

**United States Department of Agriculture
Agriculture Research Service
Lincoln, Nebraska**

EMERGENCY ACTION PLAN

This plan is for the safety of Location employees and is designed to protect them from fire and other emergencies. These plans are in addition to those found in the “Orange” pages of the University of Nebraska-Lincoln Centrex Telephone Directory.

1. EMERGENCY ESCAPE PROCEDURES IN CASE OF FIRE:

In case of fire or threat of fire or explosion, follow these steps:

Exit Facility: Go to nearest exit or follow exit signs to outside of building. Continue until you are a safe distance from the facility and the threat of danger. Make your way to the pre-designated area for accounting. Do not use elevators.

Accounting for Personnel: All employees will be accounted for after an emergency evacuation has been completed. Each unit will be responsible for a head count all their assigned personnel. The Location Safety Officer or Location Administrative Officer will get with each unit to ascertain that all personnel have been accounted for. (See Attachment “A” for evacuation procedures and instructions)

Rescue: No employee is to re-enter a building in an attempt to rescue any personnel. Rescue action will only be undertaken by trained emergency response personnel.

Combat Blaze: It is not the Location’s policy for an employee to risk his/her life or the life of others to fight a fire. Trained firefighters may not always be immediately available, but even if they are not, *do not endanger yourself or others in an effort to put out a fire in your building.*

First Aid: As in any emergency, there may be someone who will need assistance. Any employee can voluntarily assist another employee with open wounds, after taking personal protective

measures, on a humanitarian basis while professional help is in route. All actions taken are the individuals alone. **NEVER TRANSPORT!**

Report Fires: The preferred means of reporting fires and other emergencies are:

- Pull the nearest fire alarm to evacuate the building, and exit the building immediately.
- From a safe location, dial 9-911 and advise the Operator of the exact location of the fire. Do not hang up until the Operator releases you.

Map of Routes: See map/diagram of the evacuation routes out of the building or facility you normally occupy.(Copies Attached)

2. EMERGENCY PROCEDURES IN CASE OF NATURAL DISASTERS, THREATS OR EXTORTIONS:

Tornado: The University Operator will issue a tornado warning and outdoor civil defense siren will be sounded when a tornado has actually been sighted. The internal warning signal is a Intermittent signal at six second intervals. You should receive sufficient warning to reach a safe area. Move quickly to designated shelter area and stay away from windows. Do not use elevators.

If you are outdoors, seek indoor shelter if possible. If an indoor shelter is not available, lie flat in a ditch or low spot. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

Earthquake: In case of an earthquake, go to an area where falling objects are less likely to hit you and/or exit any building that may not withstand the stress of an earthquake.

Threats: In case of threats or extortion, alert your supervisor. In case of imminent danger, alert your supervisor and clear the area of all personnel. Once in a safe area notify proper authorities.

Explosion: If an explosion occurs somewhere in your building, from a safe location, pull the nearest fire alarm to evacuate the building. Report to the designated area for accountability.

Ambulance: Do not move or transport a seriously injured person. Call an ambulance by dialing “0” for Operator or 9-911. Remain with the injured until professional medical aid arrives.

Lightning: If lightning threatens when you are inside stay inside. Stay away from open doors or windows, radiators, metal pipes, sinks and plug-in electrical objects. Do not use the telephone.

If lightning threatens when you are outside seek shelter in a building if possible. When there is no shelter, avoid the highest object in the area. Avoid being the highest object yourself. If you are carrying or wearing anything metal, get rid of it. If you feel an electrical charge, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees.

Radiation Accident: In the event of any accident involving radiation exposure, dial 9-911 and advise the Operator of the exact location of the incident. If the incident is a spill, have everyone evacuate the area, close all windows and shut off fans and air conditioners immediately. Vacate the room but keep area secure until emergency response personnel arrive.

Chemical Spill: Close the door behind the spill. Pull the nearest fire alarm to evacuate the building. Maintain security of the area until emergency response personnel arrive.

3. EMERGENCY PROCEDURES IN CASE OF HAZARDOUS WEATHER/EMERGENCY SHUTDOWN OF LOCATION:

In the situation that hazardous weather or other conditions make travel to work unsafe or make the workplace unsafe, the following policies will apply:

- a. The Location Coordinator or his/her designee will make the decision if Location operations are to be closed or if a

- reduced staff will operate when hazardous weather or emergency conditions exist.
- b. If such conditions exist prior to the beginning of the work shift, an automatic shutdown will be made if the University of Nebraska-Lincoln is closed and faculty and staff are not to report. The University announcements are usually made on local TV Channel 10/11 and radio stations KFOR(1240) and KLIN(1400). The University Operator (472-7211) will also have closing status information on a 24 hour-a-day basis.
 - c. The Lincoln ARS Location will not follow any guidelines or announcements for other federal agencies located in Lincoln as we are located on University of Nebraska-Lincoln property and are not affected by other federal agencies accessibility to offices, parking, etc.
 - d. If the Location is open during adverse weather or other conditions and an employee is unable to work, the employee is to follow established procedures as outlined by their supervisor to notify them of their absence.
 - e. When a decision to shutdown due to weather or emergency conditions is made after the work day has begun, it is the responsibility of the Location Coordinator and Administrative Officer to contact Research Leaders or their designee to relay the information. The Research Leaders will be responsible for informing all personnel within their unit of the shutdown.
 - f. Specific employees may have responsibilities for care of living organisms requiring daily attention. Those employees and their supervisors will make suitable arrangements for care of those organisms during shutdown periods.

4. EMERGENCY CONTINGENCY PLANS IN THE EVENT OF A MAJOR DISASTER AT THE LOCATION:

In the event of a major disaster that prevents the immediate recovery and restoration of the Location to full operational status, all employees will follow the procedures in place for reporting their availability to management and standby for further instructions.

Management will report, to higher authority, the number of employees accounted for and their availability for immediate reassignment and support to other federal operations in the local area as needed.

TO REPORT EMERGENCIES

For procedures to follow in case of a Bomb Threat, Chemical Spill, Earthquake, Explosion, Fire, Lightning, Radiation Accident, Tornado, refer to the Location's Emergency Action Plan

AMBULANCE: 9-911

1. Dial 9-911, give exact location where Ambulance is needed.
2. Give brief description of emergency. Include name(s) of victims(s), if possible. "If a heart condition is suspected, be sure to advise operator.
3. In case of injured employee, follow the above instructions, then contact the injured person's supervisor, who, in turn should report the case verbally by telephone to the appropriate level in the organization.

FIRE: 9-911

1. Dial 9-911, give accurate location of fire, or pull nearest alarm box; evacuate area.
2. If fire alarm goes off in your building, immediately evacuate the building.
3. Consult Location's Emergency Action Plan for more detailed instructions on procedures to follow in case of fire.

POLICE: 2-3550

1. Dial 2-3550 to report crimes in progress and emergencies.
2. Identify yourself by giving name, address, and the location from which you are calling.
3. Do not hang up or disconnect the call until the answering agent has completed the conversation and so indicated.
 - a. Briefly describe the problem or conditions of the situation.
 - b. If possible, remain at, or near the location from which the emergency call is being placed.

If you are not sure whom to call, dial "0" (zero). The University Operator will assist in contacting the appropriate personnel to handle the situation