and freezers, as well as other research equipment. Some hazardous chemicals are on site. These laboratories have key card access to maintain the security of the occupants after regular working hours.

The Bea Smith conference room (208) is also located on the 2nd floor (occupancy 15).

Gwynn Third Floor The College of Human Environmental Sciences Extension Associate Dean and the HES Extension Fiscal Office are on the third floor east end, and Nutrition and Exercise Physiology faculty offices are on the northwest side. A large mechanical room is on the west end.

HES Extension and NEP also have a conference room in room 327.

Stanley Hall was first constructed in 1958 and dedicated in 1961. It is a three story building. Stanley Hall has two egresses, the connecting northeast stair tower with key card access and the east Stanley Hall entrance with key card access (coming in 2014). There is a fire alarm system for the Child Development Laboratory. There isn't a sprinkler system in the building.

Stanley Garden Level houses the Department of Human Development and Family Studies Child Development Laboratory (blue, green and yellow doors). This facility is locked down and accessible by key card to maintain the safety and security of the children and instructors. A detailed evacuation plan for this area in Stanley Hall is appended.

First Floor Stanley Hall houses the Departments of Textile and Apparel Management and the Department of Architectural Studies main department, offices for faculty and staff (north side). A Division of Information Technology campus managed computer laboratory is located in rooms 146-147 Stanley. There are offices and storage on the north side of the first floor.

Second Floor Stanley Hall houses the Architectural Studies studios (north side), a printing lab for Architectural Studies and a resource room, as well as the Immersive Visualization laboratory (iLab) (south side).

Stanley Hall Addition was first constructed in 1963, connecting Gwynn Hall and Stanley Hall. It has two egresses, one at the south garden level (an ADA entrance) with key card access and at the northeast connecting stair tower with key card access. There is a fire alarm system for the Child Development Laboratory. There isn't a sprinkler system in the building.

Stanley Addition Garden Level houses part of the Human Development and Family Studies Child Development Laboratory -- CDL Red Door (accessible by key card), and administrative offices including a washer/dryer room.

Stanley Addition First Floor – 162 Stanley houses the Office for Financial Success, a unit in the Department of Personal Financial Planning.

Stanley Addition Second Floor – 240-241 Stanley Suite houses the faculty/staff offices of the Department of Personal Financial Planning.

This emergency action plan is developed to assist the units in the Gwynn, Stanley, and Stanley Addition buildings in protecting the health and safety of the occupants should a disaster or emergency, either natural or deliberate, affect the facility.

All faculty and staff are responsible for implementing the disaster and emergency plan. Multiple numbers are listed in the instance that someone is not at work on that day. No one person is responsible for the security and safety of the occupants. Everyone must take an active role and responsibility in any emergency event.

Units/Groups		Building and Floor	Phone List
Unit 1	College of Human Environmental Sciences Dean – Fiscal, IT, Student Services, Advancement/External Relations, E-Learning, Associate Dean for Research and Graduate Studies	Gwynn Hall – First Floor	882-6227 882-0291 882-6018 882-6424 884-9081
Unit 2	Textile and Apparel Management Department, TAM Laboratories and Missouri Historic Costume and Textile Collection	Gwynn First Floor and Stanley Hall First Floor	882-7317 882-9638
Unit 3	Nutrition and Exercise Physiology Department, including MUNCH, MU PAW	Gwynn Hall Garden Level and Second Floor	884-1387 882-4288 882-1144
Unit 4	College of Human Environmental Sciences Extension	Gwynn Hall Third Floor	882-7828 882-0636
Unit 5	Architectural Studies, including iLab and Studio Classrooms	Stanley Hall First and Second Floor	882-7224 882-6035
Unit 6	Campus Computer Laboratory in 146-147, Division of Information Technology	Stanley Hall First Floor	573 771 9215
Unit 7	Personal Financial Planning and Office for Financial Success	Stanley Addition First and Second Floors	882-7836 882-9651
Unit 8	Human Development and Family Studies Child Development Laboratory and CDL Kitchen	Stanley Garden Level and Stanley Addition Garden Level, with 10 Gwynn kitchen	882-4318 882-3999

The University of Missouri has an active Emergency Alert System, using cell phone text messages and computer alerts, as well as phone calls.

The screenshot shows the MU Alert website interface. At the top, there is a yellow header with the MU Alert logo and the text "ONLINE EMERGENCY INFORMATION CENTER". Navigation links include "@MUAAlert | Contact Information | Media Outlets" and a search bar. Below the header, there is a black bar with links for "Students | Faculty and Staff | Parents | Visitors". A green box displays the status: "The MU campus is operating under Normal conditions". Below this, there is a "News and updates" section with the date "SATURDAY, MAY 10, 3:25 P.M." and a red "SIGN UP FOR TEXT ALERTS" button.

If you aren't signed up for alerts, please sign up at <http://mualert.missouri.edu/whatToDo/text-alert-sign-up.php>

Gwynn and Stanley are also equipped with Alertus Emergency Beacons. The beacons are part of MU's emergency notification system, which also includes alerts by text, Twitter, Facebook and mass email. When activated, the beacons light up, sound a siren and display a message from MU Emergency Management or, in the case of a tornado warning, the National Weather Service. All messages direct people to go to mualert.missouri.edu.



Campus Emergency Contact Information		
	Department	Phone Number
Campus Facilities	General Information Emergency	882-8211
	Utility Outages (Electric, Steam, Water) During Normal Working Hours	882-3094
	Utility Outages (Electric, Steam, Water) After Hours	882-3333
Environmental Health and Safety	During Normal Working Hours	882-7018
	After Hours	882-7201
MU Police	Emergency	911
	Non-Emergency	882-7201
Emergency Management Coordinator		882-3243 C=397-1667
MU News Bureau		882-6211
Custodial and Special Services		882-6648
MU Registrar's Office		882-7881

RESPONSE PROCEDURES FOR EMERGENCIES

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures please call the University Safety Professional at EHS (882-7018).

FIRE EMERGENCIESERROR! BOOKMARK NOT DEFINED.

1. If you discover a fire, you should activate the Fire Alarm System.
2. Gwynn Hall Fire Alarm System is a red box at the exits with instructions to pull down to activate the alarm and sprinkler system. Stanley and Stanley Addition have a similar system but the Stanley system doesn't have a sprinkler system.
3. From a safe location call the Fire Department (911). Give the nature and location of the fire. **DO NOT HANG UP UNTIL 911 STAFF HAVE ALREADY HUNG UP!**
4. Evacuate the building utilizing the escape routes outlined in this Plan (Appendix A). You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed but not locked upon evacuating. **DO NOT** use elevators unless directed by emergency personal.
5. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist those individuals in evacuating the building, if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
6. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.
7. Use a fire extinguisher, if feasible to do so without jeopardizing personal well-being. Fire Extinguishers are located in Stanley, but Gwynn has a sprinkler system and it will activate when there is a fire. .
 - ❖ Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
 - ❖ When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
 - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
 - Remember the acronym P.A.S.S.
 - **P**ull the pin.
 - **A**im at the base of the fire.
 - **S**queeze the discharge handle.
 - **S**weep from side to side.
8. If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the Unit Primary Emergency Coordinator who will notify the Fire Department Officer in Charge.
9. Once out of the building, gather at **Tiger Terrace by the Memorial Union and North Memorial Union Parking Lot** to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at the **East end of Stewart Hall**. Unit Primary Emergency Coordinators will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of campus or leave the campus, until advised to do so by the Unit Primary Emergency Coordinator.
10. Notify MU Police (882-7201).
11. Notify Campus Facilities (days 882-8211, nights 882-3333).
12. Report to you supervisor.

MEDICAL EMERGENCIES

1. If the individual is conscious:
 - ❖ Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions

- ❖ If the individual does not request an ambulance, then assist the individual, in the form of transportation, to the proper medical treatment facility.
 - If the injured party is a University employee, assist them in contacting a care facility authorized by Worker's Compensation (882-7019).
 - If the individual is a student, the Student Health Services Center (882-7481) located on the 4th floor of the University Physicians Medical Building just east of University Hospital is the proper treatment facility.
- 2. If the individual is unconscious:
 - ❖ Call an ambulance (911). When reporting the emergency provide the following information:
 - Type of Emergency
 - Location of the Victim
 - Condition of the Victim
 - Any dangerous conditions
 - ❖ Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual.
- 3. If the individual is a student and fully conscious, call Student Health Services (882-7481) and give information.
- 4. In all cases:
 - ❖ Call MU Police (882-7201)
 - ❖ When an ambulance is called for ask a fellow staff employee or the Building Emergency Coordinator to wait outside the building to flag the ambulance down and direct the emergency personal to the location of the injured individual.
 - ❖ Notify appropriate supervisors.

SEVERE WEATHER

1. Occupants are notified by text, computer and Alertus Beacon of a severe weather warning through the MU Alert System.
 - ❖ OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE WITH NO WAY TO DETERMINE WHY THE SIRENS ARE SOUNDING
 - ❖ Specific information regarding the actual nature of the emergency will be broadcast by the local media. KFRU 1400 AM Radio serves as the local emergency broadcast station with a direct link from the City of Columbia/Boone County Emergency Operation Center.
 - ❖ No all clear signal will be sounded; sirens are used only for warnings.
2. Occupants are notified by text, computer and Alertus Beacon of a severe weather warning through the MU Alert System.
3. Once you have been notified of a thunderstorm warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
4. Upon notification of a Tornado Warning, take shelter in one of the areas outlined in Appendix B.
 - ❖ If you are unable to seek shelter in one of the designated areas, move away from windows. Stay away from auditoriums, gymnasiums, areas having a wide, free span roof, or the upper levels of a building. Take cover under heavy furniture.
 - ❖ If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the Tornado at a right angle.
5. If you come into contact with a student or visitor you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter you should assist the individual in getting or taking shelter.
6. After the danger has passed, you should report to the designated shelter/assembly point to allow the Emergency Coordinator to take a survey of all present to determine if anyone is potentially missing.

HAZARDOUS MATERIALS

1. Evacuate the area to the extent appropriate.
2. Warn fellow workers, supervisors, and the Building Emergency Coordinator
3. Call Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
4. Take action to contain the spill if it is possible to do so without jeopardizing personal safety or health.
5. If it is warranted, evacuate according to the evacuation procedures outlined in this plan (Appendix A).
6. If a medical emergency is created due to the hazardous material incident, then follow the procedures for Medical Emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.
7. **DO NOT** call state or national emergency response numbers without prior authorization.

RADIOLOGICAL

Fire Emergencies Involving Radiation:

1. Follow the procedures for fire emergencies **AND**
2. Inform emergency personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

Medical Emergencies Involving Radiation:

1. Follow the procedures for medical emergencies **AND**
2. Inform medical personnel that a radiation hazard may exist **AND**
3. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).

Release of Radioactive Materials:

1. Evacuate personnel from radiation contaminated area.
2. Assemble all personnel in a nearby safe area until radiation surveys and personnel decontamination are performed by the EHS Radiation Safety Office.
3. Prevent spread of contamination from the site.
4. Use the nearest telephone for communication and avoid walking through buildings.
5. Close off doors and windows and, if convenient, turn off air handling equipment that might transfer radiation contamination throughout the building.
6. Control access to radiation area and place warning signs indicating radiation and contamination hazards.
7. Contact Environmental Health and Safety (882-7018). At night, on weekends, or holidays call MU Police (882-7201).
8. Decontamination of rooms and buildings shall only be done under EHS Radiation Safety Office supervision.

EARTHQUAKE

1. Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks.
2. Stay indoors if already there.
3. If indoors take cover. Suggested locations inside buildings that provide cover include:
 - ❖ Standing in a doorway and bracing your hands and feet against each side
 - ❖ Getting under sturdy furniture, such as work tables or desks
 - ❖ Standing flat against an interior wall
 - ❖ **DO NOT SEEK COVER UNDER LABORATORY TABLES OR BENCHES, CHEMICALS COULD SPILL AND CAUSE HARM**
4. Stay near the center of the building and avoid glass windows and doors.
5. If outdoors, stay in open areas, away from buildings and structures, and a safe distance from utility wires.
6. After tremors have stopped, gather valuable, if doing so will not jeopardize the personal health and safety of yourself and others, and quickly leave the building through the evacuation routes outlined in this Plan (Appendix A). **DO NOT USE ELEVATORS.**

7. If you come into contact with a student or visitor you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating you should assist the individual in evacuating the building if doing so will not endanger the personal health and safety of yourself and the individual needing assistance.
8. Once out of the buildings, gather at Tiger Terrace by Memorial Union to be surveyed. In the event that the primary assembly area is not safe or available, you should gather at East of Stewart Hall. Zone Monitors and/or the Building Emergency Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly remains in the building. You should not leave the assembly area, either to re-enter the building, go to another part of campus or leave the campus, until advised to do so by the Building Emergency Coordinator.
9. After tremors have stopped, stay away from damaged buildings and structures. Avoid going through or near buildings where there is a danger of falling debris.
10. Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

MECHANICAL EQUIPMENT OR OTHER PHYSICAL FACILITY EMERGENCIES

1. Call Campus Facilities (882-8211 day, 882-3333 night).
2. Do not attempt to correct the mechanical emergency.
3. If fire ensues, follow procedures outlined for a Fire Emergency.

ORAL OR WRITTEN THREAT TO PEOPLE OR FACILITIES, I.E., BOMB THREAT

1. Record time and date of call or receipt of message.
2. If caller, keep on line as long as possible and attempt to determine the following:
 - ❖ Who or what are you attempting to harm?
 - ❖ What is to happen?
 - ❖ When is it to happen?
 - ❖ Where is it to happen?
 - ❖ How is it to happen?
 - ❖ Listen closely for background noises
 - ❖ Listen closely for voice type (male, female, voice quality, accents etc.)
 - ❖ Why are you making the threat?
 - ❖ Note if caller knows area by description of location.
 - ❖ Note caller's phone number if you have a display phone.
3. When the caller hangs up on you call MU Police (882-7201) and report the above information.
4. Notify your immediate supervisor and the Building Emergency Coordinator.
5. A decision will be made by the Building Emergency Coordinator and MU Police on whether a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in this Plan (Appendix A).
6. You should not touch any suspicious or unfamiliar objects. Do not conduct any type of search until police personal arrive on scene.

"ACTIVE THREAT" Plan

Introduction:

An "active threat" is defined as any incident that by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.

1. Types of "active threats":
 - a. Active shooter
 - b. Hostage/barricaded subject
 - c. Sniper
 - d. Suicide/Homicide bomber
 - e. Known or suspected terrorist threat (biological/chemical threat)
 - f. Anyone using or threatening to use a dangerous weapon (knife, machete, pellet gun)

Notification Procedures:

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

1. Call 9-1-1 (from any phone)
2. Call the University Police at (573) 882-7201

Campus notification procedures:

The MU campus will use the following systems to notify campus faculty, staff, students, and parents of an existing “active threat” to MU (options 1, 2, & 3 will likely be activated almost simultaneously).

1. Text Messages
2. Email
3. Automated Phone Message
4. MU Alert Website

In addition to the above means of communication, the University will also seek to use public mass media (radio and TV) for appropriate announcements to keep the MU campus informed.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report the incident or to assure their personal safety or the safety of others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes. Additionally, individuals should avoid posting messages onto ANY Social Media platform so as NOT to create false & misleading information that can impact or delay response and create greater panic.

Departmental notification procedures:

The College/School/Department has established an internal phone tree to keep their faculty and staff informed on the status of any “active threat”.

Units/Groups		Building and Floor	Phone List
Unit 1	College of Human Environmental Sciences Dean – Fiscal, IT, Student Services, Advancement/External Relations, E-Learning, Associate Dean for Research and Graduate Studies	Gwynn Hall – First Floor	882-6227 882-0291 882-6018 882-6424 884-9081
Unit 2	Textile and Apparel Management Department, TAM Laboratories and Missouri Historic Costume and Textile Collection	Gwynn First Floor and Stanley Hall First Floor	882-7317 882-9638
Unit 3	Nutrition and Exercise Physiology Department, including MUNCH, MU PAW	Gwynn Hall Garden Level and Second Floor	884-1387 882-4288 882-1144
Unit 4	College of Human Environmental Sciences Extension	Gwynn Hall Third Floor	882-7828 882-0636
Unit 5	Architectural Studies, including iLab and Studio Classrooms	Stanley Hall First and Second Floor	882-7224 882-6035
Unit 6	Campus Computer Laboratory in 146-147, Division of Information Technology	Stanley Hall First Floor	573 771 9215
Unit 7	Personal Financial Planning and Office for Financial Success	Stanley Addition First and Second Floors	882-7836 882-9651
Unit 8	Human Development and Family Studies Child Development Laboratory and CDL Kitchen	Stanley Garden Level and Stanley Addition Garden Level, with 10 Gwynn kitchen	882-4318 882-3999

Notifications to persons occupying public space:

The College/School/Department has identified the following public spaces within its area of control. Notifications of an “active threat” situation will be made to persons in these areas as long as it is safe to do so without endangering departmental personnel. These spaces are:

116 Gwynn Kitchen
117 Gwynn Lounge
208 Gwynn
220, 223, 226 Classrooms Gwynn
323 conference room Gwynn
Stanley 146-147 Computer Lab
Stanley 2nd floor Architectural Studies Studios

Protective Actions

“Active threat” situations are very dynamic and they evolve quickly. Individuals should assess their situation and be prepared to make decisions in a matter of seconds. An “active threat” situation typically does not last for a long period of time unless it evolves into a hostage situation.

Individual / Group Safety:

1. Stay calm and assess the situation; determine the location of the threat if possible.
2. Call 911 or University Police at (573)882-7201 as soon as it is safe to do so.
3. Evacuate the area by a safe route if possible, if not seek an area of safe refuge.
 - a. **Run away from the building as quickly as possible.**
 - b. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction the wind is blowing during such an attack or threat.
 - c. Run Option:
 - i. Run in a zig-zag pattern
 - ii. Cover your head with a bag, books, or other items that would offer some level of protection
 - iii. Do not stop running until you are well clear of the building
 - d. Window Option:
 - i. Consider if a fall from the window will injure you
 - ii. Break the window, if necessary
 - iii. Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
 - iv. Hang by your hands from the window ledge
 - v. Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury
4. If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. desk, arm chairs, tables, cabinets, etc.).
 - a. Tie down the door, if possible, by using a belt attached to the door handle.
 - b. Cover any windows that may be in the doors.
 - c. Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
 - d. Set your cell phone to vibrate or silent.
 - e. Stay low to the ground and remain as quiet as possible.
 - f. Breathe to manage your fear - focus your mind.
5. Once in a secure location, be cautious of opening the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access. Be wary of leaving a secure location during an active threat situation. Be alert and aware of your surroundings. Keep in mind the fire alarm may be used to lure you out to a vulnerable location.
6. Be prepared to combat the subject to neutralize the threat if your life is in imminent danger. Active resistance may

increase the chance of survival, but this is strictly a personal decision.

- a. Position yourself in the room in a location that will allow for the element of surprise if the threat(s) enters.
7. If you are barricaded in a room, identify objects that could be used as projectiles or weapons to deter the threat from pursuing you at your location. Examples may be student desks, keys, shoes, belts, books, cell phones, iPods, book bags, laptops, pens, pencils, etc. or any item capable of being launched or used against an attacker. Articles of clothing can be used for protection against a knife-wielding attacker.
 - a. **IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. Active resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. When offering resistance, there are NO guarantees that NO one will be injured.**
 - b. Throw anything available at the shooter(s), aiming at the face to distract his/her aim
 - c. Fight to survive! - bite, kick, gouge eyes, etc. Be as aggressive as you can!
 - d. Continue to fight until the shooter(s) is no longer a threat
 - e. Use all available weapons to attack and secure the shooter(s) - anything can be a weapon
 - f. If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.
 - i. Attack in a group (swarm)
 - ii. Grab the shooter's extremities (arms, legs, head) and take him/her to the ground using body weight to secure him/her. Each member of the group is responsible for securing a single extremity.
8. If you incapacitate the threat:
 - a. Call 911 and advise law enforcement the threat(s) is down.
 - b. Provide your location and stay on the line, if possible.
 - c. Secure the suspect (belts, body weight, etc.).
 - d. Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON**
 - i. Weapons should be secured in a trash can.
 1. If no trash can is available, secure the weapon as best possible.
 - e. Do not appear threatening to responding law enforcement officers. **RAISE YOUR HANDS and DROP TO YOUR KNEES.**
9. Render first aid to injured persons that may be in or near your area. **Do this so long as it is safe to do so.** Simple first aid includes applying direct pressure to the wound and elevating if possible.
10. DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical assistance.
11. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
12. If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.

Recommended Practices

1. Be prepared and aware of your environment! Anticipate the unexpected.
2. Incorporate “active threat” preparedness into each department’s BEP
3. Practice these emergency operations plans once implemented so each department will have general guidelines on how to react in a crisis.
4. Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.
5. Early detection of individuals having personal, family problems or demonstrating odd or threatening behavior can reduce the likelihood of “active threat” events. The University has resources to assist these persons through:

- a. The Counseling Center (<http://counseling.missouri.edu/>)
 - i. Address:
119 Parker Hall
Columbia, MO 65211
 - ii. Phone:
(573)882-6601

- b. The Employee Assistance Program (<http://counseling.missouri.edu/>)
 - i. Address:
102 Parker Hall
Columbia, MO 65211
 - ii. Phone:
(573)882-6701

- c. The "At Risk" Committee
 - i. Committee Chair: Vice Chancellor of Student Affairs Dr. Cathy Scroggs
Phone: (573)882-6776

- d. The University Police Department
 - i. Address:
901 Virginia Avenue (Virginia Avenue Garage)
Columbia, MO 65211
 - ii. Phone:
(573)882-7201

University Emergency Operations Plan

The University of Missouri-Columbia in accordance with state and federal guidelines has developed an Emergency Operations Plan (EOP) which will be implemented in the event of a disaster. A disaster is defined for purposes of the EOP as any type of situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Disasters are distinguished from emergencies by the greater level of response required.

In the event that a disaster does occur, an Emergency Operations Center (EOC) will be activated to coordinate the implementation of the EOP in responding to and recovering from the disaster. All activities and decisions relating to the disaster will be made from the EOC.

The EOP provides for the dissemination of information about the disaster through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the university community, public, and media are kept informed about the situation. The PIO and the EOC will ensure through whatever communication methods are available that buildings are informed about what additional and further steps, if any, should be taken by the occupants. Until such information is received, the Building Name Emergency Action Plan should be followed.

EMERGENCY PREVENTION TIPS

The following tips when followed will help reduce emergencies:

1. **Smoking:** Careless smoking is a major cause of fire. To minimize this potential fire ignition source, a "NO SMOKING POLICY" is strongly encouraged.

2. **Trash Accumulation:** The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered.
 1. All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
 - All trash containers for combustible materials should be dumped at the end of the shift.
 - Special attention should be given to the location of paper recycling containers.

3. **Improper Storage of Combustible and Flammable Materials:** Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed.

1. All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can which is properly labeled and meeting the requirements of the UM-Columbia Hazardous Waste Management Program.
2. Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact EHS.

4. **General Housekeeping:** One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:

1. Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
2. Keep corridors and stairways free of clutter
3. Computer and Electrical Cables are kept organized to prevent clutter
4. Frayed electrical cords should be discarded

PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

1. In the event of any emergency there are occupants of the building who will need assistance in evacuating the building, taking shelter, taking cover, etc.
2. If you encounter someone who needs assistance during an emergency you should attempt to assist the individual, if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. If you know or have reason to know that you will need assistance during an emergency you should report that information to the Building Emergency Coordinator as soon as possible.
4. More details about emergency evacuation for persons who need assistance can be found in Appendix C.
5. The following people are occupants of the building who have expressed the need for assistance in the event of an emergency to the each individual HES Department Emergency Coordinator. The Building Coordinator or Assistant Building Coordinator are not responsible for maintaining this list.

Known Persons Needing Assistance			
Name/ Department	Room Number/ Location	Dept. Phone	Type of Assistance Needed

TRAINING

- ❖ Before implementing the EAP, the Department Emergency Coordinator shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. This is not the responsibility of the Building Coordinator or the Assistant Building Coordinator.
- ❖ The EAP must be reviewed with all occupants at the following times: Initially when the plan is developed, whenever the employee's responsibilities or designated action under the plan change, and whenever the plan is changed.
- ❖ At least annually employee meetings are to be held to train employees of the contents of the EAP and revise the plan as appropriate.
- ❖ Drills will be conducted and full participation encouraged in March (Severe Weather/Tornado Drill) and October (Fire Drill) of each year.
- ❖ All training must be documented in writing and copies sent to Environmental Health and Safety.
 - Checklists from Environmental Health and Safety are distributed in March and October for use in the March and October drills.
 - The form included in this plan can be used to document training exercises.

PLAN REVIEW

1. A copy of the building specific Emergency Action Plan must be sent to the University Emergency Management Coordinator (882-3243) at MUPD after completion.
2. The EAP should be reviewed and updated annually.
3. The EAP will be reviewed during routine fire and safety inspection by EHS.

4. The EAP will be maintained by the Dean's Administrative Unit Heads and made available to all occupants of the building.

ENVIRONMENTAL HEALTH AND SAFETY INCIDENT REPORT

DATE/TIME OF INCIDENT:

DATE/TIME INCIDENT NOTIFICATION RECEIVED:

HOW CONTACTED & BY WHOM (By telephone, in person, by MUPD Dispatch, etc.):

INCIDENT DESCRIPTION (Who/What/When/Where/How):

EHS RESPONSE REQUIRED: Yes No

INCIDENT RESPONSE DESCRIPTION (If no response was required by EHS, but information was provided to/by EHS or spill clean-up procedures were confirmed by EHS, so state in this section):

ITEMIZE EQUIPMENT USED IN RESPONSE:

ITEMIZE ANY ADDITIONAL EQUIPMENT NEEDED FOR RESPONSE OR FOR PERSONAL SAFETY:

COMMENTS (Include any problems or potential problems noted during the incident, recommended improvements in procedures, etc.):

DATE/TIME RESPONSE WAS COMPLETED:

LIST ANY RELATED REPORTS (e.g., Police or Fire reports, EHS documents, etc.):

NAME OF PERSON PREPARING REPORT:

DATE OF REPORT SUBMISSION:

(Use this form to report emergency incidents to Environmental Health and Safety.)

Appendix A
EVACUATION ROUTES

Do not assemble in any area that would impede the ability of emergency personnel getting into the building. STAY WITH YOUR UNIT. Depending on the unit's location in the facilities, assembly points include –

Gwynn, Stanley, and Stanley Addition north exits

Stewart Hall South Facing Entrance across from Stanley
Stewart Hall Auditorium Entrance

Gwynn South Stair Tower

Sidewalk West of Gentry by the Emergency Phone

For CDL

1st Evacuation Location

Basement of Memorial Union (South Side)

Specifically the corridor outside of S1 Office of Vice Chancellor for Student Affairs

Columbia, MO 65211

573-882-6776

2nd Evacuation Location

Basement of Gentry Hall

Gentry 3

Columbia, MO 65211

Appendix B
SHELTER LOCATIONS

Gwynn, Stanley and Stanley Addition -- Gwynn Hall Garden Level Corridor up through the ramp.

CDL Shelter Sites

Blue Door –Staff Lounge

Yellow Door –Back hallway

Green Door –Director’s office

Red Door –Front of CDL Main Office

Stanley Basement is NOT a shelter site except for the Child Development Laboratory. This facility is locked down and those knocking on the doors will not be allowed admittance in order to maintain the safety of the children. This is maintained 24/7, so after regular hours during tornado threat those in Stanley Hall will need to evacuate to the basement of Gwynn Hall.

See section D-1 for floor plans of exit routes in Gwynn, Stanley, Stanley Addition

Appendix C
Emergency Evacuation for Persons with Disabilities and
Others Who May Need Assistance In the Event of an Emergency

General

This appendix provides evacuation guidelines for persons with disabilities who believe they will need assistance in the event of a fire or other building emergency. In this document, "persons with disabilities" are defined as anyone who may need assistance during a building emergency. Faculty, staff, students and visitors with disabilities who believe they will need assistance in the event of an evacuation should develop their own emergency plans, and identify their primary and secondary evacuation routes from each building they use.

Persons with disabilities should:

- ❖ Be familiar with evacuation options.
- ❖ Seek evacuation assistants who are willing to assist in case of an emergency.
- ❖ Ask supervisors, instructors, building emergency coordinators, or Environmental Health & Safety about evacuation options for buildings.
- ❖ Contact Environmental Health & Safety about any questions or problems.

Most MU buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible to move into unaffected wings of a building rather than exiting. However, in most MU buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

Evacuation Options

Persons with disabilities should evacuate to the nearest exit or seek shelter.

There are four basic evacuation options for persons with disabilities.

- ❖ Horizontal
 - Using building exits to the outside ground level
 - Going into unaffected wings of multi-building complexes
- ❖ Stairway
 - Using steps to reach ground level exits from the building
- ❖ Stay in Place
 - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
 - With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation.
 - Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
 - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available.
 - It may also be more appropriate for an occupant who is alone when the alarm sounds.
 - A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance
- ❖ Area of Refuge
 - With an evacuation assistant, going to an area of refuge away from obvious danger.
 - The evacuation assistant will then go the building evacuation assembly point (Appendix A) and notify the Building Emergency Coordinator or on-site emergency personnel of the location of the area of refuge.
 - Emergency personnel will determine if further evacuation is necessary.
 - The safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies.
 - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
 - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
 - For assistance in identifying Areas of Refuge, contact Environmental Health & Safety.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Columbia Fire Department (CFD). The CFD will tell the individual their decision or relay the information via the University of Missouri Police Department (MUPD).

Evacuation Guidelines

Mobility Impaired – Persons Using Wheelchairs or Similar Mobility Aids

Persons using wheelchairs or other similar mobility aids should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell CFD or MUPD the location of the person with a disability. If the person with a disability is alone, s/he should phone emergency services at 911 before leaving her/his worksite to tell Emergency Services which area of refuge s/he is going to use.

If a stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway area.

Stairway evacuation of wheelchair users should be conducted by trained professionals (CFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options outlined above, until emergency personnel arrive and determine if evacuation is necessary.

Deaf or Hard of Hearing (D/HOH)

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

RESOURCES

Disability Preparedness Resource Center

<http://www.disabilitypreparedness.gov>

Prepare Yourself: Disaster Readiness Tips for People with Disabilities

<http://www.nod.org/index.cfm?>

Preparing the Workplace for Everyone: Accounting for the Needs of People with Disabilities

<http://www.dol.gov/odep/pubs/ep/preparing.htm>

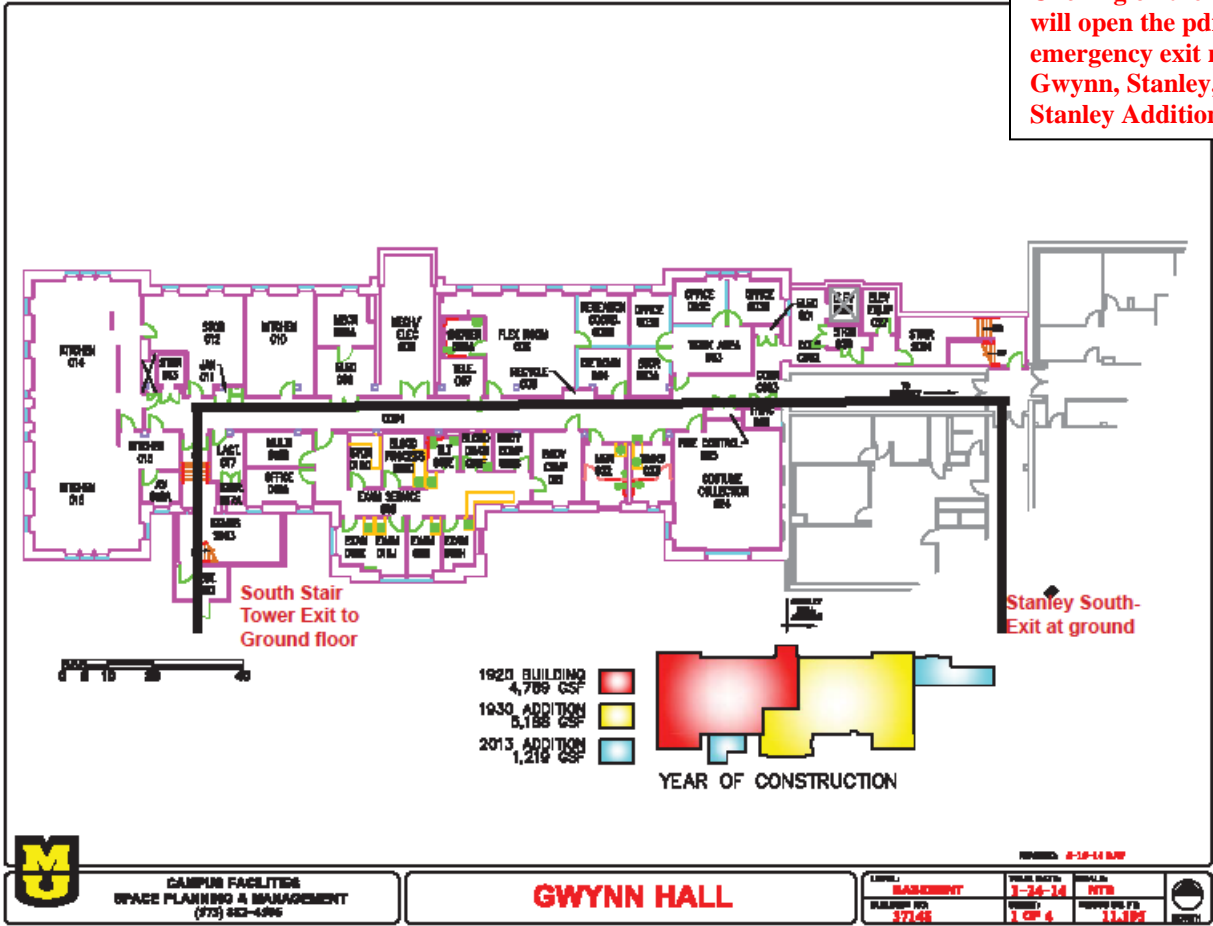
ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities

<http://www.ada.gov/emergencyprep.htm>

JAN Employers' Guide to Including Employees with Disabilities in Emergency Evacuation Plans

<http://www.jan.wvu.edu/media/emergency.html>

Clicking on the floor plan will open the pdf with all emergency exit routes in Gwynn, Stanley, and Stanley Addition.



MU CHILD DEVELOPMENT LABORATORY EMERGENCY PLAN



**MU Child Development Lab
Curators of the University of Missouri-Columbia
31 Stanley Hall
Columbia, MO 65211
573-882-3999
MathewsM@Missouri.edu**

**DISASTER AND EMERGENCY PLAN FOR
MU Child Development Laboratory**

I. Purpose

This emergency plan has been developed to assist the MU Child Development Lab (CDL) in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of the CDL.

II. Assignment of Responsibilities

All staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies

Children's daily attendance records are kept in each classroom. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in each classroom.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the main CDL office. These supplies are updated every six months.

IV. Children in Care

All children in care are between the ages of six weeks and five years of age. We have no special needs children with physical disabilities. We do not offer overnight care.

V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

Types of emergencies and/or Hazardous situations

o Disgruntled Parents/ Guardians /Employees	o Hazardous Material Exposure	o Power Failure
o Earthquake	o Ice and Snow Storms	o Thunderstorm
o Flooding	o Medical Emergencies	o Tornado – Watch / Warning
o Fire / Smoke / BombThreat	o Missing Child (Kidnapping)	o Water Line Disturbance
o Gas Leak	o Potentially Violent Situation or Active Threat	o Other _____

VI. Types of Emergency Response

Medical Emergencies

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record.

Lock Down / Shelter in Place

Location: CDL Classrooms/CDL main office

If MUPD locks down the whole or part of the Campus for an emergency the website will not allow anyone but MUPD to lock or unlock doors until it is over. All staff members are to stay in the lock down / shelter in place areas until an all clear is given. Teachers will close the blinds. Parents are asked to not pick up their child(ren) until we are given the all clear.

Tornado Emergency

Tornado warning will be announced by the alarm system, isolation of tornado damage would include confinement by shutting all classroom doors.

- BD –Staff Lounge
- YD –Back hallway
- GD –Director’s office
- RD –Front of CDL Main Office

Fire Emergency

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area.

Blue, Yellow, and Green Door children exit through the classrooms and go to the top level of the CDL play yard. Red Door children exit the classroom (appropriate door) and enter the play yard through the gate to the upper level of the play yard. All children and staff stay here unless we are told to evacuate further. If we need to evacuate further we will go to one of the two evacuation locations.

Evacuation

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Two off-site locations are listed below:

1st Evacuation Location
 Basement of Memorial Union (South Side)
 Specifically the corridor outside of S1 Office of Vice Chancellor for Student Affairs
 Columbia, MO 65211
 573-882-6776

2nd Evacuation Location
 Basement of Gentry Hall
 Gentry 3
 Columbia, MO 65211

VII. Staff Training & Monthly or Quarterly Drills

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

VIII. Access to Disaster and Emergency Preparedness Plan

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for child care.

Emergency Contact Numbers

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	911

Police Department..... 911
Ambulance Service 911
Child Care Facility Specialist: Christina Bruce..... 573-441-6226