

Berry College

HackBerry Lab

Building Emergency Action Plan

August 2024

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1. Introduction

- 1.1. Each building at the College must have a Building Emergency Action Plan (BEAP) to provide for students, faculty, staff and visitors during an emergency. The individual building's occupants, through a designated Building Coordinator, develop each BEAP. The HackBerry Lab plan was developed using a model plan prepared by the Crisis Council.
- 1.2. Each Emergency Action Plan is developed not only to provide for the safety of the College community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. Copies of the HackBerry Lab BEAP are kept in the department chair's office and on file at the Campus Police Office.
- 1.3. For each department occupying a building the Department Supervisors and Administrators are responsible for ensuring that the department uses and implements the Building Emergency Action Plan (BEAP).
- 1.4. Each employee covered by this BEAP must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. The Technology Entrepreneurship and Data Analytics department chair must maintain

documentation of the names of everyone that has been trained. The BEAP will be tested annually during the month of August.

Campus Police: 2262 (706-236-2262)

If no answer, call Rome/Floyd E-911 Center at 9-911

2. Emergency Action Responsibilities

2.1. John Grout is the **Building Coordinator** and is responsible for this plan and employee education regarding this plan. He will coordinate an annual test of the plan, conducting an emergency exercise for one chosen section of the plan. During an emergency he will implement the BEAP and coordinate emergency actions to ensure the safety of the people in this building. Building Coordinator duties include:

- Ensure the notification of emergency services
- Assist in building evacuation
- Report to the assembly area
- Account for evacuated personnel
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions)
- Develop specific procedures to assist persons with physical disabilities
- As personal safety and time permit, assist physically disabled occupants
- Contact the Director of Physical Plant regarding any property damage
- Participate in any post-incident critique regarding the emergency
- Ensure that normal worker injury reporting procedures are followed
- Direct that a report be prepared after any significant event that reviews emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the Crisis Council.

2.2. The emergency duties of **all HackBerry Lab staff members** include:

- Be familiar with the BEAP, including the section on assisting people with disabilities.
- Direct people you come in contact with to take appropriate action during an emergency event.

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3. Fire

- 3.1. Flames resulting from using the laser cutter/etcher are a common occurrence and become classified as a fire when the flames are no longer contained by the laser enclosure.

3.2. Activate the nearest pull station. *Make no attempts to extinguish the fire.*

- 3.3. The fire alarm system includes an audible alarm and a visual flashing red light. All employees, students and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the alarm system being tested.

- 3.4. Immediately leave the building using the **nearest** exit.

- Collect valuables (purse, coat, etc.)
- Close, but do not lock, any doors you encounter along the way
- Gather On the sidewalk near the east end of Morgan Hall (alternate Location: On the lawn to the west of the HackBerry Lab driveway near the residence hall parking lot.) Do not leave the assembly area, either to re-enter the building or to leave the campus, until advised to do so by the Building Coordinator.

3.5. Building Coordinator:

- Notify Campus Police that a fire alarm in the building has been activated. (Fire alarms report directly to the Campus Police Dispatch Center.)
- Provide information to Campus Police or other responding emergency personnel. Information may include, but is not limited to:
 - Location of the fire
 - Status of the evacuation, personnel missing that may still be in the building
 - Special hazards associated with the building
- With Police Chief or other first responder, coordinate building security once the Fire Department releases it.
- Advise employees when to return to work.
- Determine whether anyone requires assistance with evacuating the building, following the guidelines in Section 11. Should a disabled person not be able to use the fire exit stairwells, escort them to the exit stairwell landing and inform an emergency responder that a disabled person is waiting for rescue.
- Once at the assembly area, conduct a roll call.

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4. Severe Weather - Tornado Watch/Warning

- 4.1. **Building Coordinator:** When the campus sirens are activated or a **Tornado Warning** is issued via the BerryALERT:
- 4.2. **Building Coordinator:**
 - Determine whether any occupants require assistance with evacuating to the nearest permanent building (Morgan or Deerfield Hall, if a student can provide access; Ladd Center otherwise, following the guidelines in Section 11.)
 - Conduct a roll call to ensure that all employees are in the shelter area. If an employee is missing, the Building Coordinator will make a determination whether it is safe to search for the missing employee(s) and assign someone to find them and have them move to the shelter areas.
- 4.3. **All staff:** Determine if there are students with access to Morgan or Deerfield Halls. Direct everyone to leave the building and go to the nearest permanent building: Morgan, Deerfield, or Ladd Center (whichever is accessible and closest).
- 4.4. **Building Coordinator:**
 - If injuries occur, notify Campus Police.
 - Once the all-clear is given by the National Weather Service, advise employees whether to return to their workstations or go home.

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5. Hazardous Materials

5.1. The **First strategy** is “Evacuation.” The Building Coordinator will direct personnel to take appropriate action, which may include:

- Walk to an assembly area to be evacuated.
- Leave the area using travel directions determined by community officials.

Building Coordinator: Conduct a staff roll call.

Building Coordinator:

- If anyone becomes ill, notify Campus Police.
- If HackBerry Lab staff members cannot be accounted for, notify Campus Police.
- In consultation with Campus Police, determine whether employees should return to their workstations or go home.
- A first responder (i.e. a member of law enforcement or fire department) will determine whether the area is safe.

5.2.

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6. Utility Interruption

5.3. Employees will become aware of utility interruptions by the obvious absence of that particular utility:

- No Lights, computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or chilled water

5.4. Unless a college-wide decision has been made, make a decision regarding continuance of work in the building during a utility interruption. While a utility interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. **Individuals should use the flashlight function of their mobile phones to provide sufficient lighting to allow people to safely exit the building or go to an area within the building that is not experiencing the outage.**

The **Building Coordinator** will determine the appropriate course of action, taking into consideration the following issues:

- Dangers from tripping and injuries due to lights being out.
- Dangers of extreme heat and cold on employees.
- Inability to contact responders if an emergency occurs while telephones or the cellular phone system are out.
- Sanitation problems due to no water

5.5. Building Coordinator:

- Contact Physical Plant at 706-236-2231 to report the problem and obtain any available information.
- Contact Campus Police for guidance in assisting mobility impaired individuals from the building.

5.6.

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6. Workplace Violence, Terrorism

- 6.1. Call Campus Police immediately if you become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence.
- 6.2. If possible, notify the Building Coordinator, who will attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by telephone and/or word of mouth.
- 6.3. Different types of workplace violence require different actions:
 - Explosion
Leave the building using the evacuation plan and procedures for a fire.
 - Gunfire in the building
Take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner.
 - Physical Threat
if someone's actions pose a physical threat to you, evacuate the area.
 - Toxic or Irritant Gas
Immediately leave the building using the evacuation plan and procedures for a fire.
 - Hostage Situation
Immediately vacate the area. Take no chances to endanger the life of the hostage.
- 6.4. If someone is hurt and/or a fire is caused by these events, call Campus Police immediately:

The Building Coordinator and the Campus Police Chief will coordinate the building's security and contact building occupants to advise them on when to return to work.

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7. Bomb Threat

- 7.1. If you become aware of a **bomb threat** by either a telephone call, e-mail or a letter, call Campus Police.

If the bomb threat is made by telephone:

- If possible, get the attention of another staff member and have them call Campus Police while you stay on the line with the caller.
 - Stay calm and keep your voice calm. Talk to the caller to obtain as much information as possible. Take notes. Pay attention to detail. Ask as many questions as possible and write down the exact words of the caller:
 - Exact location of the bomb?
 - When is the bomb going to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - Who placed the bomb?
 - Why was it placed?
 - What is your name?
 - What is your address?
 - Notify the Building Coordinator after calling Campus Police.
 - The Building Coordinator and Campus Police will determine whether building evacuation is warranted. If it is warranted, evacuation will proceed as outlined in the fire emergencies section.
 - Do not touch any suspicious or unfamiliar objects. Wait for police personnel to arrive on the scene before conducting any type of search.
 - The Building Coordinator and Campus Police will coordinate the building's security and will advise building occupants on when to return to work.
- 7.2. A **suspicious-looking box, package, object or container** in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call Campus Police. Use a telephone in a safe area. Do not operate any power switches. *Do not activate the fire alarm.*
- 7.3. If an **explosion** occurs, leave the building using the same evacuation plan and procedures as you would for a fire.

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9. Medical Emergency

- 8.1. Call Campus Police.
- 8.2. When reporting the emergency, provide as much of the following information as possible:
 - Nature of the emergency
 - Your name and exact location
 - Condition of the victim
 - Any dangerous conditions
- 8.3. Remain with the victim until emergency personnel arrive. Do not move the victim unless there is immediate danger of further injury.
Provide first aid only if you are qualified.
Campus Police are first responders and will provide first aid care and direct any medical or ambulance services.
- 8.4. Once the victim has been cared for and is transported, notify the building coordinator of the situation and details surrounding the injury.

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9. Earthquake

9.1. Indoors

- Take cover under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and protect your head and neck with your arms.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the side walk near the east end of Morgan Hall. The Building Coordinator will conduct a roll call. Do not leave the assembly area, either to re-enter the building or to leave the campus, until advised to do so by the Building Coordinator.

9.2. Outdoors

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head from falling debris with your arms.

When the shaking stops, proceed to the side walk near the east end of Morgan Hall. The Building Coordinator will conduct a roll call. Do not leave the assembly area until advised to do so by the Building Coordinator.

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10. Procedures for Assisting Individuals with Disabilities

- 10.1. The **Building Coordinator** is responsible identifying employees who need consideration and assistance during an evacuation. At least two staff members should be assigned to provide assistance to each person with a disability, ensuring that the disabled person will be assisted during the evacuation. Should a disabled person not be able to use the fire exit stairs, he or she may be escorted to the exit stairwell landing. The Building Coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue.
- 10.2. ***Visually Impaired / Blind Persons***
Advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.
- 10.3. ***Hearing Impaired / Deaf Persons***
Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assemble area or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.
- 10.4. ***Persons Using Crutches/Canes or Walkers***
In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferable a chair with arms and follow the procedure for non-ambulatory persons listed in the next section.
- 10.5. ***Non-ambulatory Persons***
Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, needs and preferences will vary. While there is no prohibition against carrying a person with a disability, carrying a person should be a last alternative.

Always consult the person as to his/her preferences regarding:

- Ways of being removed from a wheelchair
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care (is a stretcher, chair or paramedic attention necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit.

Delegate others to bring the wheelchair. Reunite the person with the wheelchair as soon as it is safe to retrieve it.

Be aware that some people have minimal ability to move. Lifting or moving them too quickly may be dangerous to their wellbeing. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, take the person to a "Safe Area of Rescue" to wait for assistance.