



BAYLOR<sup>®</sup>  
UNIVERSITY

# Emergency Action Plan

29 CFR 1910.38

Baylor University is required to have in place an Emergency Action Plan per OSHA standard 29 CFR 1910.38. The plan must meet all criteria of the referenced standard. Noted throughout Baylor University's Emergency Action Plan are references to the standard so that compliance is readily identifiable.

# **Procedures for Reporting an Emergency**

**29 CFR 1910.38 (c) (1)**

## **EMERGENCY PHONE NUMBERS**

Baylor University Police Department (BUPD): ext. 2222 on campus and (254) 710-2222 from an off campus phone or cellular phone.

Note: If the reporting party is located on campus and uses a campus phone, dialing 2222 or 9-1-1 will achieve an immediate connection with the BUPD Dispatcher. The BUPD Dispatcher will notify and coordinate any outside resources needed for assistance:

**Waco Fire Department  
Waco Police Department  
McLennan County Sheriff's Office  
Emergency Medical Med Services - Ambulance  
Others that may apply**

Calling 911 on your cell phone will connect you with the Waco Police Department dispatcher who will then transfer you to the Baylor Police Department Dispatcher, thus delaying the emergency response.

Program the BUPD 2222 and nationally recognized 9-1-1 telephone numbers in your mobile devices to ensure quick access to this resource when needed.

## **BAYLOR CAMPUS GUARDIAN**

The Baylor Campus Guardian Mobile Safety Application can turn your smartphone into a personal safety device. You can quickly contact university police in cases of an emergency by phone call or text, and you can use the app to dial 9-1-1 when you are off campus.

To Download the free Baylor Campus Guardian App:

- Go to your Apple App Store or google Play Store and search for Rave Guardian;
- As part of the download you will be asked to create a simple safety profile and enter your Baylor email. It is essential that you provide as much information as possible when setting up your profile; and
- The final step is to reply to an email that will be sent to you by Rave Guardian, this will complete the configuration of the app on your mobile device.

For additional information about this outstanding safety app go to the Baylor Department of Public Safety website. [www.baylor.edu/dps](http://www.baylor.edu/dps)

# **EVACUATION / SHELTER IN PLACE PROCEDURES**

## **29 CFR 1910.38 (c) (2)**

### **Situational Awareness**

- Conduct initial and periodic self-inspection of your work area and surroundings;
- Be aware of the designated emergency evacuation staging and accountability areas located throughout campus;
- When moving from building to building during the performance of your duties take a few moments to orient yourself, and be aware of evacuation point(s) in the event an emergency occurs during your stay;
- Do not count on others to keep you safe. It is the responsibility of all Baylor faculty / staff to be aware of their surroundings and be prepared to act appropriately if an emergency were to arise;
- Register to be a recipient of the Baylor Alert emergency notification system;
- Baylor Alert is the University's system for notifying students, staff and faculty in the event of a natural disaster, severe weather or other types of emergencies that take place on and around campus. Emergency information and instruction may be sent using one or all of the following methods:
  1. Text message to your cell phone (automatically opted in).
  2. Audio message to a cell phone or other telephone.
  3. Email notification to your Baylor email account.
  4. Outdoor notification system.
  5. Indoor notification systems.
  6. Recorded information on the Baylor Information Hotline, (254) 710-4411.
  7. Designated Baylor websites:
    - ✓ Faculty & Staff
    - ✓ Students
- Understand the importance of your role in making this plan work effectively;
- If you receive a Baylor Alert, share the information with others around you of the alert; and
- Notify the BUPD if you have any concerns, observe suspicious activity, and/or need to report an event that is/has taken place.

Review your contact information in Bearweb by clicking on "Personal Information", and "Cell Phone/Emergency Alert Options".

## **Evacuation**

The movement of persons from a dangerous, or potentially dangerous place, to a safe place. Examples are the evacuation of a building due to a fire alarm (see evacuation/tornado shelter maps on the Baylor DPS website [www.baylor.edu/dps](http://www.baylor.edu/dps). Click on the Evacuation tab and then the Evacuation Assembly Points tab on the right side of the page. ). In an extreme situation (e.g., a flood), large portions of, and perhaps the entire campus may be required to evacuate.

- Always evacuate:
  1. If the alarm sounds;
  2. If special evacuation announcements are made; and/or
  3. Authorized/designated faculty/staff building emergency coordinators direct you to evacuate.
- Address any special circumstances that exist within the room/area you are evacuating prior to departure (securing/capping hazardous chemicals, switching off machinery, etc.);
- Close office/classroom doors upon departure;
- While exiting the building be aware and communicate the evacuation to anyone identified during departure not following this plan's protocol;
- Do not use elevators during an evacuation;
- Use designated corridors and fire exit stairs that lead to the ground level;
- Aid people not physically able to evacuate via the stairs by assisting them to the nearest enclosed stairwell and immediately notify the Baylor Police, Fire Department, and/or the Building Emergency Coordinator the following:
  1. Name;
  2. Specific location; and
  3. Individual details (gender, approximate weight, restrictions such as wheelchair, crutches, etc.).
- Exit the building in an orderly manner and move to the designated Evacuation Assembly Point. Instruct all students/visitors to do the same;
- Follow instructions of emergency response personnel and Baylor's Building Emergency Coordinators;
- Bring any means to account for those who were occupying the building as well as the means to document who has assembled in the Evacuation Assembly Point(s);
- Do not leave the area prior to being accounted for unless the type of emergency that exist requires immediate relocation from the area in question; and
- Do not re-enter the building until an "All Clear" announcement is given by emergency response personnel or identifiable Building Emergency Coordinators.

**Evacuation Assembly Point** (EAPs) are the point(s) to which all building occupants should report following a building evacuation, and are pre-identified locations; specific incidents may require the EAP to be relocated. **A map of all EAP's is available at the link designated at the beginning of the evacuation section.**

## **Shelter in Place**

- Follow reverse evacuation procedures to stay/bring students, faculty, staff and visitors indoors;
- When the direction by authorities to shelter-in-place has been given, everyone is to begin the protocol below and not drive or walk outdoors;
- Locate a room to shelter inside. It should be an interior room, at the lowest level, and without windows or with the least number of windows. Utilize as many rooms as necessary to accommodate the number of people in the building. Shut and lock the door(s);
- Faculty/Staff members will bring any and all means to account for those within their areas as well as supplies to document who has assembled;
- Monitor the Baylor Alert system for emergency and/or further instructions; and
- Take refuge until an evacuation can be safely initiated or an “all clear” is given.

## **ACCOUNTING FOR EMPLOYEES AFTER AN EVACUATION**

### **29 CFR 1910.38 (c) (4)**

- Assembly at the designated Evacuation Assembly Points (EAPs) as identified on the Building Emergency Plan maps;
- Faculty/Staff/Building Emergency Coordinators will bring means to account for those within their areas as well as supplies to document who has assembled;
- Make sure that you have been accounted for as an occupant of the building when the emergency evacuation took place; and
- Do not leave the EAP until you have been accounted for.

**Do not re-enter the building until an “All Clear” Announcement is given by emergency response personnel and Building Emergency Coordinators.**

## **SPECIFIC TYPES OF EMERGENCY SITUATIONS**

### **Fire Emergency**

- If a fire is discovered/observed pull the nearest fire alarm to evacuate the building;
- When a fire alarm is activated all occupants of the building are to evacuate per established evacuation protocol;
- If the fire is at an incipient stage (small/controllable), if a fire extinguisher is readily accessible and if you are trained in the use of the extinguisher, an attempt may be made to extinguish the fire;

- **Always activate the fire alarm** (you or someone you direct) before any attempt is made to extinguish the fire;
- Be prepared to use an alternate route if necessary due to the location of the fire emergency;
- Address if possible any special circumstances that exist within the room you are evacuating from prior to leaving;
- Close doors and windows as you evacuate;
- Do not use the elevators;
- Keep low as you exit from the building if dense smoke is present within the corridor; and
- Follow instruction of emergency response personnel and/or Building Emergency Coordinators.

## **Severe Weather Watch**

- Conditions are favorable to severe weather to form, but it does not mean that it is imminent;
- Typical watches cover about 25,000 square miles and will be monitored and changed by monitoring ongoing developments;
- Stay alert for weather conditions and announcements; and
- Be prepared to seek shelter.

## **Severe Weather Warning**

- Severe weather is imminent and is based on specific criteria and existing reports received by the National Weather Service;
- Trained meteorologist will monitor the weather by radar and look for particular areas where there could be high impact damage;
- A warning will be issued when there is evidence of an existing storm and/or a developing tornado.
- Trained National Weather Service Spotters verify reports of rotation, storm severity, and storm damage giving meteorologists confidence in what they are seeing on radar;
- Be alert for weather conditions and announcements; and
- Be prepared to seek shelter.

## **Tornado Watch**

- Be Prepared! Tornadoes are possible in and near the watch area;
- Review and discuss emergency plans, and check supplies;
- Be ready to act if a warning is issued or you suspect a tornado is approaching;
- Monitor weather announcements; and
- If you are on an upper floor and the likelihood of a tornado warning being issued exists, consider moving to the lowest level of the building while the elevator can be safely utilized.

## **Tornado Warning**

### **Take Action – Get Informed!**

- A tornado has been sighted or indicated by weather radar;
- City sirens and all modalities of Baylor Alert will be activated;
- There is imminent danger to life and property;
- Move to an interior room on the lowest floor of a sturdy building, avoid windows;
- If in a vehicle or outdoors, move to the closest substantial shelter and protect yourself from flying debris; and
- Continue to monitor weather reports / conditions via mobile device, weather radio, etc.

## **Seeking Shelter during Severe Weather – basic criteria**

- Locate a safe inside shelter if possible;
- Move to the lowest level in a building if feasible;
- Assist anyone needing special assistance in getting to a designated severe weather assembly area;
- Seek refuge in identified severe weather assembly areas;
- Locate interior rooms within the building on the lowest floors without windows and outside wall exposure (classrooms, restrooms, offices, etc.);
- If in a location where no severe weather assembly area has been previously identified seek locations with criteria identified in this section;
- Avoid single story wide-span roof areas such as auditoriums, gymnasiums, cafeterias, etc. if at all possible. If located in a structure of this nature stay away from the outside walls and windows;
- Attempt to stay calm and follow instructions being communicated through Baylor Alert;
- Use your arms to protect your head and neck;
- Faculty/Staff will bring means to account for those within their areas as well as supplies to document who has assembled;
- Remain sheltered until the All Clear has been communicated via Baylor Alert, first responders and/or Building Emergency Coordinators; and
- Report any damage you observe to Facility Services at 254-710-1361.

## **Seeking Shelter – Individuals with Mobility Impairments or Physical Disabilities**

- Help will be provided to individuals needing assistance to areas that are being utilized for shelter during an emergency;

- Elevators may be used to transport individuals with special needs and their escort(s) to a safer location. The utilization of elevators to move people should be used prior to the weather situation worsening;
- Visually impaired and hearing-impaired individuals may be escorted down the stairs to the designated safe zone. Escorts should stay with the individual(s) to ensure that they can move about as needed and instructed while the emergency is taking place; and
- In the event of a power failure, individuals who are unable to use the stairs and their escorts should move to an interior location without windows and call the Baylor Police at 254-710-2222, who will notify the appropriate emergency personnel with the location.

## **Flood**

### **If Indoors:**

- Be ready to evacuate as instructed by Baylor Alert, designated officials, Building Emergency Coordinators, and/or emergency responders;
- Follow evacuation routes (primary/secondary) given at the time the action becomes necessary;
- If evacuation is not an option due to the conditions outside move to higher floors within the structure;
- Notify the Baylor Police Department at 254-710-2222 of your location. Create an accountability list so that a record of whom is in the building is available;
- Remain calm and only relocate when given an All Clear or conditions make remaining at your present location not possible; and
- Keep communications with the Baylor Police Department to ensure accurate and timely information is being disseminated.

### **If Outdoors:**

- Evacuate to a safe area out of the flood zone if time permits;
- Climb to high ground and stay there until it has been determined safe to relocate; and
- Avoid walking and driving through flood waters.

## **Earthquake**

- Stay calm and await instruction from the Baylor Alert or a designated official;
- Keep away from overhead fixtures, windows, unsecured cabinets/shelves/stacked objects, and any other hazard that may pose a threat during the occurrence;
- Assist individuals with special needs in finding a safe place; and
- Evacuate as instructed, or if necessary due to the existing circumstances.

## **Snow and Ice**

- Remain indoors and do not drive if hazardous conditions have been identified; and
- Follow the instructions given on Baylor Alert.



## **Active Shooter**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call the Baylor Police (BUPD) at 254-710-2222 from a Baylor landline or 9-1-1 from your cellular phone or landline as soon as possible.

### **Figure Out**

- What will you do to survive?
- Will you **GET OUT**?
  - ✓ Is there a path of escape?
- Will you **HIDE OUT**?
  - ✓ Is there a chance to get to where the shooter may not find you?
- Is your only option to **TAKE OUT** the shooter?

### **Get Out!**

- Move quickly;
- Leave belongings behind;
- Survival chances increase if you are not where the shooter is; and
- ASAP call BUPD at 254-710-2222 or 9-1-1.

### **Hide Out!**

- If you can't get out because the shooter is between you and the only exit then hide out;
- Move out of the hallway and look for a well-hidden and well protected room;
  - ✓ Avoid places that might trap you or restrict your movement.
- Secure the Area
  - ✓ The main exterior level of your building may be unable to quickly be secured, therefore you should be prepared to secure the next interior level such as an office, classroom, or other space.
    - ❖ Utilize the locking device to secure the space. If the space can't be locked try to barricade or block the door with heavy furniture or objects;
    - ❖ Turn off lights and noise producing devices;
    - ❖ Stay silent;
    - ❖ Spread out; and
    - ❖ Call BUPD at 254-710-2222 or 9-1-1.

### **Take Out!**

- Assume the shooter's intentions are lethal;
- UNLESS you stop him, the shooter will succeed in killing all those with whom he comes in contact (including you);
- Do whatever it takes to neutralize the threat:
  - ✓ Throw things, yell, use improvised weapons;
  - ✓ If there is two or more of you, make a plan to overcome the shooter; and
  - ✓ Choose to survive.

## **FACULTY / STAFF RESCUE & MEDICAL RESPONSE DUTIES**

### **29 CFR 1910.38 (c) (5)**

The Baylor University Police Department along with selected and identified faculty/staff who receive specialized training will follow predetermined protocols set up that only allow exposure to hazards that they have been training and equipped to mitigate.

## **FACULTY / STAFF UTILIZED FOR CRITICAL PLANT OPERATION PRIOR TO THEIR EVACUATION**

### **29 CFR 1910.38 (c) (3)**

No critical faculty/staff are tasked with working in a position that would require them to not evacuate from their location at the time the evacuation was to take place. Plant operations at Baylor University are staffed and monitored by an outside contractor, who maintain their own Emergency Action Plan.

## **FACULTY / STAFF EMERGENCY ACTION PLAN CONTACTS**

### **29 CFR 1910 (c) (6)**

OSHA Manager	254-710-2492
Director of Emergency Management	254-710-6695
Baylor University Police Department	254-710-2222

## **FACULTY / STAFF ALARM SYSTEMS**

### **29 CFR 1910.38 (d)**

All buildings on the Baylor University campus are equipped with a supervised fire alarm monitoring system, except for the Bobo Spiritual Life facility. In the event a building fire alarm system is activated, speakers and strobes will serve as the warning device notifying occupants of the need to activate.

In addition, Baylor University may utilize Baylor Alert (as described in the Evacuation/Shelter in Place Procedures) to provide warning for necessary action.

## **FACULTY AND STAFF NOTIFICATION**

### **29 CFR 1910.38 (e)-(f) (3)**

All faculty/staff members will be expected to understand and fulfill the Emergency Action Plan that is provided initially, when responsibilities change, when conditions change within the workplace, and when the plan changes.

All faculty/staff members will be expected to complete the following:

1. Review the Emergency Action Plan per designated media.
2. Questions are to be asked for clarification if required.
3. Self-inspection of working area(s) identifying emergency exit(s), fire extinguisher(s), fire alarm activation pull stations, etc.

Building Emergency Coordinators serve as an important liaison between occupants of their building(s), the Department of Public Safety, Environmental Health and Safety, and emergency responders. Building Emergency Coordinators have the responsibility for assisting with the coordination of prompt and safe action of staff, faculty, and students in their designated areas during emergencies and drills. Building Emergency Coordinators will be selected campus wide among the faculty/staff to receive additional training, equipment, and instructions to assist in carrying out response protocol during the plan activation and training exercises.

## **LINKS TO EMERGENCY RESPONSE INFORMATION**

Baylor Department of Public Safety Emergency Management

- [www.baylor.edu/dps](http://www.baylor.edu/dps)

Baylor Environmental Health and Safety Department

- [www.baylor.edu/ehs](http://www.baylor.edu/ehs)

Occupational Safety and Health Administration

- [www.osha.gov](http://www.osha.gov)

Federal Emergency Management Agency

- [www.fema.gov](http://www.fema.gov)

Department of Homeland Security – Preparedness

- [www.ready.gov](http://www.ready.gov)