A&F Emergency Plan – Salazar Hall

I. Background and Area:

This report is designed to outline the emergency plan for the Administration and Finance departments located within Salazar Hall, specifically within the Administration and Finance suite on the second floor and the Customer Services/Financial Aid suite and Cashier room on the first floor.

This report will be available to all employees via a link from the A&F website and will serve as the basis for emergency preparedness for these areas. All employees will be provided an “at-a-glance” guide to keep at their workstations which will include a link to this document for further information.
II. Area Definitions and Marshals:

Each area within Administration and Finance will have no less than one area marshal and one backup to provide support for geographical areas within the building. The building will also have a marshal with at least one backup who lead the area marshals and provide a single point of contact for Police Services.

Area Marshals
Area Marshals will be responsible for:

- Clearing people from their area during an evacuation
- Bringing the emergency kit to group meeting area during an evacuation or shelter in place scenario
- Taking attendance during an evacuation
- Duties assigned to them by the building marshal during an emergency
- Duties assigned to them during marshal training
- Inform new employees of emergency procedures
- Keeping accurate roll for their areas and passing along roll updates to building marshals

Area Marshals will be responsible for their designated areas

Building Marshal
The building marshal will be responsible for coordinating the efforts of all area marshals and will provide a single point of contact for Police Services.

Building Marshals will also be responsible for:

- Working with Police Services to be sure all emergency kits are filled and fresh
- Ensuring all employees in the department have access to emergency preparedness information
- Keeping a roll sheet of all areas and ensure the area marshals are updating their roll sheets
- Facilitating ongoing education and drills
III. Equipment:

All equipment will be checked by the building marshal and Police Services on a monthly basis to be sure all is in proper working order.

Marshals:
Each marshal will be issued the following:
- Hard Hat
- Clipboard with roll sheet
- Safety vest
- Writing implements
- Colored stickers corresponding with marshal’s area color

Areas:
Each area as defined above will have equipment checked and replenished as necessary by the building marshal and Police Services on a monthly basis.
- Emergency Kit (one in the common area and one in each safe area)
- Two-way radio plugged in and charging (one in the safe area and one next to the common area emergency kit)
- Water and food in “safe area” to sustain employees for 24 hours
- Copy of clipboard and roll sheet
- Writing implements

Employees:
Each employee will get a colored sticker that corresponds with their area color and a quick guide on procedures for both shelter in place and building evacuation. They will also receive annual group training (done by area) to go over the procedures in place and ask questions.
IV. Emergency Procedures – Shelter in Place:

Shelter in Place refers to an emergency in which employees should not evacuate the building but move to a safe area within the building and remain in that place until the “all clear” has been sounded.

Alert: The alert will be given either by mass notification from Police Services or local alert through phone, email, person to person or local alert device.

Employees:
1. Move quickly and quietly to the nearest designated safe area
   a. Those in offices should move to the safe area if able. If not, lock (if time permits) their doors and barricade themselves in those offices
   b. Those able to lock exterior doors (suite doors, section doors, etc.) should close and lock those doors (if time permits)
2. Direct any guests to safe area
3. Remain calm and listen to instructions from the area marshals.

Area Marshals:
1. Sweep area for remaining employees (if time permits)
2. Take emergency kit to safe area
3. Barricade door within safe area and take attendance
4. Check in with building marshal with status report
5. Administer First Aid as necessary
6. Calm employees and inform them of situation
7. Take stock of supplies and ration their distribution

Building Marshal:
1. Move to safe area with emergency equipment
2. Check status with area marshals via radio
3. Report current status to Police Services
4. Monitor and report situation changes to Police Services

All Clear: All clear will be given to building marshal via Police Services. Building marshal will contact area marshals to inform employees.
V. Emergency Procedure – Evacuation:

Evacuation refers to an event which requires leaving the building. This could be due to fire, earthquake or other alarm triggering event. Employees will evacuate the building and move to the evacuation meeting location (middle of the quad between Salazar and The Commons) and await further instructions.

**Alert**: Employees will be alerted to the evacuation through audible alarms or in person alert.

**Employees**:
1. Direct any guests to exits
2. Move quickly and calmly to exit the building, using stairs, not elevators if on an upper floor
3. Arrive at meeting location and wait for direction from their area marshal

**Area Marshals**:
1. Sweep area for remaining employees and guests
2. Take emergency kit and radio to evacuation meeting place
3. Take attendance and report status to building marshal

**Building Marshal**:
1. Take emergency kit to evacuation area
2. Receive status reports from area marshals
3. Contact Police Services with status report
4. Provide direction for area marshals

**All Clear**: All clear will be given to building marshal via Police Services. Building marshal will contact area marshals to inform employees.
Evacuation Meeting Location

Evacuation Meeting Point

- Stevenson Hall
- Darwin Hall
- Recreation Center
- Student Union
- Commons
- Bookstore
- Field House
- P.E.
- Salazar Hall
- Alumni Amphitheater
- Ives Hall
VI. Practice and Drills

In order to keep employees current on all procedures, emergency drills will be run multiple times throughout the year. In addition, all marshals will conduct training for their areas on an annual basis.

**Evacuation**: Evacuation drills will be done twice per year and will be facilitated by Police Services. Drills will take place during the first two weeks of each semester.

**Shelter in Place**: Shelter in place drills will be held on an annual basis. Shelter in place drills will be facilitated by the building marshals with support from Police Services.