

THE COMMONS EMERGENCY PREPAREDNESS PLAN

Medical Incident

Currently seven staff members are trained in CPR/AED and were initially selected based on their location in the building. They are: Michelle Myers-Brown, Norma Green, Myrle Combs, Jennifer Dress, Sue Plitt, Theresa Suite, Eric Engler. Additionally there is one EMT-IV tech on Staff (Michelle Myers-Brown).

Operations and Service Staff have also been trained in the use of fire extinguishers. Two emergency evacuation chairs are located in the Administration office to be used only in the case of evacuation emergency for someone who normally would need elevator access.

First aid kits are placed through out the building. Locations: Lobby – around corner from Information Desk by Cabaret (next to fire extinguisher), loading dock.

Fire Evacuation Plan:

In the event that the alarms go off in the building requiring evacuation of the facility, the following steps should occur:

- a. All staff members with radios should begin communicating with each other to insure all areas of the building are clear.
- b. Staff members should exit by various doors and radio which door they are at insuring each door is covered by a staff member.
- c. When the fire alarms go off, the fire doors automatically close.
- d. Occupants should leave by the nearest exit; elevators may not be used. In the case where someone needs assistance getting down stairs, there are two evacuation chairs in the building (see above for locations)
- e. The Information Desk should be notified so a building wide announcement can be made. The following message should be announced: “Please evacuate the building immediately – all individuals currently in the commons must evacuate the building immediately. Please use the nearest exit to your current location and move away from the doors to a safe location.”
- f. The Information Center Desk attendant will then secure the laptop closet and cash register and leave the building. They are to go to the loop road in front of the loading dock in order to direct emergency vehicles. An operations staff member will also be in this location to direct delivery vehicles away from the building and emergency vehicles toward the appropriate location.
- g. Staff members should then, to the best of their ability, monitor entry ways to insure that no one enters the building until the all clear is given.
- h. **ALL ALARMS WILL BE TREATED AS REAL UNTIL THEY HAVE BEEN VARIFIED OTHERWISE BY ADMINISTRATIVE STAFF OR EMERGENCY RESPONSE TEAMS.**
- i. While staff members are initiating the evacuation of the building an operations/security/administrative staff member should check the emergency control panel to identify the nature and location of the alarm.
- j. If there is no one to check the panel the evacuation should continue and the University Police as well as the Physical Plant should be contacted and their instructions followed until the situation is resolved. **THE SITUATION WILL BE TREATED AS AN**

EMERGENCY UNTIL CLEARED BY ADMINISTRATIVE STAFF OR EMERGENCY RESPONSE TEAMS.

k. When the nature and location of the alarm are identified the area should be investigated to determine if it is a real emergency. Only the University Police in consultation with Physical Plant, Emergency Responders and Operations will give the all clear sign. The all clear will be communicated to operations radio's and door guards will allow reentry to the building.

If there is a false alarm:

- Police, physical plant, and someone at the Director level of The Commons should be notified and their instructions should be followed until the situation has been resolved. Specific staff are not assigned to areas of the building as the potential for confusion and mistakes increases with that system – vacations, personal days and sick days as well as shift overlaps and various work hours would create too much confusion.

Exits:

- Ground Floor: Lower bookstore, OTC shop, , Lower lounge areas – Exit through South Entrance doors and move toward Theatre Building

- Ground Floor: loading dock, catering and back hallway offices – Exit through loading dock doors and move toward theatre building. **DO NOT STAND IN ROADWAY NEAR LOADING DOCK AS THIS IS THE EMERGENCY VEHICLE ACCESS AREA.**

- Main Street: Lounge, Upper bookstore and Main Street - Exit through doorway at Corner of Main and Market onto outside Patio. Move toward Lecture Hall One.

- Market Street – Exit through closest doorway, located at either end of Market Street onto outside Patio. Move toward Lecture Hall One.

- Lobby: Exit out Main doors and move toward Erickson Field

- Cabaret: Exit out back emergency doors on the first floor of Cabaret and move toward Erickson Field.

- Retriever Grill: Back area of Grill should exit using stairs going down to Market Street, exit onto Patio area and move toward lecture hall one. Front area of Grill should use stairs going down to Lobby, exit using main doorway and move towards Erickson Field.

- Upper Main (Second Floor): All Offices located on Second floor – Exit by going down stairs to Lobby; Exit through Main doors and move toward Erickson Field.

- Games on Main: Exit through Game Room Staircase and move toward Theatre Building once outside. **DO NOT STAND IN ROADWAY NEAR LOADING DOCK AS THIS IS THE EMERGENCY VEHICLE ACCESS AREA.**

- Third Floor: OSL, Vice President and Commons Administrative Offices should exit using the back staircase all the way down to the first floor and once outside move toward Library/Erickson Field.

- Third Floor: Restaurant, Fireside Lounge, GSA Offices and CSS – Exit using side staircase (Facing Physics Building). Staircase comes out on Lobby level next to an emergency door – use the emergency door out onto Cabaret Patio. Move toward Erickson Field.

EMERGENCY PHONE NUMBERS:

POLICE 55555

PHYSICAL PLANT 52550

Director 410-382-8497 (cell) Associate Director 410-382-8498 (cell) Assistant Director 410-241-4787 (cell)

Weather /Other Emergency Plan:

In the event of a severe weather situation (i.e. tornado) or terrorist event, the facility should not be evacuated.

- Police will notify Vice President or his designee who will then notify all area directors
- Information Center will be notified so that the following message can be relayed over the loud speaker “There is an emergency on campus. Please DO NOT LEAVE THE BUILDING. University Police will be providing more information shortly. We ask that you find a location to sit and relax in The Commons until we can provide you with further details. Again – Do not leave the building.
- Theresa Suite and Operations will immediately evacuate Room 331 and immediately set-up that room as the command center. The room will be set-up in no more than 5 minutes time. If there is a meeting occurring in the room at the time it is needed, Theresa Suite will interrupt the group and ask them to move to the Fireside Lounge where someone will meet them with information as soon as possible. If more than one meeting room needs to be vacated for the command center, the individuals will be moved to the gameroom.
- In extreme emergencies, operations and Commons staff may need to move individuals to inner spaces so that know one is near windows or glass. The designated locations are: Loading Dock; Catering Hallway, Cabaret Stairwell, First floor restroom hallway

MEDICAL EMERGENCY PROCEDURES:

If a medical emergency arises in the building the following steps should be taken:

Non-information Desk Staff process:

- Do not leave the injured individual alone unless absolutely necessary – send someone to call University Police at extension 5-5555 or go to the Information Center desk and ask them to call the police and get an ambulance, if necessary.
- Notify the Information Center that there is a medical emergency, if you have called the police, if you need them to call the police, where the emergency is (detailed as possible), and the nature of the emergency. The Information Center will notify all other necessary individuals.
- Return to the emergency location and provide as much information to the police/emergency personnel as possible.
- **DO NOT DISPENSE ANY MEDICAL SUPPLIES FROM THE FIRST AID KITS IN THE BUILDING.**

Information Center Procedures:

- If someone approaches the desk and indicates that there is a medical emergency in

the building, you must immediately dial police at 5-5555. Identify yourself (name, where working) and tell them there is a medical emergency in The Commons. Get the location and nature of the emergency from the reporting individual as well as their name, if possible. Relay this information to the police.

- The Police may ask if an ambulance is necessary, although you may not be sure – do not automatically say yes – if you don't know, tell the dispatcher you are unsure.

- As soon as you hang up with the police you must radio/call Michelle Myers-Brown, 5-1445 or 410-382-8498. If Michelle is not available, radio Eric Engler; if neither Eric or Michelle are available call Myrle Combs at 5-3452 and let her know what has happened. She will determine who needs to be notified next. If the incident occurs during the night shift, radio Commons security. (If there is a second person at the desk they can do this while you are on the phone with the police).

- Please try to keep the radio clear until the situation is resolved in case Michelle/Eric need to communicate quickly with you or Operations to coordinate with emergency personnel.

- Operations will coordinate with Eric/Michelle if assistance is needed helping the ambulance/police find the emergency location.

- **DO NOT DISPENSE ANY MEDICAL SUPPLIES FROM THE FIRST AID KITS IN THE BUILDING.**