



[Insert your building name here]

Building Emergency Action Plan

Administrative/Classroom Building Template

DATE: _____
[Insert BEAP completion or most recent revision date here]

Version: 2011

**UND Building Emergency Action Plan
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Plan Development Validation

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Primary Building Safety and Security Representative (BSSR), designated by the Dean, Department Head, or Director in the building, should coordinate the completion of the checklist and development of the BEAP with representatives from the Emergency Service Team (EST). The EST is comprised of representatives from each department located in the building. The EST should utilize the BEAP checklist in developing their initial emergency plan.

Although developing an emergency plan for your building may appear to be a daunting task initially, action steps from the Building Emergency Action Plan Checklist should prevent planning efforts from becoming overwhelming. Assistance from the Emergency Management Office will also make the planning effort less stressful. Once the initial plan is completed, the BEAP should be submitted to the Emergency Management Office for review. The staff will review the BEAP and provide feedback as warranted, suggesting any plan modifications if needed. Emergency Management will also keep a completed BEAP on file after any potential modifications and review. When the plan has been completed, the EST should disseminate it to all departments in the building through the appropriate representatives on the EST. The EST representatives should then educate their personnel on the BEAP, focusing on specific building evacuation routes, sheltering areas inside the building, special needs provisions, and outside evacuation assembly areas.

All BEAPs should be reviewed and revised if needed on an annual basis. If there are no significant changes that warrant a revision, document your annual review. Send a copy of the annual review page to the Emergency Management Office via email or hardcopy. If the BEAP is revised, send the new copy to the Emergency Management Office and make sure to distribute the revised plan to all EST members. If you have any questions about the BEAP, contact the BSSR or the Emergency Management Office.

**This BEAP has been developed, revised, or reviewed
by the following individuals:**

Prepared or revised by: Building Safety and Security Representative/Developer	
Name:	Date:
Reviewed by: Emergency Service Team and Deans or Department Heads	
Name:	Date:
Reviewed by: The Emergency Management Office	
Name:	Date:

An annual complete review of the BEAP has been performed by the following reviewers on the following dates:

1 st Year Annual Review Date:
Reviewers:
2 nd Year Annual Review Date:
Reviewers:
3 rd Year Annual Review Date:
Reviewers:

The BEAP may require important updates or additions prior to the scheduled annual review. In order to maintain a record of specific changes made, enter the changes in the boxes below.

Change Number	Subject or page number	Entered By	Date Entered

Training and Documentation

Training is an integral part of the Emergency Management program for your building. It is the responsibility of each Building Safety and Security Representative to ensure all building employees are trained on the Building Emergency Action Plan that will be used to protect the building they work in. All building occupants are responsible for becoming familiar with the BEAP and be ready to follow directions that will be given by Emergency Service Teammembers during an emergency.

An orientation training program has been developed by the Emergency Management Office for all new primary and backup BSSRs. The training session will provide an overview of the Building Safety and Security Representative program, basic emergency plan development tips, and an explanation of downloadable documents utilized in building emergency action plan development. For more information check the Emergency Management Web site at <http://und.edu/emergency-management/>

Drills and Exercises

Building evacuation and sheltering drills are encouraged, but not mandatory at the University of North Dakota campus. If your building would like to have a drill, the BSSR and/or EST may coordinate the drill and document it. All buildings and components are encouraged to participate in severe weather/tornado drills on the campus. Emergency Management can help in planning, implementation, and evaluation of any drills that buildings would like to do. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills) require advanced planning and technical assistance. These types of drills should only be developed with assistance from and consultation with the Emergency Management Office.

Commonly Used Acronyms

BEAP – Building Emergency Action Plan: The emergency action plan that each building is required to complete utilizing the BEAP template, checklist, and associated forms.

BEAP Checklist – Building Emergency Action Checklist: A checklist provided to guide the BSSRs and EST in development of a building safety, security, and emergency planning program for their building. Suggested time periods are provided to guide development of the plan.

BSSR – Building Safety and Security Representative: A representative selected by a Dean, Department Head, or Director to serve as the building coordinator for emergency planning, safety and security activities. Each occupied UND building should have one primary BSSR and can have multiple backup BSSR representatives. Backup BSSRs are often drawn from each department that occupies the building and usually are a part of the EST.

EST – Building Safety Team: Consists of representatives from each building that have been chosen to participate in the development of the Building Emergency Action Plan. These individuals also perform the important role of assisting the BSSRs in performing timely actions to protect the individuals in their building during natural disasters or campus security threats.

EFC – Emergency Floor Coordinator: Building personnel chosen to provide coordination for any type of emergency. Each floor in the building should have an EFC that will be able to quickly and safely evacuate, shelter, or guide building occupants as to appropriate emergency procedures during building emergencies. EFCs should have backups and should be able to quickly communicate/coordinate with one another during an emergency.

EMO – Emergency Management Office: Responsible for preparing the University to manage large-scale emergencies on campus, campus and building emergency planning, and other critical emergency planning and preparedness information. Resource information may be found online: <http://und.edu/emergency-management/>

ICS – Incident Command System: ICS is a part of the National Incident Management System which establishes a framework for consistent incident management structure when responding to emergencies. ICS principles should be utilized during all campus emergencies.

MSDS – Material Safety Data Sheet: A MSDS is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance.

NIMS – National Incident Management System: A national emergency response framework that utilizes ICS principles to integrate first responders and other agencies into a consistent incident response template.

PPE – Personal Protective Equipment: Personal protective equipment refers to protective clothing such as safety glasses or goggles, face shields, lab coat, mask, gloves, etc., designed to protect the wearers from hazardous chemicals.

BUILDING EMERGENCY ACTION PLAN CHECKLIST		
Completed	In Progress	Comments

Items to be accomplished by BSSRs within two months:

1.	<input type="checkbox"/>	<input type="checkbox"/>	Designate additional backup BSSRs as needed to facilitate the BEAP. (Complete Form 1 to reflect BSSR Contact Information.)	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Review the UND BSSR protocol to become fully aware of roles and responsibilities. (Protocol available at http://und.edu/emergency-management/)	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Attend a BSSR orientation session provided by Emergency Management Office.	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Identify representatives from all departments or floors in the building to serve on the EST. (Complete Form 2 to reflect EST Contact Information.)	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Assemble the EST to set goals and established timelines in order to develop the BEAP.	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of the UND Emergency Procedures Flyer to all occupants in the building. Download a copy at http://und.edu/emergency-management/	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Post the UND Emergency Procedures Flyer in common areas, classrooms and office spaces in the building.	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Establish emergency notification “phone trees” within the building and brief personnel on the use of the emergency phone trees. (Use Phone Tree Template.)	

Items to be accomplished by the EST within four months:

9.	<input type="checkbox"/>	<input type="checkbox"/>	Identify fire evacuation assembly areas for the building. (List the Assembly Areas in the BEAP Template.)	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Identify severe weather sheltering areas within the building suitable for all building occupants. (Fill in the locations in the BEAP Template.) EMO can assist in locating safe severe weather sheltering areas in your building.	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Identify safe areas within the building that can be secured or barricaded that may provide cover from an armed intruder. Ensure that building occupants understand that personal choices must be made based on each unique situation involving an armed intruder and fleeing the building may be an option too.	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Identify bomb threat evacuation assembly areas for the building. (List Assembly Areas on the BEAP Template.)	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Identify Emergency Floor Coordinators (EFC) and appropriate backup personnel for each floor in the building. (Complete Form 3.)	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all EFCs are registered in the NotiFind Emergency Notification System. (Register at http://und.edu/emergency-management/notifind.cfm)	
15.	<input type="checkbox"/>	<input type="checkbox"/>	Identify CPR/First aid certified personnel in the building and record certification expiration dates. (Fill in CPR/First Aid certified staff on the BEAP Template.)	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Identify the location of faculty, staff and students with disabilities within the building who might need extra assistance during an emergency. (Complete Form 4.)	

17.	<input type="checkbox"/>	<input type="checkbox"/>	Identify congregation areas (stairwell landing, end of a hallway, etc.) for students or staff with mobility issues. This is the area where the Fire Department or other first responders would go to assist those with special needs during a building evacuation.	
18.	<input type="checkbox"/>	<input type="checkbox"/>	Identify appropriate Emergency Medical Services (EMS) entry points to the building. Designate staff to meet EMS personnel outside the building to escort EMS to a potentially injured person in the building.	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Procure several National Oceanic and Atmospheric Administration (NOAA) Severe Weather (all hazards) radio units for the building. Visit http://und.edu/emergency-management/ for a NOAA weather radio fact sheet. (Fill in severe weather radio locations and staff assignments on the BEAP Template.)	
Items to be accomplished by the EST within six months:				
20.	<input type="checkbox"/>	<input type="checkbox"/>	Identify all labs and rooms with hazardous chemicals and areas of special concern within the building. (Complete Form 5 with locations and specific hazards concerns/materials.)	
21.	<input type="checkbox"/>	<input type="checkbox"/>	Post building evacuation routes in conspicuous locations throughout the building.	
22.	<input type="checkbox"/>	<input type="checkbox"/>	Issue bomb threat checklists to receptionist personnel and others who routinely answer incoming phone calls for the department. (See bomb threat checklist in the BEAP Template.)	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Post suspicious package and mail indicator flyers in the mail room or areas in the building where staff frequently handle mail. (See suspicious package/letter indicator poster in the BEAP Template.)	

24.	<input type="checkbox"/>	<input type="checkbox"/>	Brief all building occupants on the building's BEAP. (Note: Faculty members should brief students about evacuation routes and sheltering locations.)	
25.	<input type="checkbox"/>	<input type="checkbox"/>	Place any online versions of the BEAP under a password protected login for access by UND faculty, staff and students only.	
26.	<input type="checkbox"/>	<input type="checkbox"/>	Make sure that the EST is coordinating with other building departments in regards to Pandemic Influenza and business continuity planning efforts. Additional information on Pandemic Influenza and business continuity planning can be found at http://und.edu/emergency-management/	
27.	<input type="checkbox"/>	<input type="checkbox"/>	Provide a completed copy of the BEAP to Emergency Management Office. (E-mail completed copy to the Senior Emergency Management Specialist)	
28.	<input type="checkbox"/>	<input type="checkbox"/>	Schedule a yearly plan review for the Building Emergency Action Plan.	

FORM 1 – BUILDING SAFETY AND SECURITY REPRESENTATIVES (BSSR) CONTACT INFORMATION

Building Name:

Note: See <http://und.edu/emergency-management/> for BSSR information and registration.

I. PRIMARY BSSR:

Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

II. BACKUP BSSRs:

1. Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

2. Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

3. Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

4. Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

5. Name:			
Position/Title:			
Building Name:	Office #	Floor #	
Work Phone:	Cell Phone:	Text capable: Y <input type="checkbox"/> N <input type="checkbox"/>	
Work E-mail:		Home E-mail:	

FORM 2 – EMERGENCY SERVICE TEAM(EST) CONTACT INFORMATION

Building Name:

BUILDING SAFETY TEAM MEMBERS:

1. Name:	Department:
E-mail Address:	Phone Number:

2. Name:	Department:
E-mail Address:	Phone Number:

3. Name:	Department:
E-mail Address:	Phone Number:

4. Name:	Department:
E-mail Address:	Phone Number:

5. Name:	Department:
E-mail Address:	Phone Number:

6. Name:	Department:
E-mail Address:	Phone Number:

7. Name:	Department:
E-mail Address:	Phone Number:

8. Name:	Department:
E-mail Address:	Phone Number:

9. Name:	Department:
E-mail Address:	Phone Number:

10. Name:	Department:
E-mail Address:	Phone Number:

FORM 4 – SPECIAL NEEDS

Identify areas where people with special needs might be located. (Those who would most likely need assistance during an emergency may include individuals with hearing, sight or mobility impairments.)

- Do not identify individuals, only their special need.
- The location should be as specific as possible. (**Example:** Wheel chair bound employee in room 205, Twamley Hall)

Building Name:

Room #	Room Location Specifics	Special needs
	Example	
305	First room on the left, on the second floor	Employee uses a wheel chair & uses elevator (cannot use stairs)

Assisting Persons with Disabilities During an Evacuation

Alerting Visually Impaired Persons:

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

Alerting People with Hearing Limitations:

- Turn lights on/off to gain person's attention
- Indicate directions with gestures
- Write a note with evacuation directions

Evacuating People Using Crutches, Canes or Walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible
- Use a sturdy chair (or one with wheels) to move person
- Help carry individual to safety

Evacuating Wheelchair Users:

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Check for the availability of special evacuation chairs
- Others have minimal ability to move lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Immediately advise first responders of special evacuation cases

UND Emergency Procedures Flyer:

The UND Emergency Procedures Flyer (UND-EPF) has been designed to provide faculty, staff, students and visitors in your building the opportunity to review basic emergency procedures for common emergencies that may occur in your building. The UND-EPF should be posted in common areas, classrooms, offices and workspaces within your building. The UND-EPF can be downloaded as a full page document on the Emergency Management Web site located at <http://und.edu/emergency-management/>



Fire

- Activate nearest fire alarm pull station and call 911 if possible
- After calling 911, notify University Police Department at 777-3491
- Evacuate the building using Evacuation Information (listed below)
- Do not enter building until authorized by emergency personnel



Building Evacuation

- Evacuate using nearest exit (or alternate exit if nearest one is blocked)
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, cell phones, etc.), if time allows
- Secure any hazardous materials or equipment before leaving (e.g. turn off equipment)
- Go to Evacuation Assembly Point



Tornado Warning

- A tornado warning is issued when a tornado has been detected in the area
- Seek shelter immediately
- Go to the lowest available floor in the building and stay away from windows, doors, and outside walls
- If in a vehicle or outside, seek shelter in the nearest structure with a strong foundation
- If there is not a structure nearby, lie in a ditch or low spot
- Stay put until the danger has passed



Suspicious Person

- Do not physically confront the person
- Do not let anyone into a locked office/building
- Do not block the person's access to an exit
- Call 911 and provide as much information as possible about the person and their direction of travel
- After calling 911, notify University Police Department at 777-3491



Suspicious Object

- Do not touch or disturb the object
- Call University Police Department at 777-3491; do not use cell phone near object
- Notify your instructor, a staff member, or a Resident Assistant
- Be prepared to evacuate



Power Outage

- Remain calm; provide assistance to others if necessary
- Move cautiously to a lighted area
- Exits may be indicated by lighted signs if the emergency power is operating
- Turn off computers and other voltage-sensitive equipment connected to a universal power source
- For information about a prolonged outage, call Facilities Management at 777-2591



Hazardous Materials Release

- If an emergency exists or if anyone is in danger, call 911
- After calling 911, notify University Police Department at 777-3491
- Move away from the site of hazard to a safe location
- Follow instructions of emergency personnel
- Alert others to stay clear of area
- Notify emergency personnel if you have been exposed or have information about the release



Emergency Procedures

Emergencies call **911**
Non-Emergencies call
University Police
777-3491

EMERGENCY CONTACT NUMBERS

The University of North Dakota Police Department is the primary contact for all Grand Forks campus emergencies. Calls will be routed to the appropriate campus and local responders from the UND Operations Center.

All Emergencies.....911

- UND news bulletin board(701) 777-6700
- UND Police.....(701) 777-3491
- Safety Escort.....(701) 777-3491
- Dean of Students.....(701) 777-2664
- Crisis Coordination Team.....(701) 777-3491
- UND Counseling Center.....(701) 777-2127
- Facilities Management.....(701) 777-2591
- Student Health Services.....(701) 777-4500
- Campus Safety(701) 777-3341

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



UNITED STATES
POSTAL SERVICE



BOMB THREAT CHECKLIST

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did they place the bomb?
- What is your address?

SUSPECT DESCRIPTION

- Gender
- Race
- Age
- Scars/Tattoos
- Height
- Weight
- Complexion
- Hair Color
- Pants
- Shirt
- Shoes
- Jewelry
- Glasses
- Hair Style
- Weapon Description
- Direction of Travel
- What the suspect said
- Vehicle: make, model, color, tag number

Building Level Emergency Response Procedures

Bomb Threats

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 9-1-1 first, then University Police at 777-3591.

For a bomb threat, immediately call 9-1-1 then notify University Police at 777-3591. Any person receiving a phone call bomb threat should obtain the following information from the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Do not activate the building alarm. Do not touch suspicious objects. Do not open cabinets, drawers or closets. Do not turn lights or office equipment on or off.

Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided.

When University Police arrive, follow their instructions exactly. Law enforcement personnel will conduct a detailed bomb search.

Important: In the case of a bomb threat, only the President of the University or designee has the authority to evacuate a facility or part of a facility, or to enter or remain in an evacuated facility. Deans, department heads, faculty, or staff may not order evacuation or remain in or enter an evacuated facility.

For more information, view the [Homeland Security Bomb Threat Checklist](#)

Follow instructions of the Building Safety and Security Representative and the first responder in regards to evacuation assembly area.

Evacuation Assembly Area:

Alternate Evacuation Assembly Area:

Violent Incident

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that university employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a suspicious person on campus, immediately notify University Police at 777-3491 and report the incident. If you observe criminal behavior on campus dial 9-1-1 and report it. Then call Campus Safety with information: 777-3341.

If you are threatened with a gun, knife, or other weapon;

- Stay calm. Quietly signal for help using an alarm or code system.
- Maintain eye contact.
- Stall for time.
- Keep talking - but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Never try to grab the weapon.
- Watch for a possible chance to escape to a safe area.

Active Shooter

If you witness any armed individual or shooter on campus at any time, immediately call 9-1-1 and University Police at 777-3491 (if you cannot get through by phone and have e-mail capability, you can e-mail University Police), providing each dispatcher with the following information:

- Your Name
- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Number of persons who may be involved
- If shots have been fired
- Injuries to anyone, if known

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire, weapons, or explosives be involved, avoid the incident. Take cover. Leave your cover, or seek first aid for the injured only when completely safe. Call 9-1-1 and University Police at 777-3591.

If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
- Dial 9-1-1, then call University Police at 777-3491.
- If it is impossible for you to leave, secure yourself in your space.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Turn off radios and computer monitors.
- Do not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Remain where you are until an "all clear" instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

In the event you are taken hostage or held against your will:

- Avoid heroism and drastic action. In all probability, your captors do not want to harm you.
- The initial 45 minutes are the most dangerous. Don't speak to your captors unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor without staring.
- Do not expect the captor to behave rationally. Don't do anything to aggravate your captor. Comply with instructions as best you can. Avoid speculation as to the outcome of the situation. Avoid arguments.
- Try to rest. Try to maintain a calm, composed attitude. This will help to calm other captives and insure their safety.
- Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you.
- You will need to give descriptions of your captors. Learn all you can about them and notice as many details about their character, clothing, voice, build, etc.
- If medications, first aid, or rest room privileges are needed by anyone, request them.

Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, speeches, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the University,
- Prevention of access to offices, buildings or other University facilities, and/or
- Threat of physical harm to persons or damage to University facilities.

If any of these conditions exist, University Police should be notified and will be responsible for updating the Operations Center (OC) on any developments. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-obstructive Demonstration

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements will be made by the OC to monitor the situation during non-business hours.
- Determination will be made whether or not to treat the violation of regular closing hours as a disruptive demonstration.

Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

- Demonstrators will be asked to terminate the disruptive activity by University Police or a designee.
- The OC will consider having a photographer or video camera available for verification/documentation purposes.
- Key University personnel and student leaders will be asked by the Vice President of Student Affairs or the Campus Safety Director to go to the area and persuade the demonstrators to desist.
- The Vice President of Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by University Police/civil authorities.

- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.
- After consultation with the President and the Executive Council by the OC, the need for an injunction and intervention of University Police/civil authorities will be determined.
- If determination is made to seek the intervention of University Police/civil authorities, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest.

Violent, Disruptive Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Executive Council will be notified by the OC.
- University Police will take action to prevent further escalation and to save lives and University property.
- OC will consider courses of action to be presented to include a recommendation to ask for local law enforcement assistance.
- University Relations will be notified and asked for assistance to document (videotape or photograph) the event.

Personnel should focus on remaining safe and providing information to the UPD. Mismanagement of such circumstances may result in violence and/or damage to property.

Train Derailment

In the event a mishap occurs such as a railcar explosion, vehicle/train collision, or a train derailment close to the campus, take the following action:

- In the event of a railcar explosion, take cover immediately underneath or behind objects that will give protection against falling glass and debris.
- After the effects of the accident have subsided, notify police, fire, and ambulance by dialing 9-1-1. Notify Campus Safety at 777-3341. Give your name and describe the location and details of the accident.
- Treat the accident as a potential hazardous materials site. Do not approach the area unless it is safe to proceed. Potential hazardous materials are diesel fuel from the train engine as well as other items transported on the train.
- A train derailment could impact many areas of the campus and could be potentially deadly. The principle hazards would be: explosion, fire, asphyxiation or poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- If outside, walk into the wind to keep hazardous materials and any plume behind you.
- Be prepared to shelter in place if the building you are in cannot be evacuated without putting occupants in danger.
- If the building evacuation alarm is sounded or when told to leave by University officials walk quickly to the nearest marked exit and ask others to do the same.
- Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or explosion because electric power is likely to fail leaving you trapped.

- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Immediately notify emergency personnel of any injured people or if individuals remain in the affected building or at the accident site.
- If requested, assist emergency crews as necessary.
- A campus incident command post may be set up near the disaster site. Keep clear, unless you have official business.

Explosion

In the event of an explosion or similar emergency, take the following action:

- Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- Call 9-1-1.
- Give the 9-1-1 dispatcher the following information:
 - Location
 - Area where explosion occurred
 - Cause of explosion, if known
 - Injuries
 - Before you hang up, make sure the dispatcher has all of the information needed.

Evacuate the area as soon as it is safe to do so, following established building evacuation procedures.

Follow instructions of the Building Safety and Security Representative and the first responder in regards to evacuation assembly area.

Evacuation Assembly Area:

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Alternate Evacuation Assembly Area:

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Fire

Each year, more than 4,000 Americans die and more than 20,000 are injured in fires, many of which could have been prevented. Direct property loss due to fire is estimated at \$10 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns, by a three-to-one ratio.

Total and immediate evacuation is the safest.

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
- Hot Door - Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.
- Cool Door - Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.
- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- Close doors behind you as you escape to delay the spread of the fire.
- Stay out once you are safely out. Do not reenter. Call 9-1-1.

Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

For more information about fire extinguishers, visit the Campus Safety website.

Post Fire Emergency Activities

Building Re-Entry

- Do not re-enter the building until you have been informed it is safe to do so by a fire or University Police Officer
- Do not enter the area where the fire has occurred, and do not disturb anything in the area of the fire. There will be an on-going investigation into the cause of the fire.
- Inform the UPD of any information that you may have concerning the cause of the fire

Insurance Claims

- If your work area has been affected by the fire through smoke, water, or fire damage, it must be reported to UND Insurance & Risk Management so an insurance claim can be filed
- Claims must be reported within 48 hours of the event, catastrophic events must be reported immediately by telephone. The Operations Center will assist with notifications

- Do not throw away any damaged property that is subject to an insurance claim. It must be photographed and inventoried. UND Insurance & Risk Management and the insurance agency will arrange for disposal or restoration of damaged property or equipment
- Do not attempt to clean or repair any damaged items or property. The insurance company will make arrangements for cleaning and repairs

For additional information about fire safety, fire extinguishers or fire extinguishers training, please contact Campus Safety at (701) 777-3341.

Follow instructions of the Building Safety and Security Representative and the first responder in regards to evacuation assembly area.

Evacuation Assembly Area:

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Alternate Evacuation Assembly Area:

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Hazardous Material Incident

In the case of hazardous spills or leaks:

- Remove yourself from the area, and keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from the accident victims until the hazardous material has been identified. Try to stay upstream, uphill and upwind of the accident.
- Call 9-1-1 immediately on or off campus. Provide dispatcher with information about the spill (location, injuries, type of chemicals, amount).
- Leave immediate area but remain nearby to direct emergency personnel to the affected area.
- Advise others to stay out of the immediate area.
- Assist with obtaining information about the material: material safety data sheet (MSDS), constituents, common use.

Assisting hazardous materials accident victims:

- Don't try to care for the victims of a hazardous materials accident until the substance has been identified and authorities indicate it is safe to go near victims. After that point you can move victims to fresh air and call for emergency medical care.
- Remove contaminated clothing and shoes and place them in a plastic bag.
- Cleanse victims who have come into contact with chemicals by immediately pouring water over the skin or eyes for at least 15 minutes, unless authorities instruct you not to use water on the particular chemical involved.

Hazardous Material Incident Off Campus

A major hazardous materials release in close proximity to the University could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; turn off heating, air conditioning and exhaust systems; and seal any openings as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled individuals and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at the University of North Dakota will be closely coordinated with the county/city Operations Center (OC) to ensure the timely integration of the traffic flow from the university campus into the routing designated by the county/city.

The Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county/city OC.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to others in need. If additional transportation resources are needed, they will be requested through the county/city OC. The Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of the University will be established. The area will be checked to ensure that everyone is evacuated.

Chemical Releases

The appropriate actions to take for an unwanted chemical release vary greatly depending on the size, nature, relative confinement and location of the spill. For instance, a large spill of an extremely hazardous substance will almost certainly necessitate the immediate evacuation of the affected area, while smaller spills of less hazardous substances may not require any evacuation. The following section on chemical spills therefore describes appropriate actions to take before and after a release occurs, but does not attempt to address specific releases. Please note that not all actions described for chemical spills are needed in all instances. Whenever in doubt, it is best to err on the side of caution and safety. For instance, if a person is uncertain whether or not they have encountered chemical contaminants, have them perform decontamination procedures as a general precaution.

The user of these procedures is encouraged to engage in preplanning activities for chemical events. Preplanning should include basic risk analysis during which the planners determine which spills are most likely to occur, and which ones are the most potentially injurious. The

preplanning process should also involve the determination of what actions to follow for the most potentially hazardous releases as determined during the risk analysis process.

Mitigation

In order to mitigate the circumstances associated with unwanted chemical releases, it is of utmost importance to follow current prudent practices. Accepted prudent practices include but may not be limited to the following:

- **Be familiar with the hazards associated with all chemicals that may be employed in a given location.** Sources of information on chemical hazards include Material Safety Data Sheets (MSDS); the manufacturer of the chemical; chemical labels; and the National Fire Protection Association (NFPA) ratings for health, flammability, reactivity and corrosivity. MSDS for all hazardous chemicals should be kept readily available outside of the location in which the chemicals are stored and/or used. By storing them outside of a potentially hazardous location, they should be available for use in an uncontaminated environment after a release occurs.
- **Use extreme caution when employing particularly hazardous substances.** Many chemicals are considered to be particularly hazardous substances. These chemicals include but are not limited to:
 - Peroxide forming reagents (anhydrous ether, dioxane, et al.)
 - Organomercury compounds (dimethyl mercury etc.)
 - Picric acid
 - Perchloric acid
 - Hydrofluoric acid
 - Osmium tetroxide
 - Active metals such as sodium and potassium
 - Benzoyl peroxide
 - Carbon disulfide
 - Ethers
 - Mercury
 - Pyrophoric substances (white phosphorus, n-butyl lithium, metal hydrides, phosphine, lithium aluminum hydride, diborane, some additional boranes, and some metal powders)
 - Nitric acid
 - Carcinogenic chemicals
- **Wear all appropriate personal protective equipment (PPE).** When working with hazardous chemicals, safety glasses or goggles must be worn at all times. Additional PPE that may be needed includes laboratory coats, face shields, no open toed shoes, gloves and respiratory protection.
- **Be familiar with the location and use of all emergency equipment and procedures.** All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All

emergency equipment should be checked regularly, and the location clearly posted. Fume hoods are checked yearly and must not be used unless certified as fully functional.

- **Be familiar with the location and use of all emergency equipment and procedures.** All locations wherein hazardous chemicals are employed should be equipped with a fire extinguisher, a safety shower, an eye wash, a first aid kit and a chemical spill kit. All emergency equipment should be checked regularly, and the location clearly posted.
- **Know who to call in the event of a release.** In the event of a chemical emergency, the first party notified should be University Police Department at (701) 777-3491 or Campus Safety at (701) 777-3341. They will then inform all appropriate parties including the fire department, local hospital, ambulances, and public works if need for response.

Post Release Activities

The primary mandate following the unwanted release of hazardous chemicals is to protect the wellbeing of anyone who may be affected by the spill. The appropriate actions to take vary somewhat depending on the size, nature and location of the release, and may include some or all of the following.

Rescue of injured persons: After a release occurs, and before evacuation is performed, a quick sweep of the affected area should be done to look for individuals who may need assistance in exiting the scene. The rescue of exposed personnel should only be attempted if it can be done without posing a significant health risk to the rescuer. Keep in mind that the person in need of rescue may also be contaminated with the chemical hazard involved in the release.

Evacuation: The spill of any chemical substance that generates flammable or otherwise toxic or hazardous vapors should be accompanied by an evacuation. For most small spills, the evacuation area will be limited to the location wherein the release occurred. Larger releases or those involving chemicals that produce extremely hazardous or flammable vapors will require the evacuation of larger areas up to and including an entire building or section of campus. Generally the fastest way to evacuate a building is to pull the fire alarm on your way out of the building. When it is necessary to evacuate a section of campus, this function will be performed by the University Police. Whenever it is possible to do so safely, and if it is necessary, the decontamination of exposed personnel should be performed before they evacuate the location of the release. In all cases when decontamination is necessary, exposed personnel must be decontaminated before being transported away from the scene of the accident.

Non-ambulatory and otherwise disabled persons may require assistance during the evacuation process. Planning for the evacuation of a building including disabled persons should be worked out well in advance of an emergency situation. Keep in mind that in some emergency events, power will be off to the building rendering elevators useless. In this instance, non-ambulatory persons may have to be carried from the building to a safe location. Always consult with a disabled person concerning the best way to assist them.

In all cases, the evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities.

Decontamination: Any person that is exposed to a hazardous chemical should immediately remove the substance by an appropriate means. Approximately 80 percent of hazardous liquids can be removed by discarding affected clothing items. The remaining chemical should then be washed off with large quantities of water for at least 15 minutes. When the release is accompanied by hazardous vapors, the chemical decontamination process may have to be performed in an area that is adjacent to the site in which the spill occurred.

Notification: When the release involves the generation of flammable or extremely toxic vapors, immediate notification of emergency response personnel is required. The best way to initiate the notification process is by immediately reporting the situation to University Police Department at (701) 777-3491. Early notification is vital to insuring that emergency response personnel are on scene in a timely manner. Additional personnel who may need to be notified of the release include the Laboratory Supervisor, building occupants, and medical personnel. Upon notification that a release has occurred, University Police Department will notify the appropriate emergency response personnel including, fire, and ambulance service.

Containment: The containment of spilled chemical substances is essential in reducing the amount of damage that is associated with a release. Containment should only be attempted when it may be performed without posing a health risk to personnel involved with the containment process. Strategies for containing hazardous materials include:

- Patching or plugging leaking containers.
- Placing leaking containers into an over pack container.
- Using absorbent materials to soak up liquids. Kitty litter is a good all-purpose absorbent. Additional materials that may be used depending on the nature of the release include paper towels, vermiculite, towels, sand, saw dust, and specifically designed neutralizing agents. Absorbent materials must be compatible with the material that has been spilled.
- Eliminating traffic through the area where the spill is located.

Containment is particularly important when the spill involves the following substance.

- **Elemental Mercury** - When disturbed, elemental mercury tends to break up into increasingly smaller drops, greatly complicating the cleanup process. Locations that use elemental mercury or mercury containing equipment should keep a mercury spill cleanup kit on hand. Should a release occur, the spill area should be clearly marked and, if possible, blocked off to all traffic.

Remove of Sources of Ignition: If the released material produces flammable vapors, all ignition sources should be eliminated before exiting the area. Ignition sources include open flames, switches (do not turn on or off as this action can produce sparks) and motors. When it can be done safely, all ignition sources should be removed before exiting the area of a release that may produce flammable vapors.

Post Signage: When a spill occurs in a given location, the area affected should be clearly posted with signs warning all personnel to stay away. The warning signs should also include the date and time of the release, and the phone number of a person who is knowledgeable of the situation and can answer questions.

Remain in the area in a safe location: Persons who are knowledgeable of the nature of the release, the layout of the area where the release occurred, should remain on scene in a safe location until emergency personnel arrive. Usually the safest location will be outdoors and upwind of the area where the spill occurred. Once emergency personnel arrive, be prepared to provide them with the following information:

- Type and location of the spilled material,
- Level of containment of the chemical(s),
- Time of the accident,
- The type of container involved, and
- The nature and extent of any injured personnel.

The location and nature of additional hazardous substance that may react with the released chemical

Medical Emergencies

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

Do not attempt procedures or techniques beyond your abilities or training.

In the most common case of a minor injury or illness, provide first aid care only to the extent of your training (Red Cross First Aid, CPR, etc.).

With more serious injuries or illnesses, call 9-1-1 for assistance. For minor injuries or illness call University Police at 777-3491.

When the dispatcher answers, be ready to give your name, describe the nature and severity of the injury or illness, and the location of the victim.

In the case of serious injury, trained personnel should quickly perform the following steps:

1. Do not move the victim unless imminent danger exists (fire, structural damage, chemical spill, toxic fumes, explosion, etc.).
2. Keep the victim still and comfortable.
3. Ask the victim, "Are you okay? What is wrong?"
4. Check breathing and give artificial respiration if necessary. (See Red Cross guidelines for exposure to pathogens.)
5. Control bleeding by applying direct pressure on the wound. (See Red Cross guidelines for exposure to pathogens.)

6. Look for emergency medical ID on the victim.
7. Question witnesses and be ready to give all information to the paramedics when they arrive.
8. Stay with the victim until help arrives.
9. Every office and department on campus should have persons trained in first aid and CPR.

Training is available through the local American Red Cross.

CPR/First Aid Certified personnel in the Building:

Name	Department	Room #	Expiration Date

Severe Weather

Severe Thunderstorm

Severe thunderstorms can produce a tornado, winds of at least 58 mph, and/or hail at least ¾" in diameter.

Before a thunderstorm do the following:

- Help people with special needs to a safe place.
- Stay indoors, do not exit the building or use elevators.
- Remain calm and alert.
- Listen for information and instructions from emergency personnel.

During a thunderstorm do the following:

Indoors

- Stay indoors. Do not exit buildings or use elevators. You could be trapped in an elevator if power is lost. Locate an interior room.
- Go directly to an enclosed, windowless area in the center of the building. Corners or building support columns are best. Avoid the middle of interior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until storm has passed or you are cleared to leave.
- Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks.

- Help direct people with special needs to a safe place, if necessary.

Outdoors

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground (i.e., ditch or small trench). Lie flat in a ditch or low-lying if it's the only area available. Never enter an open trench where a cave in or flooding may be possible.
- Stay away from power lines and puddles with wires in them. They may be live.
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until noise and high winds have stopped.
- Do not enter any building that is deemed or looks unsafe.

Lightning

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Avoid open areas, and seek low areas such as a ravine or valley.
- Get off or away from open water as well as metal equipment or small metal vehicles (motorcycles, bicycles, golf carts, etc.). Stay away from wire fences, clotheslines, metal pipes and rails. If you are in a group in the open, spread out, keeping people several yards apart.
- Remember, lightning may strike many miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

Hail

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

Tornado

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted or indicated by weather radar in the area.

Indoors

- Move to lower floors in multistory buildings and away from windows or other objects that could fall. The areas which would be utilized as fallout shelters would provide the best protection. Stay near inside walls when possible.
- Keep calm. Even though a warning has been issued the chance of a tornado striking your building or location is very slight.

Outdoors

- Move into a building and avoid downed electric power lines, utility poles and trees.

While Driving

- Pull off the road and stop away from trees. If possible, walk into a safe building. Avoid overpasses, power lines and other hazards.
- Listen to your radio for emergency instructions.

Severe weather internet resource list:

- National Weather Service: www.weather.gov
- North Dakota Department of Emergency Services: www.nd.gov/des
- Federal Emergency Management Agency: www.fema.gov
- National Readiness Website: www.ready.gov
- American Red Cross: www.redcross.org
- UND Emergency Management: <http://und.edu/emergency-management/>

List safe severe weather sheltering areas in your building here:

Earthquake

If a major earthquake were to occur, UND needs to be prepared to provide its own resources for an uncertain period of time. It is always a good idea to maintain certain supplies in your office. The biggest dangers during an earthquake are falling debris (building materials and heavy falling objects such as file cabinets and book cases), breaking glass, and fires (from gas lines, electrical short circuits or other causes).

Indoors

- Stay inside until the shaking stops.
- Take cover underneath a sturdy desk or table protecting your head and neck.
- Stay away from windows or objects which could fall on you. Expect fire alarm and sprinkler systems to activate.
- Do not use elevators.

Outdoors

- Move to an open area away from trees, buildings, walls, and utility poles/lines. Do not enter a building.
- Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection. Stay in this position until the shaking stops.
- If in a moving vehicle pull to the side of the road as quickly as possible but keep away from overhead hazards such as buildings, trees, overpasses, and utility wires. Stay in the vehicle. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

After Shaking Stops

- Evacuate the building taking your keys, wallet, purse, and emergency supplies. Refer to evacuation procedures.
- Watch for persons who are injured, trapped or need assistance. Provide assistance in evacuating if possible. Do not move seriously injured persons.
- Notify:
 - 9-1-1 for emergencies.
 - UPD at (701) 777-3491 to report the situation.
- Go to your designated Evacuation Assembly Point. Report any injured or trapped persons.
- Tune portable radios to local stations for updates, and follow instructions given.
- Do not re-enter any building until declared safe by emergency authorities.
- Be prepared for aftershocks.

Computer Intrusion

Response

- Shut down the affected systems.
- Sound the alarm.
- Activate unit Business Continuity Plan (BCP).
- Notify a supervisor and the Office of Information Security.
- Check to see if access control and security products that are currently in use need to be upgraded or if additional items need to be purchased.
- If documents or computer files were stolen, check unit access lists to see who had access to the information.
- Compile a list of what documents, files, etc., were taken.
- Procure backup copies of documents and disks from their off-site storage location.
- The Office of Information Security can determine whether someone performed the illegal entry from within the University or an outside source.
- Determine whether it is necessary to change computer passwords and add more security measures to the system.
- Make sure all personnel who noticed suspicious activity or have relevant facts pertaining to the break-in are willing to participate in police interviews in order to reconstruct the events.

Mitigation Measures

- Keep a written log of who has authorized access to secured areas of your systems.
- Ensure that all computer resources are password protected and safeguarded with security measures such as firewalls, security routers, etc.
- Limit access to University-sensitive documents and files to a minimal amount of employees and keep a running list of who has access to what.
- Perform background checks on all employees that will have access to sensitive documents/computer files and secured areas of the facility.
- Instruct employees as to the proper usage of computers, stressing the need to keep passwords secure and to log off their terminals at the end of the day.

- Secure all computer disks and copies of documents daily in a protected area on-site, with backup copies of pertinent information also stored off-site.
- Immediately report any missing or altered documents/computer files or suspicious activity to the proper supervisor.

Computer Failure

Response

- If your computer is making an unusual noise, turn it off. There is a good chance it has suffered or will suffer a disk crash. The faster it is deactivated, the better the chance for data recovery.
- Avoid exposing the disk drive to environmental hazards by refraining from shaking or removing hard drive and tape covers.
- Don't automatically turn to recovery software. If you suspect that you may have lost access to data due to electrical or mechanical failure, software can't help. Using file recovery utilities on a faulty hard drive can destroy what was recoverable data. When a drive failure is suspected, turn off the machine.
- Be sure to call in a computer systems recovery specialist with the proper training and experience.
- Lost data can become unrecoverable data when un- or under-qualified personnel misuse file recovery utilities, open disk drives and lack the basic skills necessary to properly maintain and repair computer equipment and data.

Mitigation Measures

- Conduct a system-wide vulnerability assessment.
- Conduct background checks of all employees and periodic checks of anyone with access to sensitive information.
- Develop a communal sense of computer security responsibility. Inform employees how their actions could adversely affect systems.
- Bolster security measures in order to limit physical access to computers by outsiders, and to secure disks, back-ups and related materials.
- Protect access to computers connected to phone lines. Be wary of Internet communications security and associated vulnerabilities.
- Never leave an active terminal; always log off. Remove sensitive data from the personal computer when not in use and disconnect from networks.
- Report suspected intrusions and altered data, and do not use unsolicited or borrowed software.
- Evaluate need for uninterruptible power supplies, power conditioners and surge suppressors.
- Consider fastening devices that will secure computer equipment and help prevent toppling and breakage.
- Institute good housekeeping policies, and invest in computer equipment covers that are water-resistant and flame-retardant.
- Be aware of the life expectancy of your media as well as proper storage conditions.

- Determine what constitutes critical data, an optimum back-up method, whom is responsible for back-up and how and where back up data will be transported and stored.
- Back up all data on a regular basis with "compare" or "verify" options.
- Destroy hard drives before retiring old computers, and erase diskettes before disposal.
- Keep a current roster of names, phone numbers and addresses of employees involved in re-establishing computer operations. Pre-qualify vendors if in-house expertise is lacking.
- Cross-train recovery staff and assign each team member a full-access password so that recovery plan execution is not dependent upon one person.

Computer Hacking

Response

- Try to assess whether an employee or an external source is responsible for the record loss.
- Confer with the Office of Information Security immediately after an accidental computer deletion to determine if data can be retrieved.
- Contact a data recovery specialist.
- Obtain backup copies if working offsite and/or if computer data was lost.

Mitigation Measures

- Create a tough set of passwords.
- Create backup copies of all appropriate electronic documents.
- Research, evaluate and select an off-site storage facility. Ask about storage methods, facility locations, security, access, climate control issues and classification and labeling procedures.
- Keep track of employees that have authorized access to classified documents.

Computer Viruses

Response

- After an attack, make sure that all passwords are changed.
- Take account of your unit records and make sure all of your information is accounted for and intact.
- If you have a system supervisor or network coordinator, get in touch with him or her immediately. If you are the system supervisor, call the Office of Information Security.
- Make sure that people are aware of the virus. Alert fellow colleagues and people to whom you may have passed the virus.

Mitigation Measures

- Make sure that you have a license for all software applications installed on all of your computers.
- Acquire software only from reliable sources.
- Make sure that you have a good antivirus program set up on your computer.
- Consult technology-related news sources regularly to stay informed about the latest viruses and their characteristics.

Building Emergency Action Plan

ADMINISTRATION/CLASSROOM BUILDING TEMPLATE

Instructions:

1. Check the BEAP to ensure that all appropriate sections that require boxes or spaces to be filled in has been completed. Utilize the BEAP Checklist in the front of this plan as a guide to the areas that need to be completed.
2. The BSSR or a designated EST member(s) should save a copy of the completed BEAP on a server to a file where it can be retrieved by more than one person for continuity purposes. Emergency Management Office recommends that the BEAP be saved in the following format:

BEAP _____
[enter your building name here]

For example, if your building name is the Biomedical Research Building, then your BEAP file name would be “BEAP Biomedical Research Building”.

3. E-mail a completed copy of the BEAP to the Emergency Management Office for review. Do not disseminate the completed BEAP until feedback is received from Emergency Management. Make all corrections to the plan prior to sharing it with other departments in the building.
4. Print a copy for each EST member to take back to their departments. Make sure that any department that is not represented on the EST receives a copy of the completed BEAP.
5. Schedule a yearly BEAP review date (or as necessary) to update and revise the BEAP. If you make changes to the BEAP, please send an updated copy to Emergency Management Office and disseminate revised copies of the BEAP to the departments in the building.