

*This template is based on the Sherratt Library Emergency Plan. To edit this document, you will need to make a copy. If you have questions, please contact Brandon Ragan, Director, Emergency Mgmt & Environmental Health & Safety (brandonragan@suu.edu).*

**Department/Building-Level**  
**EMERGENCY PLAN (TEMPLATE)**

Explanatory Notes:

This Emergency Plan Template is divided into five sections, each of which is briefly described below:

1. **Building Information:** This section provides information about the building, including administration, Facilities Management contact person, and other useful contact information.
2. **Floor Plans:** This section should contain a floor plan for each floor of the building, with locations of emergency exits and equipment marked. Floor plans for SUU Campus buildings are available through the Intranet in the Apps menu of mySUU Portal.
3. **General Emergency Procedures:** This section contains the general emergency procedures for the building.
4. **Emergency Communication Procedures:** This section outlines emergency communication procedures, including a list of roles and responsibilities.
5. **Zones:** The building is subdivided into Zones based on the main work, service areas, and floors (e.g., chemistry labs). Each Zone constitutes a sub-unit for purposes of communication, special requirements, and special emergency procedures (e.g., nearest exit or equipment).
6. This template is only a recommendation - please adapt elements as you see fit for your area of responsibility.

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# 1 Building Information

Building Name: \_\_\_\_\_

Street Address: \_\_\_\_\_, Cedar City, UT 84720 (contact Facilities Management for your specific building address)

## 1.1 Facilities Management Contact

435-865-8735 or 435-865-8888 or call 911 in the event of a life-threatening emergency

## 1.2 Safety Management Officers

General Communications Officers: (list two people who can act together or cover for each other)

Zone X Captain: NAME

Zone Y Captain: NAME

Zone . . . (add as needed for building)

## 1.3 Emergency Telephone Numbers

Emergencies/ On Campus: Police/Fire/Medical .....	911, or extension 1911 on an office phone.
SUU Police/ Off-campus Emergencies.....	435-586-1911 office phone.
On-Campus Building Emergencies .....	435-865-8888
SUU PD Text a Tip: Text "PD" and your Message .....	32483

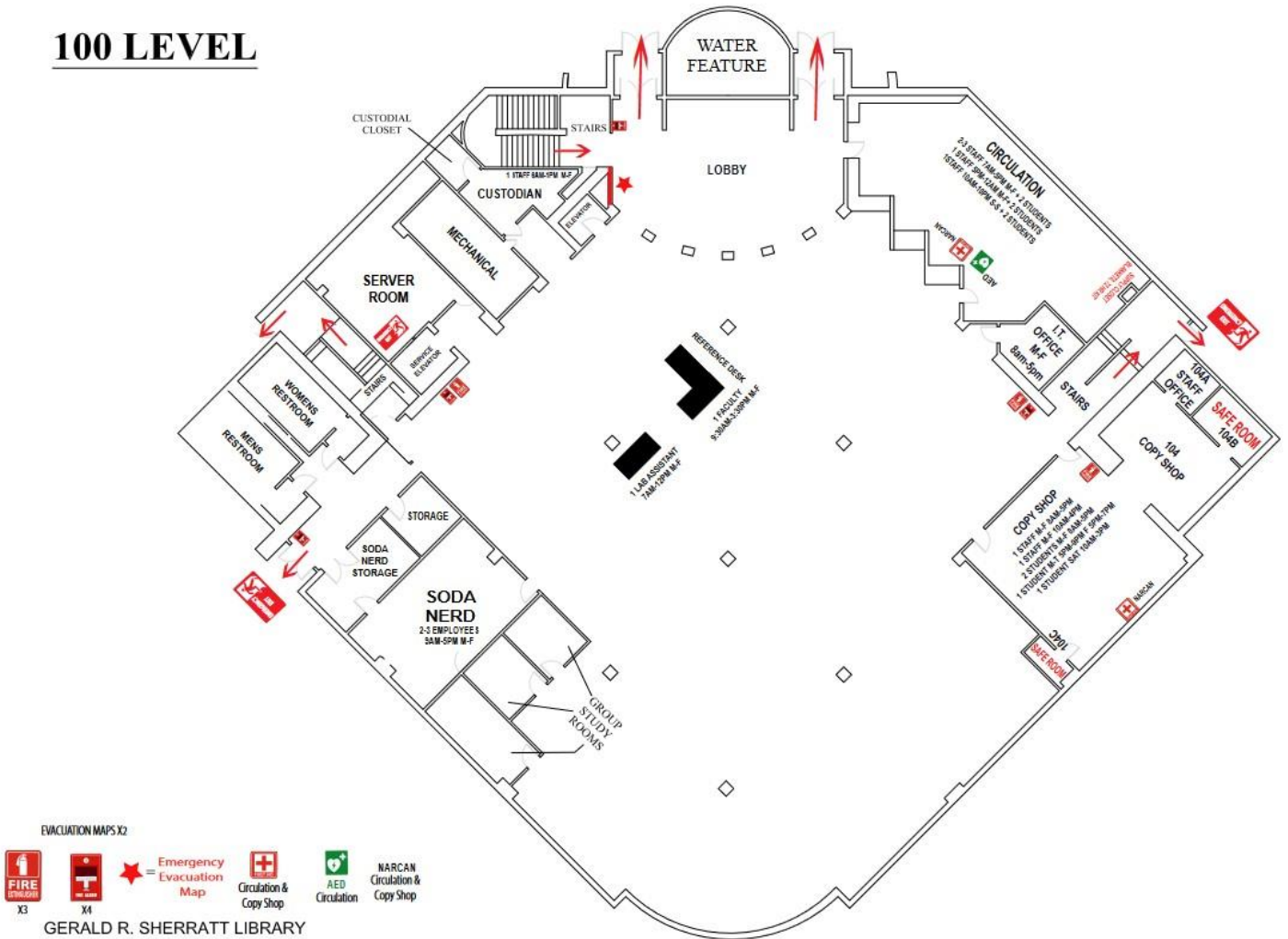
## 1.4 Important Non-emergency Telephone Numbers

SUU Police Office (voicemail after hours) .....	435-586-7793
Cedar City Police Department (CCPD) .....	435-586-2956
Iron County Sheriff 's Office .....	435-867-7500
Utah Highway Patrol .....	435-865-1970
Cedar City Fire Department .....	435-586-2964
Cedar City Hospital (Intermountain Healthcare) .....	435-868-5000
SUU Counseling & Psychological Services (CAPS) .....	435-865-8621
Office of Vice President for Student Affairs & Dean of Students ...	435-586-7710
University Housing .....	435-586-7966
Human Resources .....	435-865-8572
Office of Equal Opportunity Title IX.....	435-865-8519
Enterprise Risk Management.....	435-865-8519
MedCor (Work-related Medical Triage).....	833-407-1250

2 Floor Plans

2.1 **SAMPLE FLOOR PLAN: Gerald R. Sherratt Library 100 Level (1st Floor) [IDENTIFY EMERGENCY EQUIPMENT/RESOURCES] Replace with floor plan for your area.**

**100 LEVEL**



### 3 General Emergency Procedures

#### 3.1 Emergency Exit Locations - be specific

- Level 1: [ADD LOCATION]
- Level 2: [ADD LOCATION]
- Level . . . (add levels as needed)

#### 3.2 Fire

- When the fire alarm is activated, evacuation is mandatory.
- Use ADA stair evacuation device ([ADD LOCATION]) when necessary.
- Take personal belongings, time permitting.
- Close the doors as you exit. Do not use elevators.
- Fire extinguishers are located [ADD LOCATION].
- Move to a safe area, away from the building in danger.
  - Building evacuation: [ADD LOCATION]
  - Campus evacuation: [ADD LOCATION]

#### 3.3 Earthquake

- Take cover under heavy furniture, an interior doorway, or a narrow hall.
- Stay away from windows, outside walls, or stairways.
- Evacuate once the shaking stops or as soon as it feels safe to do so.

#### 3.4 Active Shooters - The recommended response is RUN, HIDE, FIGHT - in that order.

##### **RUN**

- If you can exit the building safely, do so. Do not run in a straight line.
- Keep objects between you and the shooter as you run.
- Call 911, or extension 1911 on an office phone.
- If you cannot exit, stay away from windows and quietly call 911, or extension 1911 on an office phone.

##### **HIDE**

- Remain behind closed doors in a locked or barricaded room.
  - If in a classroom, use the Red Key to secure the doors.
  - Once the doors have been locked, DO NOT open them for anyone. Those who need to get into the classroom will have a key to do so.
- Turn lights off if possible.
- Evacuate the room only when authorities have arrived and instruct you to do so.

- DO NOT leave or unlock the door to see what is happening.

## **FIGHT**

- Confront, disarm, overtake, or apprehend the shooter only as a last resort.

## **DO NOT:**

- Assume someone else has called police or emergency personnel.
- Sound or pull a fire alarm.
- Stop or ask authorities for help. Their first priority on the scene is to neutralize the threat.

### 3.5 Utility Failure

- Notify University Call Center, (435) 865-8888.
- Notify supervisor.
- Follow instructions from campus personnel.

### 3.6 Medical Emergencies

- Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call 911, or extension 1911 on an office phone.
  - If you are trained and feel comfortable doing so, perform CPR. The defibrillator/AED is located **[ADD LOCATION]**.
- Burns
  - Call 911, or extension 1911 on an office phone.
  - Immediately immerse the burn in cool tap water or apply cold, wet compresses.
- Bleeding
  - Apply firm pressure to the wound with a clean cloth or tissue. Remember, pain is a problem for later; stopping blood loss is far more important than worrying about easing pain.
  - Immobilize the body part.
  - Keep the person lying down.
  - Call 911, or extension 1911 on an office phone.

### 3.7 Criminal Offenses (assaults, thefts, vandalism, etc.)

- Call 911, or extension 1911 on an office phone.

- Do not let non-essential personnel enter the scene.
- Upon police arrival, advise them of the situation and actions taken.

### 3.8 Suspicious Behavior

- Do not physically confront the person exhibiting the behavior.
- Call 911, or extension 1911 on an office phone.
- Do not let anyone into a locked room/building without verification.
- Do not physically block a person's access to an exit.

### 3.9 Bomb Threats

- Get as much information as possible from the threatening source.
- Call 911, or extension 1911 on an office phone.
- Follow directions from emergency personnel.

### 3.10 Suspicious Packages

- Do not touch or disturb the object.
- Evacuate the immediate area.
- Call 911, or extension 1911 on an office phone.
- Notify your supervisor.

### 3.11 Accounting of Personnel (Evacuation, active shooters)

- Employee safety, including student employees, is more important than material goods.
- Supervisors will account for all of their employees.
- Contact information is located in Section 1 of this document (Building Information).

## 4 Emergency Communication Procedures

### 4.1 Emergency Communication Structure

General Communications Officer(s):

Zone X Captain:

Zone Y Captain:

Zone . . . (add as needed for building)

### 4.2 General Communication Officer(s) (GCO)

The GCO is the main hub of emergency communication for the department or building. This individual is responsible for:

- Creating and Maintaining a master list of cell phone numbers for all building personnel.
- Creating and maintaining a group text message for all Zone Captains.
- Communicating emergency-related information to Zone Captains.
- Sending test communications according to the emergency communications test schedule (see Emergency Communication Tests section below).

### 4.3 Zone Captains

Each Zone Captain is responsible for communicating emergency-related information to zone members. A group text message is the preferred method of communication. The Zone Captain is responsible for:

- Creating and maintaining a list of cell phone numbers of the staff and faculty assigned to their zone.
- Creating and maintaining a group text message for zone personnel.
- Communicating emergency-related information to zone members.
- Communicating emergency-related information to the GCO when receiving information first, either firsthand, from zone members, or by other means.
- Participating in emergency communications tests, as assigned.

### 4.4 Student Worker Liaison (this is a full-time person who supervises student workers)

Because of frequent turnover in student workers, each Zone Captain will assign one zone member to be the Student Worker Liaison. This individual (or possibly more than one) is responsible for the following:

- Creating and maintaining a list of cell phone numbers of student workers assigned to their zone.
- Creating and maintaining a group text message for zone student workers or communicating with each student individually.
- Communicating emergency-related information to zone student workers.



- Communicating emergency-related information to the Zone captain when receiving information first, either firsthand, from zone members, or by other means.
- Participating in emergency communications tests, as assigned.

#### 4.5 Zone Members

Zone members are responsible for the following:

- Providing a cell phone number to the Zone Captain.
- Responding as needed to emergency communication, including emergency communications tests.
- Providing the Zone Captain with up-to-date information when involved in the emergency.

#### 4.6 Emergency Communications Tests

Under the direction of the General Communications Officer (GCO), emergency communications tests will be conducted on a regular basis (at least quarterly). These tests will be conducted in the following manner:

1. The GCO will schedule the test.
2. The GCO will send the test communication to the Zone Captains group text.
3. Zone Captains will forward the test message to zone members group text.
4. The Student Worker Liaison will forward the message to student workers.
5. Zone members will reply as directed in the test message.
6. Zone captains will record responses, and then communicate back to the GCO.
7. The GCO will compile the results of the test.
8. All building Safety Management Officers will analyze and report on the results.

(Insert Building Name Here)

5 Zone [REDACTED]

5.1 Zone Communication

Zone Captain: [REDACTED]

CPR Certified individual/s:

Name	Cellphone	Office Phone	Office #	Email

5.2 Emergency Supplies and Equipment Locations

Emergency Food/Water Supply: [ADD LOCATION]

First Aid Kit Location: [ADD LOCATION]

Automatic External Defibrillator: [ADD LOCATION]

Trauma Kit: [ADD LOCATION]

Narcan Nasal Spray (for opioid overdose): [ADD LOCATION]

Fire Extinguisher and Fire Alarm: [ADD LOCATION]

5.3 Zone-Specific Emergency Procedures

For general emergency procedures, see Section 3 of this document.

NOTE: CUSTOMIZE THIS SECTION TO THE NEEDS OF THE ZONE

If you call for emergency assistance,

Evacuation:

- Emergency Exit Locations: [ADD LOCATION]

Fire

- Move to a safe area, away from the building in danger.

(Insert Building Name Here)

- Building evacuation: [ADD LOCATION]
- Campus evacuation: [ADD LOCATION]

#### Earthquake

- During shaking, DROP, COVER, and HOLD ON.
  - Take cover under heavy furniture, an interior doorway, or a narrow hall.
  - Stay away from windows, outside walls, stacks, or stairways.
- Exit when safe to do so

#### Active Shooters

- In addition to Section 3.4, list any other zone-specific procedures

#### 5.4 Special Instructions

ADD ANY SPECIAL INSTRUCTION THAT APPLY TO THIS ZONE

NOTE: ADD SECTIONS FOR EACH ZONE WITHIN THE BUILDING