



**University of Nebraska-Lincoln**

## **BUILDING EMERGENCY ACTION PLAN**

*Facility Name:*

Nutrition and Health Sciences – Leverton Hall  
1700 N. 35<sup>th</sup> 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

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

## 4. Emergency Actions

For additional information about emergency types and actions to be taken for emergency see: <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

Emergency	Potential Shelter
Weather – Lightning or Tornado	Basement – Conference Room 17
Active Shooter	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)
Outdoor Hazard (i.e., gas leak)	Shelter-in-place unless instructed otherwise
Gas Leak (inside building)	Evacuate to a safe distance and wait for instructions from authorities
Fire	Head to primary assembly area

### **5. Persons Needing Assistance Roster**

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

Name	Room #	Phone	Type of Assistance	Volunteer(s) & Phone

### **6. Assembly Areas**

List assembly area locations:

Assembly Area	Location
Primary:	Outside east entrance – Common green space around flagpole
Alternate:	Outside west entrance – In front of East Campus Rec Center
Alternate:	Outside south entrance – Sidewalk under 2nd floor walkway

### **7. Building Warning Systems**

List communication devices in building used to notify occupants of emergencies.

Device	Location	Coverage Area
Tornado/Fire address system	Rooms/Hallway	Whole Building

## 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.

Location	Critical or Hazardous Operation
Basement rooms 21/22/23	Hazardous/Flammable chemical storage
LEV 114	Hazardous/Flammable chemical storage
LEV 215	Hazardous/Flammable chemical storage
LEV 303	Hazardous/Flammable chemical storage
LEV 306	Hazardous/Flammable chemical storage
LEV 307	Hazardous/Flammable chemical storage
LEV 308	Hazardous/Flammable chemical storage
LEV 311	Hazardous/Flammable chemical storage
LEV 313	Hazardous/Flammable chemical storage
BORC (LEV 14)	Hazardous/Flammable chemical storage

## 9. General Emergency Action Personnel Guidance for Incidence Response

<p><u>Evacuation</u> (<i>Fire, Hazardous Materials Release</i>)</p> <ul style="list-style-type: none"> <li>In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, N Card etc.) and proceed to the nearest exit.</li> <li>Do not use the elevator.</li> <li>Move away from the problem, use alternative exits.</li> <li>Help those who need assistance.</li> <li>Report the location of those unable to evacuate to first responders.</li> <li>Be ready to be guided by additional instructions.</li> </ul>	<p><u>Tornado</u></p> <p>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.</p> <p><b>Tornado Watch</b> means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.</p> <p><b>Tornado Warning</b> means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise other to do the same.</p> <p><b>In the event of a National Weather Service-issued tornado warning:</b></p> <ul style="list-style-type: none"> <li>UNL Alert will be activated</li> <li>Lancaster County will sound sirens based on confirmation of a tornado <ul style="list-style-type: none"> <li>University personnel are directed to seek shelter for one or more of the above</li> <li>It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.</li> </ul> </li> </ul>
<p><u>Ambulance</u></p> <ul style="list-style-type: none"> <li><b>911, 2-2222, or 402-472-2222</b></li> <li>Give exact location where ambulance is needed.</li> <li>Give brief description of emergency, including number of victims, conscious/unconscious, breathing on their own, and CPR in progress.</li> <li>If a heart condition is suspected, be sure to advise the dispatcher.</li> </ul>	

### 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>

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).