



Building Emergency Action Plan

Updated: 2021



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Introduction

As a building occupant it is your responsibility to be familiar with this plan. Accidents and emergencies are often unpredictable. It is essential that all persons be well versed in the procedures that precede, follow, or may even prevent various types of situations. An emergency can pose unique problems, particularly in multi-level buildings. Experience dictates that a safe and successful evacuation during an emergency is dependent upon thorough planning, organization, education, training, and rehearsal of emergency procedures.

Purpose

To implement a thorough Emergency Response Action Plan (BEAP) for the Wyoming Union that will function as a guide during a disaster and effectively prevent injury, loss of life, and damage to or loss of property.

Keep the following in mind as you read this document:

- Evacuation routes, exit points, and assembly points,
- When and how to evacuate the building,
- Locations of emergency supplies and materials that may be required during an emergency, such as fire extinguishers, alarms, first aid kits, and the Automated External Defibrillator (AED),
- Proper procedures for notifying emergency responders and building personnel about an emergency in the building or work area,
- Additional responsibilities (such as being full time or part time staff working in the Union),
- Fire hazards and hazard mitigation,
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

General Information

EMPLOYEE RESPONSIBILITY

All employees in the Wyoming Union and building tenants will receive a copy of this Building Emergency Action Plan (BEAP). A modified version will also be posted on the Wyoming Union website for the public. This plan should be available for referral at all times. It is the responsibility of all personnel to become familiar with the contents of this plan and to communicate this information to others, including student and part-time employees, visitors, etc. Any question regarding the operation and implementation of the BEAP should be directed to your immediate supervisor.

EDUCATION AND TRAINING

Each supervisor is responsible for orienting his/her staff to this plan. Mock emergencies will be conducted periodically to measure the level of preparedness in the building.

REPORTING EMERGENCIES OR DISASTERS

The Information Desk is responsible for reporting emergencies to responders. However, if an emergency situation occurs, it may not always be appropriate to inform the Information Desk first. If you see an emergency situation occurring and it is life threatening, report the incident to 911 immediately, and then contact the Information Desk.

PLEASE NOTE

When calling 911 from a campus phone (landline) instead of your cell phone it will route directly to UWPD. Calling from a cellular phone it will route to City/County Police Dispatch. They will transfer you to UWPD but this slows the emergency calling process. It is most expedient to call UWPD directly from a campus phone at 911.

When calling to report an emergency, remain calm and provide the following information:

- 1 Your name
- 2 Your telephone number
- 3 Nature of emergency
- 4 Exact location of the emergency
- 5 Injuries requiring an ambulance

DO NOT HANG UP UNTIL TOLD TO DO SO.

(Unless evacuation is imperative)

Assume control of the situation until a person of authority or officer arrives at the scene. Remain calm and keep others calm as well.



PERSONS IN CHARGE

The Building Emergency Coordinator and Work Area Emergency Coordinators are responsible for emergency response in the building. In the absence of a Work Area Emergency Coordinator, his/her immediate subordinate will have the responsibility of fulfilling emergency roles. For this reason, it is recommended that each staff member be well versed in the emergency responsibilities of their supervisor(s). See the emergency personal table below. When full time staff are not working Information Desk or Building Manager staff will oversee evacuation responsibilities.



Melanie Vigil
Work Area Supervisor - Resource Centers

Union 102
(307) 766-6797



Scott Strannigan
Work Area Supervisor - Dining Operations

Union 031B
(307) 766-3626



Jeremy Davis,
Building Emergency Coordinator

Union 326
(307) 766-4008
Cell: (707) 599-1456



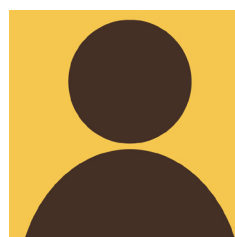
Quinn Marquardt
Work Area Supervisor - Second Level Rooms

Union 210A
(307) 766-3191



Quinn Marquardt
Alternate Building Emergency Coordinator

Union 210A
(307) 766-3191
Cell: (307) 281-3001



Vacant
Work Area Supervisor - CSIL Offices East

Union 020F
(307) 766-5212



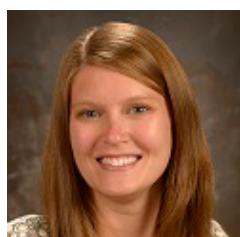
Misty Eaton
Work Area Supervisor - University Store

Union 118K
(307) 766-3191



Erin Wendover
Work Area Supervisor - CSIL Offices West

Union 012B
(307) 766-3106



Amy Fenolia
Work Area Supervisor - Campus Visit Center

Union 112
(307) 766-5126



Erin Olsen
Work Area Supervisor - CSIL Offices 3rd Level

Union 320
(307) 766-6871

Evacuation Procedure

WHEN EVACUATING THE BUILDING OR YOUR WORK AREA:

- All building evacuations will occur when an alarm sounds and/or upon notification by the UW Police, the local fire department, the local police, Risk Management, safety personnel, or the Building/Facility Coordinator.

- Stay calm, do not rush, and do not panic.

- Safely stop your work or activity.

- Gathering your personal belongings if it is safe to do so. (Remember: take prescription medications and winter clothing with you if possible; it may be hours before you are allowed back in the building).

- If safe, close your office door and window, but do not lock them.

- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If primary evacuation route is unsafe, use the next logical route from your area.

Assist those who need help exiting the building! Do not use the elevators in cases of fire or earthquake.

- If you are in an area with a disabled person, please make sure they have help. Make sure they are taken to a safe area (see section on assisting those with disabilities) or alert emergency personnel with the location of the disabled person.

- Once outside proceed to a clear area that does not obstruct emergency response personnel and away from the affected building.

Do NOT crowd the exits.

Keep streets, fire lanes, hydrant areas and walkways clear. Know your assembly points.

- DO NOT return to an evacuated building unless told to do so by the local fire department, the UW or local police or safety personnel.

Important

After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will take attendance and assist in the accounting for all known building occupants.

Staff Evacuation Responsibilities

In the event of a building evacuation, certain staff members will have responsibility to fulfill particular roles. Due to layout and size of the Union, it is imperative that all staff in the building during the emergency assist with evacuation.

Staff should be able to critically examine an emergency situation quickly and change routes if danger is imminent. Staff have the responsibility, in such circumstances, to ensure that everyone on their evacuation route is exiting the building in a manner that is safe and productive. The evacuation procedures outlined later in this plan will provide staff routes to non-hazardous exits. Office staff will always proceed to the same designated assembly area stated in the evacuation procedures.

It is strongly suggested all staff and student employees check in with their office supervisors or managers at emergency assembly points after evacuation. Office managers and supervisors should then immediately relay to their supervisor if anyone is unaccounted for so that information can reach emergency personnel.

Staff members should inform student employees of the emergency evacuation process. In the event of an evacuation, students should know where to gather in the absence of a supervisor. Every individual accepts responsibility for evacuating a building during an emergency. Emergency personnel are usually available to assist with evacuation, but this may not always be the case.

Developing alternate plans and arrangements in advance of an emergency will increase the likelihood of a safe exit from a building during an emergency. This is essential to the safety of those with mobility impairments because the use of elevators during emergencies should be avoided. Consequently, certain individuals will need to use alternate methods of evacuation.

It is assumed that the following descriptions are only effective during normal business hours. In the event of a weekend or evening emergency, Information Desk Staff/Building Managers will contact administrators at their home if needed. Offices equipped with two-way radios should take them to help with communication during the emergency.

UW EMERGENCY RESPONSE PLAN

Found on the bottom of all University of Wyoming webpages is a link to the:

[UW Emergency Preparedness website](#)

- Learn about the UW Emergency Response Plan
- UW Alert
- Emergency Preparedness & Response Guide
- UW Campus Safety and more

Campus Evacuation

The Vice President for Finance and Administration will announce evacuation of all or part of the campus grounds.

All persons (students, faculty, and staff) are to immediately vacate the site in question and relocate to another area as directed.

Do NOT return to an evacuated area.

Unless told to do so by the Vice President for Finance and Administration.

Important

After any evacuation, report to your designated assembly point. Remain until an accurate headcount is taken. The Building/Facility Coordinator will coordinate the accounting for persons in the area.

Work Area Evacuation Responsibilities

In the event of a building evacuation, certain staff members will have responsibility to fulfill particular roles. Due to layout and size of the Union, it is imperative that all Union staff in the building during the emergency assist with evacuation. It is assumed that the following descriptions are only effective during normal business hours. In the event of a weekend or evening emergency, Information Desk Staff/Building Managers will contact administrators at their home if needed. Offices equipped with two-way radios should take them to help with communication during the emergency.

Once outside the Work Area Emergency Coordinators will move to the Designated Assembly Area and report to the Building Emergency Coordinator. Emergency Coordinators will report if everyone has evacuated their area or if someone has not and why they could not evacuate. If the person did not leave, they should provide the location of the person to the Building Emergency Coordinator. The Building Emergency Coordinator will relay all the information that has been gathered from all areas, to emergency responders or an Incident Commander. In the absence of the Building Emergency Coordinator or their Alternate, the most senior staff member will relay the information.



LOWER LEVEL WORK AREAS

Student Media Office & Studio

The Work Area Emergency Coordinator will take a two-way radio and evacuate the restrooms by the Union mail room, CSIL Marketing, and FSL spaces. Occupants should be directed out the west exit to Prexy's Pasture, the designated Emergency Assembly Area.

CSIL Offices East (ASUW/ Gardens/SLCE)

The Work Area Emergency Coordinator will grab the radio located behind ASUW front desk, then exit the main ASUW doors heading east facing The Gardens. Clear The Gardens, Pete's Game room heading north, clear Skylight Lounge, and clear the SLCE office. Occupants should be directed up the Skylight Lounge stairs, out the east door in the Food Court to Union Parking Lot.

CSIL Offices West (Student Orgs. & Ent./ Marketing/ Student Media)

The Work Area Emergency Coordinator will take a two-way radio and evacuate the restrooms by the Union mail room, CSIL Marketing, and FSL spaces. Occupants should be directed out the west exit to Prexy's Pasture, the designated Emergency Assembly Area.

Custodial Staff

Staff are responsible for retaining two-way radios and helping to evacuate assigned floors, storage areas and back of house hallways that do not pose safety hazards and then exiting to Prexy's Pasture. Priority should be given to back of house, food service, and loading dock areas.

ENTRY LEVEL WORK AREAS

Information Desk

Proceed to the annunciator box to locate the area of the alarm (this box is located in the east vestibule), then call 911. (UWPD Dispatch will need to know the location from the panel.) Contact Physical Plant to ensure that they know about the situation and can send electricians over to disable the alarm when necessary. Update the Building Emergency Coordinator on location of alarm and confirm contacts made with Physical Plant and 911. Take a two way radio and monitor the south entrance, across from the Bookstore, ensuring that traffic is exiting in an orderly fashion and that people are not entering the building.

If two Information Desk staff members are present, one will make general "sweeps" through the hallways and bathrooms on the first floor, ensuring that traffic is exiting the building in a productive manner. The more senior staff member will stay at or near the west entrance and serve as the contact for emergency personnel, safety permitting, until relieved by a senior staff member.

If full time staff are not in the building student employees from this area should serve as the information communicator with the emergency responders and should assist with

decisions regarding operations. Contact 911 and Physical Plant. Get an update on the location of alarm at the annunciator box. Wait by the west entrance for emergency personnel and give them an update.

Please Note

Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

University Store

Since the University store is located on two levels of the building, there is a separate appendix in this BEAP addressing evacuation and security of the space.

Campus Visit Center

The Work Area Emergency Coordinator, or admissions staff present, will gather visiting students and families and proceed to Prexy's Pasture. Staff will secure filing cabinets and storage unit door prior to leaving the facility. If visiting families are out of the building on a campus tour, they will not meet staff at the Designated Assembly Area and not return to the building until advised to do so.

Dining Operations & Food Court

Dining staff will turn off cooking equipment, secure businesses, and check the walk-in freezers before proceeding to the nearest exit. Due to the nature of this business, Dining Operations may have supplemental plans or procedures for emergency evacuations.

Student Resource Centers

The Work Area Emergency Coordinator will take a two-way radio and evacuate the Multicultural Affairs Offices, Multicultural Resource Center, Rainbow Resource Center, and the All-Gender restroom. Occupants should be directed out the west exit to Prexy's Pasture, the designated Emergency Assembly Area.

Second Level Work Areas

Ballrooms/Meeting Rooms

Designated full-time staff will sweep the meeting rooms and restrooms and guide people down the grand staircase out the west doors by Prexy's Pasture. The Work Area Emergency Coordinator will sweep the large event rooms and restrooms and guide people down the terrace stairs by the UW Union Transit Center.

Custodial Staff

Responsible for retaining two-way radios and helping to evacuate assigned floors, storage areas and back of house hallways that do not pose safety hazards and then exiting to Prexy's Pasture. Priority should be given to back of house, food service, and loading dock areas.

THIRD LEVEL WORK AREAS

The Work Area Emergency Coordinator will exit the office, clear the Thunder Basin meeting room, knock on both restroom doors, and enter the Veteran Service Center (VSC). The Work Area Emergency Coordinator will guide people out of the building through the South West stairwell and to the Designated Assembly Area on Prexy's Pasture.



FLOOR & BUILDING EVACUATION - LOWER LEVEL

Student Media (001-004)

Staff will evacuate offices and video production studio, then proceed to up any staircase to Prexy's Pasture.

Pete's Game Room (031)

Evacuate the Gardens program space and Skylight Lounge to and east exit and then to Prexy's Pasture.

ASTEC (043)

A permanent staff member of ASTEC should ensure that the office is evacuated and usher people out an east exit and then to Prexy's Pasture.

Fraternity & Sorority Life Office (006 & 010)

Staff will direct occupants up the grand staircase and out of the west exit to Prexy's Pasture.

Gardens (018)

Evacuate the Gardens program space and Skylight Lounge to and east exit and then to Prexy's Pasture.

SLCE Office (033)

A permanent staff member of the SLCE Office should ensure the office is cleared the usher occupants out an east exit to the staging area.

Marketing Office (011)

Evacuate up the grand staircase and out the west exit to Prexy's Pasture.

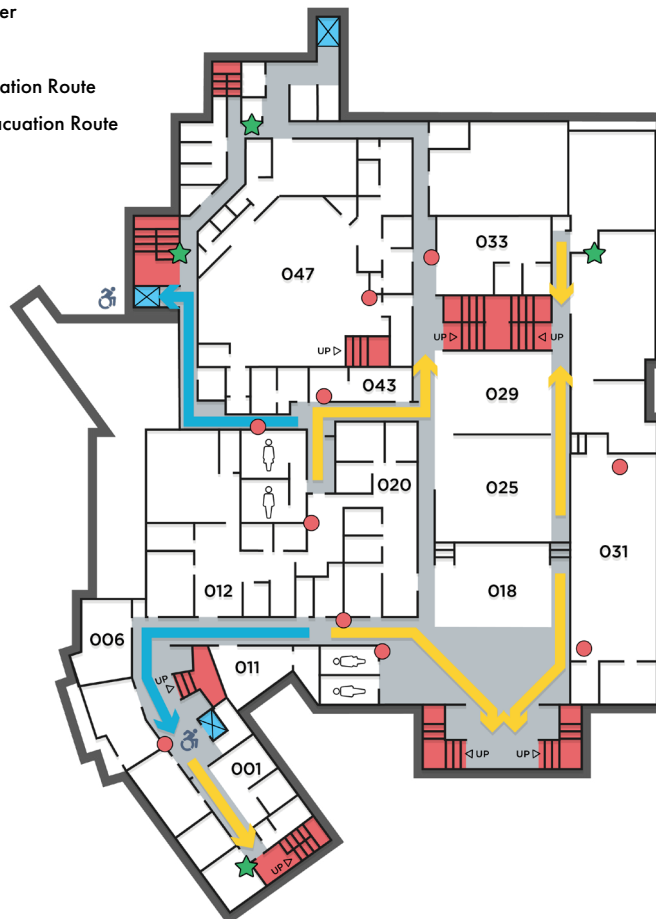
Student Organization and Entertainment (012)

Evacuate mailroom bathrooms, all offices, proceed up the grand staircase and out the west exit to Prexy's Pasture.

ASUW (020)

A permanent staff member of ASUW should ensure that the office is evacuated and usher people out an east exit and then out to Prexy's Pasture.

- Fire Extinguisher
- ★ Fire Alarm Pull
- ➔ Primary Evacuation Route
- ➔ Accessible Evacuation Route
- ▭ Stairway
- ▭ Elevator
- ▭ Corridor



FLOOR & BUILDING EVACUATION - FIRST LEVEL

Multicultural Resource Center (103)

A staff member or student leader in the room should ensure that occupants exit and gather in Prexy's Pasture.

Rainbow Resource Center (106)

A staff member or student leader in the room should ensure that occupants exit and gather in Prexy's Pasture.

Copy & Print Center (114)

A permanent staff member should ensure that the business is evacuated and secured, then proceed to Prexy's Pasture.

University Store (118)

Due to size of this retail space, the store is required to draft its own emergency evacuation plan. When certain that all traffic in the store has been evacuated, a member of management should

ensure that the business is secured. Customers and/or employees of the store should exit and proceed to Prexy's Pasture.

Union Food Court (138 & 128)

Occupants should proceed to the nearest east exit, then to the Designated Assembly Area.



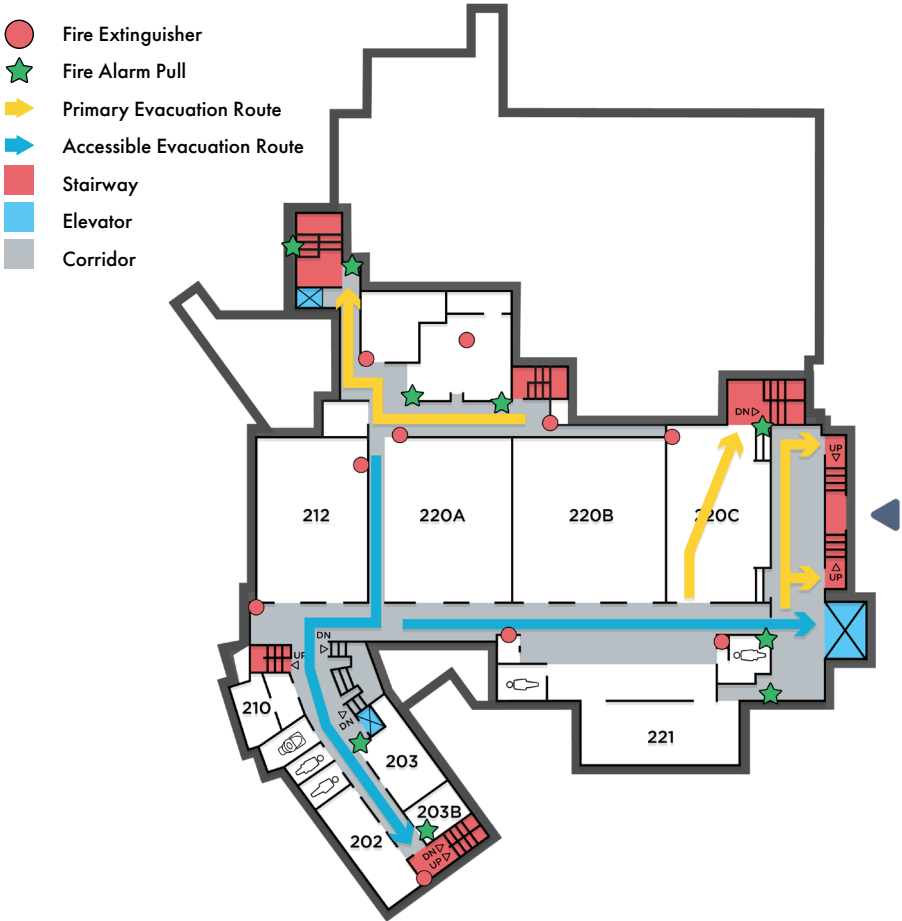
FLOOR & BUILDING EVACUATION - SECOND LEVEL

Warm Valley (202), Big Horn (203), Snowy Range (206) and Family Room (212)

An Events staff member will ensure that all rooms are evacuated to Prexy's pasture.

Yellowstone Ballroom (220), back hallways, catering kitchen, Senate Chambers (223), pre-function area, and restrooms

A staff member will ensure that all rooms are evacuated to Prexy's pasture.

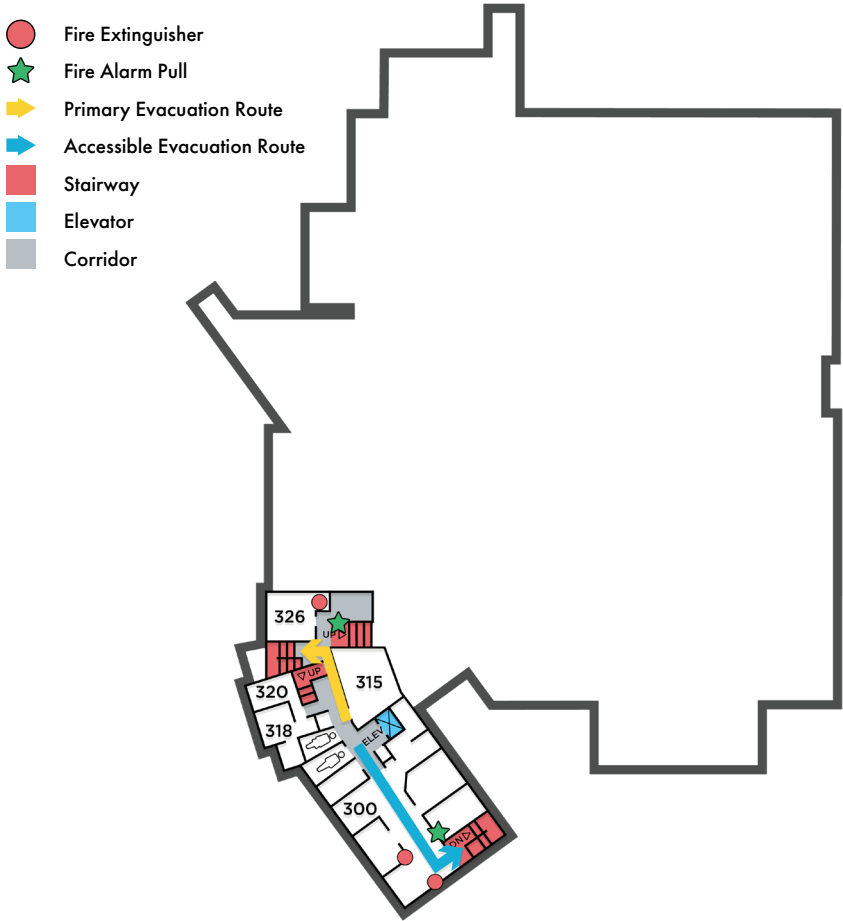


FLOOR & BUILDING EVACUATION - THIRD LEVEL

A "You Are Here" Emergency Exit Plan will be posted by the exit of each room. The Evacuation Plan focuses on the most efficient exiting processes, but other routes may need to be accessed in the event of an exit blockage.

Veterans Services Center (300)

Occupants should proceed down the South West stairwell to the Designated Assembly Area on Prexy's Pasture.



Tips For Assisting People With Disabilities

The following suggestions are advised for individuals with disabilities to increase the chances of safe evacuation from a building during an emergency situation.

BLINDNESS OR VISUAL IMPAIRMENT

- Give verbal instructions to advise of the safest route or direction using compass directions, estimated distances, and directional terms.

Do NOT grasp a visually impaired person's arm.

Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual maps to advise of the safest route or direction by pointing toward exits or evacuation maps.



MOBILITY IMPAIRMENT

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area of the building.
- If people with mobility impairments cannot exit, they should move to a safer area of the building.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique.

OTHER TIPS

Evacuating a disabled or injured person oneself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more volunteers, if available, should conduct the evacuation.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and

Do NOT evacuate people with disabilities in their wheelchairs.

This is standard practice to ensure the safety of everyone involved. Wheelchairs will be evacuated later if possible.

- where they are going.
- Always ASK people with disabilities how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that they need to come with them.
- As there is a risk of injury to the person doing the lifting, this should be done as a last resort. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifting techniques

may need to be modified based on the person's disabilities.

The physical evacuation of a person with mobility impairments should be the last resort. Emergency responders are trained to handle such situations. The person should be merely moved to a safe place, if possible, and then their whereabouts reported to responders. Safe places in the Wyoming Union are:

- The stairwell on the south wing of the Union (across from Coe Library). This stairwell runs between the 3rd floor and the Lower Level.
- The northeast stairwell that exits from the kitchen on the second floor, behind the Yellowstone Ballroom, and runs down to the first floor next to the First Interstate Bank.
- The northwest stairwell that exits from the back hallway between the Yellowstone Ballroom and the Family Room on the second floor. This stairwell runs from the second floor to the Lower Level and opens to the western side of the Union on the ground (1st) floor.

OTHER TIPS CONTINUED

Please Note

Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

If there is a fire in your building follow evacuation procedures as soon as you hear the fire alarm sound.

- 1 Call the Information Desk, 766-3160, (from a safe distance) to notify them of the situation.
- 2 If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, do so. Be sure you have a safe exit and leave if one extinguisher does not put out the fire.
- 3 Evacuate the building, touching closed doors used for exits. DO NOT open them if they are hot.
- 4 Close doors and windows behind you, if time permits. DO NOT LOCK DOORS.

- 5 Move well away from your building and proceed to your designated roll call assembly area.
- 6 Do not re-enter the building or work area until instructed to do so by a Union staff member or emergency responder.

Please Note

Unless immediate danger of fire or smoke is observed, remain calm and wait for further instructions from a Union staff member.

STOP, DROP, AND ROLL

If your clothing catches on fire!

FIRE DISCOVERY

If you smell smoke

Notify the Information Desk or a Union staff member.

If you see smoke filling the air or room

If practical or possible, keep people away from the affected area while starting an evacuation of the area, until relieved by a Union staff member. If not, leave using a fire exit.

If you see fire where it should not be

If the fire is wastebasket size and you are trained on the use of a portable fire extinguisher, attempt to put it out. If one attempt is not sufficient, pull the fire alarm and leave.

Do NOT fight a fire if any of the following are true:

- The fire is spreading beyond the immediate spot where it started.
- The fire could block your exit.

Fire Extinguishers

Portable fire extinguishers can be used for small fires or to gain access to emergency exiting. An immediate readiness to evacuate is essential. Fire extinguisher training is available from the UW Operations Safety Office.

NEVER trace the sources of smoke or fire that is NOT OBVIOUS.

TO FIGHT THE FIRE WITH MOST EXTINGUISHERS, follow these instructions:

- 1 Remove the extinguisher from its mount.
- 2 Pull the pin, usually secured with a plastic seal.
- 3 Aim the extinguisher nozzle at the base of the fire.
- 4 Squeeze the handle.
- 5 Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary.

Please Note

Halogen and carbon dioxide extinguishers can be a respiratory hazard if used in a confined space.

Halogen concentrations above 10% atmosphere can be fatal. Halogen operates by breaking down the combustions chain in a manner that excludes oxygen from the fire triangle. The same process will exclude oxygen from the metabolic chain in a person resulting in death. Carbon Dioxide displaces oxygen. Oxygen is essential to life as well as fire. Neither Extinguisher should be used in a confined space in the absence of good ventilation. Personnel should remove themselves from rooms where halogen or carbon dioxide has been released.

FIRE DRILLS

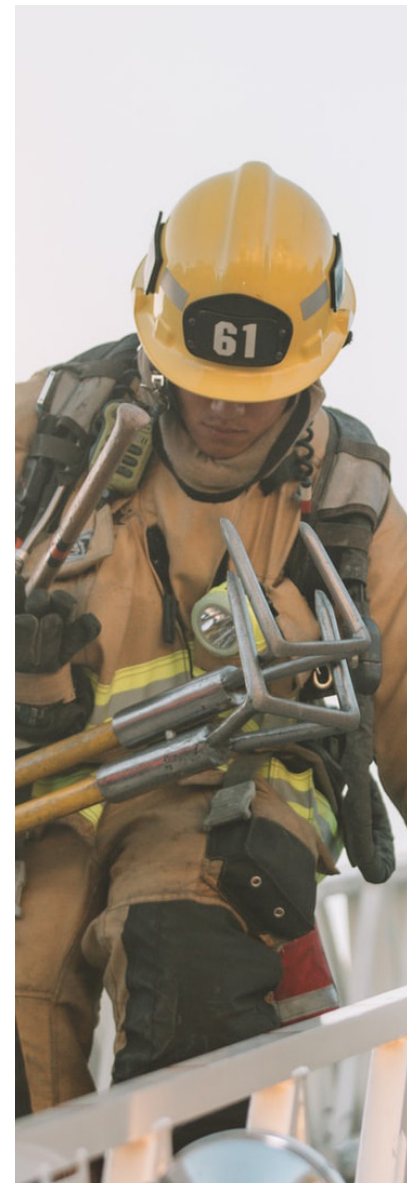
Fire drills shall be conducted periodically for each working tour, or shift, in the building. All occupants of the building shall participate in the fire drills; however, they are not required to leave their floors or use exterior exits unless instructed to do so by the emergency staff. Assembling outside their assigned stairwell or exterior exit fulfills the intent of the fire drill.

Since it is vital that this plan function under emergency conditions, fire drills may be conducted at unexpected times to prove their effectiveness and condition employees to emergency operations.

Alternate routes should be used to condition the emergency organization and building occupants to situations that might occur during an actual emergency. The plan shall be designed to familiarize the occupants with all the alternate means of evacuation that are available.

Observers from the Fire and Police departments, UW Environmental Health and Safety, UW Physical Plant, or other agencies may be invited to observe and comment on fire drills.

Shortly after the fire drills, the Union Director shall hold meetings with the staff to determine the effectiveness of the fire drills, and to assure that procedures are being followed in accordance with this emergency plan. Any deficiencies should be noted and reviewed with the UW Environmental Health and Safety and UW Physical Plant for immediate correction.



Tornado Or Severe Weather

NOTIFICATION

Tornado Watch

The National Weather Service will issue a tornado watch if there is the possibility of tornadoes forming in the area. Some people may receive text-based alerts too depending on their phone settings.

ACTIONS TO TAKE IN THE EVENT OF A TORNADO WARNING

- Get away from the perimeter of the building and exterior glass.
- Leave your exterior office and close the door.
- Emergency exit stairwells are safest (no windows are present). If crowded move to a different level or location, which may include interior offices, restrooms, or storage facilities.
- Go to the lowest level and most interior point of the building. Do not use elevators for they are reserved for emergency personnel.
- If you are trapped outside an optimum shelter area, keep as far to the interior of the building as possible and take cover. The best cover is an object that will prevent debris from falling directly on top of you.
- If the building is being hit by the tornado (it will sound like a train), crouch down low and in a ball by covering your head and neck with your hands.
- Keep your radio or television set tuned to a local station for information, or obtain access to a weather radio.
- Do not use the telephone to get information or advice. Refrain from using cell phones or sending text messages to clear the network's bandwidth. If you must communicate, please do so via text message to conserve cell bandwidth.
- Follow the directions given by the Union staff members and the Information Desk.
- Assist those with disabilities.

WEATHER EMERGENCY KIT

The Union Information Desk has been equipped with a weather radio and other supplies that might be helpful during a weather related emergency. Staff from this area, or a senior level manager, should gather these supplies to help manage the situation in the building.



Earthquake

HOW LONG WILL IT LAST

The shaking may last only a minute or two, but there may be recurring aftershocks over several hours, days, or weeks.

DURING AN EARTHQUAKE

- Remain calm by taking frequent and deep breaths.
 - Take cover under a desk or table. Remember to protect your neck and head from falling objects.
 - Turn away from windows and get out of their proximity.
 - Stay away from objects that could fall on you.
 - Do not run outside. Falling debris may cause injury.
 - If outdoors, stay in an open area. Do not enter a building.
 - If operating an appliance, turn it off at the first sign of shaking.
- The electricity may fail and the alarm/sprinkler system may be activated.

AFTER AN EARTHQUAKE STOPS

- Check yourself and others for injuries.
- Call out, asking if anyone is injured or trapped.
- Begin assembling people in small groups near supporting columns.
- Make a rapid assessment of the damage to determine if evacuation is possible and practical. Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb through the debris. Watch for electrical wires.
- When all shaking has stopped, have one group at a time exit via the stairwell.
- Do not touch any item that is hanging down or damaged.
- When an exit is reached, first ensure that no debris is suspended over the exit path. Usher people, one by one, out the doorway. Instruct them to get as far away from any building as

it is tall (i.e., if the building is 100 feet tall, move at least 100 feet away from it). The designated roll call areas used during a routine evacuation will be used here, as well.

- After all people are assembled at an evacuation area, get a count of the deceased, trapped, injured, missing, and present.
- Stay at the designated roll call area (**clarify where for this emergency**) until otherwise instructed by a Union authority, fire or police department, or University of Wyoming Physical plant officials.

WEATHER EMERGENCY KIT

The Union Information Desk has been equipped with a weather radio and other supplies that might be helpful during a weather related emergency. Staff from this area, or a senior level manager, should gather these supplies to help manage the situation in the building.

Medical And First Aid

The following steps should be taken if an emergency happens that requires first aid:



- 1 If a serious injury occurs in the Union, immediately call 911. Give your name; describe the nature and severity of the medical problem, and the location of the victim. Do not hang up until released by the emergency operator.

If conscious and oriented, the individual has the right and responsibility to determine his / her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care providers. When in doubt, call 911 and let the responding police or EMT help the individual with that assessment. In circumstances involving a person who is unconscious and/or disoriented, calling the designated emergency response number (911) is the appropriate response.

Please Note

Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

- 2 Keep the victim still and comfortable until help arrives. Avoid moving the victim. Precautions should be taken to avoid contact with human blood and bodily fluids. Never attempt to clean up spills of blood or bodily fluids. Contact custodial services, who will provide trained personnel.
- 3 In case of minor illness or injury, students may go to the Student Health Center or have a trained person provide the appropriate first aid.
- 4 Individuals whose position description does not require them to provide first aid are acting as Good Samaritans.
- 5 Persons with serious or unusual medical problems should be encouraged, before an incident, to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.
- 6 Contact UW Operations Service Desk (766-6225) regarding area clean-up of blood, glass or other debris that may cause a hazard.

Pandemic or Infectious Disease

GENERAL INFORMATION

Infectious diseases such as Avian Flu and Severe Acute Respiratory Syndrome (SARS) can spread very quickly to become a pandemic. According to the World Health Organization (WHO), the world is overdue for the next influenza pandemic. The threat of a pandemic influenza is not as much a question of if, but when.

PANDEMIC PHASES AS IDENTIFIED BY THE WORLD HEALTH ORGANIZATION (WHO):

Inter-pandemic Period

Phase 1:

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk to human infection or disease is considered to be low.

Phase 2:

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

Phase 3:

Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

Phase 4:

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5:

Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (this creates a substantial pandemic risk).

Pandemic Period

Phase 6:

Pandemic phase: increased and sustained transmission in the general population.

Post-pandemic Period

Return to Inter-pandemic Period (Phase 1).

OPERATIONS DURING EACH PANDEMIC PHASE/ PERIOD

Phases 1, 2 and 3

Phase 1:

Communicate the UW's pandemic response planning efforts to students, staff, faculty and parents and educate students on what they need to do individually to limit the spread of disease (e.g. wash hands frequently, cover coughs and sneezes with tissues and stay away from work or class if sick).

Phase 2:

Monitor the spread of diseases that could become pandemic through the World Health Organization (WHO), CDC, state and local health organizations.

Phase 3:

Develop a strategic plan to assure continuity of instruction in the event the UW is forced to close for a long period of time.

Phase 4:

Develop continuity of operations plans for maintaining essential operations of the UW during a pandemic event in which 25-33% of the employees do not report for work.

Phase 5:

Alert students (and their families), staff & faculty traveling to geographic areas where potential pandemic viruses have been isolated of the risks and precautions they should take.

Phases 4 and 5 (Pandemic Alert Period)

Phase 6:

Continue to communicate and educate students, staff, faculty and parents on our pandemic response plan and what they need to do to individually to prepare and limit the spread of the flu (e.g. wash hands frequently, cover coughs and sneezes with tissues and stay at home from work or class if sick).

Phase 7:

Consider cancellation of UW sponsored travel to geographic areas where potential pandemic viruses have been isolated.

Phase 8:

Consider closing Residence Life and Dining facilities to limit exposure, with considerations for international students and/or student travel limitations.

Phase 9:

Departments should begin to identify and stockpile critical supplies that may be quickly consumed during a pandemic and may be difficult to obtain



should the pandemic interrupt normal supply lines.

Phase 10:

Establish an ongoing communication link with state and local health agencies and emergency response agencies.

Phase 11:

Enhance surveillance among university travelers returning from geographical areas in which a potential pandemic virus has been detected.

Phase 6 (Pandemic Period)

Phase 12:

Cancel large gatherings on campus, such as concerts and athletic contests.

Phase 13:

Consider closing UW and sending students home before a serious campus outbreak occurs.

Phase 14:

Implement community control measures to minimize the spread of the virus, such as curfew, isolation and quarantine.

Phase 15:

Cancel UW sponsored travel.

Phase 16:

Implement a work-at-home policy for non-essential staff.

Phase 17:

Establish a means of transporting sick students to and from medical facilities.

Phase 18:

Be prepared to work with local authorities to establish an alternative care medical facility on campus for community overflow patients.

Phase 19:

Establish and publicize distribution plans for antiviral medication and flu vaccines by priority groups as directed by the local and state Department of Health.

Phase 20:

Be prepared to provide security for flu vaccine and anti-viral distribution sites on campus.

CDC FLU-AID MODEL ESTIMATES

The estimates below are based upon an average of high risk & non-risk mean rates per 1000 for 0-18 and 19- 64 year olds:

Student population 13,850
(the number enrolled for fall semester)

Outpatient visits - 4,955
Hospitalizations - 54
Deaths - 22

Staff/Faculty population 2,800
(used 19-64 yr. old mean rate)

Outpatient visits - 241
Hospitalizations - 6
Deaths - 4

DEPARTMENTAL PLANNING CRITICAL SUPPLIES

Each department is responsible for developing a list of their critical non-medical supplies (supplies that may be needed during a pandemic and/or may be difficult to obtain in the event normal supply distribution systems are disrupted) and coordinating the purchase of these supplies with the Procurement Services once the pandemic reaches Phase 5.

QUARANTINE AND ISOLATION SITES

The UW Director of Health Services in coordination the Wyoming Department of Health will identify isolation and quarantine sites. Residence Life and Dining will be responsible for providing basic services to the students located in these sites.



CONTINUITY PLANS FOR MAINTAINING ESSENTIAL OPERATIONS

The UW considers all departments that make up the EOG to be essential. Each essential should complete continuity of operations plans prior to an emergency.

TRANSPORTATION

In case of medical emergencies and when transport is necessary, an ambulance will provide transportation. Emergency transport is requested through the 911 emergency dispatch center.

Generally, it is not advised that individual faculty, staff or students take responsibility for transporting a person involved with any health emergency.

In the case of protective custody or emergency detention where a restraint is necessary, University Police or the City of Laramie Police will be involved directly with transportation.



Explosion

In the event of an explosion in building, take the following action:

- Immediately take cover in a closet or under tables, desks, or other objects, which will give protection against falling glass and debris.
- After initial effects of the explosion have subsided, notify the Laramie Fire Department at the designated emergency response number (911). Give your name and describe the location and nature of the emergency.

Please Note

Call 911 from a campus phone instead of a cell phone. This connects you directly with UWPD. Calling from your cell phone connects you to the Laramie PD. They will transfer you to UWPD but this slows down communication with the proper emergency personnel. It is most expedient to call UWPD directly from a campus phone at 911.

- Do not make phone calls or send messages to clear the network's bandwidth.
- Activate the fire alarm.
- Assess the space and injuries around you.

Individuals with significant injuries should be instructed to remain where they are and their location / notable injuries shared with medical personnel.

- Evacuate the building using the nearest exit, assisting those with disabilities.
- Do not use elevators.
- Do not panic.
- Once outside, move to a designated evacuation assembly area (Prexy's Pasture) so that roll call may be taken.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless authorized by the Laramie Fire Department, emergency personnel, or Union personnel.

Should a disturbance occur, call the Campus Police (911). Provide the following information:

- Location (building, entrance, floor, room, etc.)
- Approximate number of leaders
- Size of groups

- Obvious objective or demand of group
- Group is: rational, organized, violent, etc.

When the Campus Police arrive, provide them with an update. Follow their instructions.

Remain non-confrontational at all times



Appendix A

The University Store is located on two levels and will essentially work from downstairs to upstairs and from the back to the front of the store. The managerial staff in the lower level of the bookstore will work in a team effort to direct all customers and non-managerial employees out of the lower level, out the front doors of the store and then out the west doors of the Union. Prior to leaving the lower level of the Bookstore, these same managers will verify that all doors are shut and the bathrooms and stockrooms are empty. Once this has been verified, these managers will proceed upstairs and work in cooperation to ensure the upper level of the store has been evacuated.

The managerial staff upstairs will work as a team from the back to the front of the store directing employees and customers out the front doors of

the store and the west doors of the Union. These same managers will verify that all doors are shut and stockrooms are empty within the main level of the store.

The highest level manager (store manager, assistant manager, etc,) on call will verify with each respective managerial staff member that their respective areas are clear and secure and that they should proceed to the pre-assigned meeting area. Once this is done, this manager will lock all entrances to the store and proceed to the pre-assigned meeting area.

The pre-assigned meeting area for University Store employees will be the courtyard in front of the Rendezvous Cafe.