

**THE UNIVERSITY OF ARKANSAS,  
FAYETTEVILLE CAMPUS  
DAVID W. MULLINS LIBRARY**

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**Building Emergency Action Plan**



**Mullins Library  
365 McIlory Avenue  
Fayetteville, AR 72701**

## Introduction

The University of Arkansas Police Department in collaboration with Office of Environmental Health and Safety developed this model Building Emergency Action Plan (BEAP) to assist departments in preparing for building emergencies. This plan is intended for use by departments that occupy University facilities and should be completed as a building plan including all departments and areas of the building in the planning and implementation process.

It is expected departments will customize the appendices and complete this plan to meet their specific needs, operations and locations. Additional appendices can be added to customize the plan for building or department specific needs.

The BEAP model plan was written to correlate with the larger University of Arkansas Emergency Operations Plan (UA EOP) for campus operations during large scale or campus-wide emergencies and departmental specific business continuity plans for departmental operations during departmental or campus emergencies.

The evacuation of university facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in university facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc.

A major challenge for the successful evacuation of university facilities is the population of the facility changes every hour. It is quite difficult to know at any given time the exact number of occupants in any university facility. In university facilities, the timely and responsible evacuation often becomes the responsibility of a few key individuals.

This plan is designed to address these concerns and as a resource to provide important information and assist in the safe evacuation of campus facilities. Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If further assistance is needed, contact CPT Matt Mills, Emergency Management at the University of Arkansas Police Department at (479)713-8085 or at [mrmills@uark.edu](mailto:mrmills@uark.edu).

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# Building Emergency Action Plan (BEAP)

## Chapter 1 COORDINATION

### 1.1 PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning and to establish training for fire and other emergency evacuations as required by university policy and applicable regulatory codes and standards.

### 1.2 SCOPE

This plan applies to all employees and/or building occupants.

### 1.3 COORDINATION WITH OTHER EMERGENCY PLANS

This BEAP document is a key component in departmental and/or building safety planning. However, it is not intended to replace the University Emergency Operations Plan, Business Continuity Planning or other emergency planning required by university policy or regulatory agencies. This BEAP must be coordinated with these and other emergency/safety documents.

### 1.4 UAF COMPREHENSIVE EMERGENCY OPERATIONS PLAN

The UAF Emergency Operations Plan (UA EOP) outlines procedures and duties for a coordinated response to emergencies occurring on Campus. The UA EOP is managed by the University Police Department.

### 1.5 COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This BEAP reflects the University's emergency response procedures and programs and satisfies state and federal requirements. It is to be used in addition to other department specific plans.

### 1.6 COORDINATION WITH DEPARTMENTAL BUSINESS CONTINUITY PLANS

Business Continuity Plans outline procedures to be followed in case of catastrophic incidents affecting normal operations at The University of Arkansas. This BEAP is not a replacement for departmental Business Continuity Planning; in fact, it should be included as an attachment to Business Continuity Plans and reviewed/updated when Business Continuity Plans are reviewed/updated.

## Chapter 2 EMERGENCY COMMUNICATIONS

### 2.1 Telephone

In case of emergency, the campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones may not function. Assigned personnel may serve as messengers if phone communication is not an option.

### 2.2 Fire Alarm System

All University buildings are equipped with fire alarm systems, which are continuously monitored by University Police or a third party, Triple-S Security. Third party monitored alarms result in a call to both the Fayetteville Fire Department and UAPD.

### 2.3 Mobile Telephones

Mobile telephones may or may not work in the event of an emergency. It should be noted, dialing 9-1-1 from a mobile telephone on campus results in the call going to the Fayetteville Police Department (FPD) or Central EMS (CEMS). The call will then be transferred to UAPD.

### 2.4 Other Building / Department Specific Monitored Systems

Some buildings or departments have specific monitored systems such as alarmed equipment; and communication resources such as radios, wireless telephones, etc. This information should be shared with emergency responders and managed through the agency monitoring such devices. Ensure emergency contact information is available on equipment with local alarms.

### 2.5 Emergency Departmental Contact Information

A list of emergency departmental contact information including staffing lists and contact numbers as well as vendor information may be established to identify individuals, departments and/or vendors that need notified in case of a department or building emergency. This information should be listed in appropriate business continuity plans.

### 2.6 RazALERT

The RazALERT system is an emergency notification system designed to inform faculty, students, staff and parents, who sign up for the service, of potential emergencies using telephones, mobile phones and email alerts. The website to sign up for RazALERT is <http://razalert.uark.edu>.

## Chapter 3 EXPECTATIONS FOR DEPARTMENTS & EMPLOYEES

### 3.1 Employees, Faculty & Staff are Responsibilities:

- ✓ Be familiar with BEAP procedures.
- ✓ Participate in training.
- ✓ Orient and inform students and staff of these procedures and what to do in case of a building alarm or emergency.
- ✓ When the fire alarm sounds, evacuate the building and report to the designated evacuation assembly point. Do not hesitate or stop to make phone calls, retrieve personal items, etc.

### 3.2 Special Positions

- ✓ The Building Executive/Coordinator and their alternate or designee are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. ([Appendix A](#))

### 3.3 Building Executive/Coordinator Responsibility and Control

- ✓ The Building Executive/Coordinator acts as the liaison with responding emergency services and others if a building emergency occurs.
- ✓ In their absence, the alternates are responsible for carrying out the requirements.
- ✓ If an emergency occurs when these individuals are not available, the most senior employee will serve in this position.
- ✓ A contact person appointed by the principal investigator of each research group is responsible for laboratories and work areas.
- ✓ Report possible problem areas to responding emergency personnel.

### 3.4 Building Executive/ Coordinator and Alternate Duties

- ✓ Assist in the preparation and maintenance of this document and ensure a copy of the completed plan is available to all occupants.
- ✓ Coordinate with building/department administrators (liaisons) responsible for student, staff, faculty and visitor health and safety.
- ✓ Review this plan at least annually and confirm it is current.
- ✓ Ensure emergency services (UAPD and EHS) are notified after all actual building emergencies as appropriate. False alarms do not need to be reported.
- ✓ During a fire alarm, report to the evacuation assembly point, act as a liaison with responding emergency services, and do the following:
  - Receive status reports from staff regarding evacuation and personnel.
  - Provide information about the building layout, systems, processes and special hazards to EH&S, UAPD, FFD and other emergency personnel.

- Coordinate with key building administrators on building occupancy and operation issues.
- ✓ Take direction from emergency responders and provide personnel assistance, when requested.
- ✓ When an "ALL CLEAR" determination is made by the fire or police department allow occupants to re-enter the building. **SILENCING OF THE ALARM IS NOT CONSIDERED AN ALL CLEAR SIGNAL.**
- ✓ Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.
- ✓ Know where persons with disabilities are located in your area and what their alarm response will be. Persons with mobility disabilities may use areas of refuge or individual rooms during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in [Appendix D](#).

### 3.5 Classroom Instructor's Responsibility

*The University of Arkansas holds in high regard the health and safety of faculty, staff, students, and visitors. We will always strive to provide a risk-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and followed by all University department/ administrative units.*

- ✓ Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for "Classroom Emergency Procedures".
  - Know how to report an emergency from the classroom being used.
  - Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct individuals with disabilities.
  - Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

*As an instructor, what do I need to know about Emergency Preparedness?*

- ✓ Know and review departmental and unit specific plans.
- ✓ You are the authoritative figure for the student.
- ✓ Remain calm, collected and provide clear directions to calm students.

**EVACUATION ROUTES** – Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

**EMERGENCY ASSEMBLY POINTS** –

- ✓ Know Emergency Assembly Points for the building you are teaching in.
- ✓ Direct all students, staff or faculty to designated assembly points.
- ✓ High-rise buildings may have Emergency Assembly Points located both inside and outside the building.



- ✓ Provide accountability of students via class roster or some other means.
- ✓ Provide accountability information to Building Executive or emergency personnel.

**EVACUATION FOR PERSONS WITH DISABILITIES** - If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. If there is no one to assist the person with the disability, it is the responsibility of the instructor to assist in the evacuation. Four options are available to persons with disabilities:

- ✓ *Horizontal Evacuation* to outside or another building, if available.
- ✓ *Stairway Evacuation.*
- ✓ *Stay in Place* unless danger is imminent.
- ✓ *Area of Refuge,* if available.

**Elevators cannot be used during an emergency evacuation!**

**HOW TO REPORT AN EMERGENCY** - Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

- |                                 |  |
|---------------------------------|--|
| ✓ Fire                          | <b>Call 9-1-1 &amp; Activate Alarm Pull Station</b>    |
| ✓ Health/Police -               | <b>Call 9-1-1</b>                                      |
| ✓ Hazardous Material Spill -    | <b>Call 9-1-1</b>                                      |
| ✓ Facility or Utility Failure - | <b>Call (479)575-5050 or (479)575-2222 after hours</b> |

**What Emergency Preparedness materials should I have with me at class?**

- ✓ Roster
- ✓ Emergency Guidelines Folder
- ✓ Important telephone numbers (in addition to Emergency numbers)
- ✓ Cell phone
- ✓ Other - as appropriate

### 3.6 Student Residential Units Responsibilities

- ✓ Counselors for Residence Education (CRE) or Resident Assistants (RA) will have primary responsibility for the evacuation of students living in residential units consistent with the Division of Student Affairs directives and/or policies.
- ✓ Use of building public announcement systems may be used, consistent with prepared announcements by the Division of Student Affairs.
- ✓ Persons with disabilities are to be identified in advance of any emergency and plans made to provide for their safe removal in the event of an evacuation.

## Chapter 4 EMERGENCY PROCEDURES

### 4.1 Fire

#### When an alarm sounds on your floor or area:

- ✓ **Immediately evacuate** following your plan (Appendix D, Building Evacuation Plan).
- ✓ Close doors behind you.
- ✓ Report to your designated Emergency Assembly Point as outlined in Appendix D

#### If you discover a fire:

- ✓ **Activate the nearest pull station and call 9-1-1.** Then you may attempt to extinguish the fire with a fire extinguisher (use the acronym **RACE – Rescue – Alarm – Confine – Extinguish / Evacuate**). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, after sounding the alarm simply close the door and evacuate.
- ✓ **If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate.
- ✓ **Hazardous equipment and processes should be shut down unless doing so presents a greater hazard.**
- ✓ **Close doors before leaving.**
- ✓ **Evacuate via the nearest stairwell or grade level exit.**
- ✓ Do not block/wedge exit doors in an open position.
- ✓ **DO NOT USE THE ELEVATORS**
- ✓ Report to you designated Emergency Assembly Point as outlined in Appendix D.
- ✓ Account for personnel and report to Building Executive or emergency responders

#### If you are trapped:

- ✓ Stay low to the ground.
- ✓ Cover your mouth with a wet cloth, stay near a window, open it but do not break it. Hang something out the window to let fire personnel know you are there and put something in the cracks around the door.
- ✓ Phone 9-1-1 if possible.

### 4.2 Bomb Threat

#### If notified of a bomb threat:

- ✓ Notify University Police by dialing 9-1-1 after getting as much information as possible (use the information card in Appendix C).

- ✓ After notifying the police, the person should then notify his or her supervisor and/or the Building Executive.
- ✓ If building is evacuated, follow guidelines outlined in fire evacuation.
- ✓ Do not touch any suspicious objects or items.
  - Note the location and description and provide to emergency responders.

### **Bomb Threat Assessment (Evacuation) Procedure**

- ✓ Each situation or circumstance will be reviewed individually.
- ✓ A decision to evacuate or not to evacuate will be reached by consensus between the most senior or authorized building /facility official and the most senior University of Arkansas Police Department official on scene.
  - If these individuals are unable to reach consensus, the most senior University of Arkansas Police Department official on scene will decide (based on the information available at the time).
  - Appropriate notifications will be made to the Associate Vice Chancellor for Finance and Administration and the Provost informed of developments and evacuations.

#### Clarification Notes:

- ✓ Most senior official in regards to the UA Police Department means the highest-ranking officer in charge of the site / scene at the time of the incident.

### **4.3 Chemical Spills or Release (Indoors)**

Small spills that are identified and do not endanger workers in the immediate area may be cleaned up by qualified laboratory personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and are available in the Emergency Response Guidebook. Lab supervisors should take into consideration the following:

- ✓ The hazards of the chemical(s) involved.
- ✓ The amount of the chemical(s) involved.
- ✓ Spill locations.
- ✓ Availability of spill cleanup materials or kits.

If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:

- ✓ Evacuate all personnel from the area.
- ✓ If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure. The fire alarm will be used for evacuation.

Report the spill to:

- ✓ UA Police                      Dial 9-1-1
- ✓ EHS                                Dial (479)575-5448 (during normal business hours)

When placing an emergency call:

- ✓ Give your name.
- ✓ Give your location (room and building).
- ✓ Give the phone number you are using.
- ✓ Describe the emergency/injuries.
- ✓ If safe to do so, remain in vicinity, away from danger, to assist emergency responders.

Measures should be taken to prevent people from entering the contaminated area.

Meet the emergency responders and provide information and assistance as needed.

#### 4.4 Hazardous Materials Incident (Outdoors)

This section should be implemented in the event of a major hazardous material incident that occurs outside the building, but the chemical could impact the building occupants (i.e., train derailment, tractor-trailer accident, etc.).

Once building occupants become aware of a hazardous material incident that may impact the building, they should notify the Building Executive. The Building Executive will immediately notify employees by word of mouth, telephone or public address announcement. This notification will advise building occupants to implement emergency actions.

The Building Executive/Coordinator will notify the building occupants whether to shelter-in-place or evacuate.

##### Shelter in Place

- ✓ Everyone in the building would be required to stay in the building until the all clear is given. Employees will take the following actions:
  - Close all windows and doors.
  - Turn individual heating/cooling systems (HVAC) off if possible.
  - Direct anyone you see to take appropriate emergency actions.
  - Assist individuals with disabilities to shelter location.
- ✓ An all-clear message will be announced when the situation has been resolved.
- ✓ If personnel become ill from the chemical release, immediately contact UAPD at 9-1-1.
- ✓ If advised by public safety personnel, open doors and windows and allow the building to air out after the all clear is given.
- ✓ Special attention should be given and procedures developed if disabled personnel occupy the building.

##### Evacuation

- ✓ If an evacuation is ordered, the following actions should be taken.
  - Walk to an assembly area to be evacuated by public transportation.
  - Walk or drive away from the area using travel direction determined by emergency responders.

- Direct anyone you see to take appropriate emergency actions.
- Assist individuals with disabilities to shelter location.
- ✓ If personnel become ill from the chemical release, immediately contact UAPD at 9-1-1.
- ✓ Special attention should be given and procedures developed if disabled personnel occupy the building.

#### 4.5 Hazardous Chemical Spill Cleanup Guidelines

##### You Clean Up the Spill

- ✓ No Injury
- ✓ Do Not represent a fire or life hazard
- ✓ Less than one gallon
- ✓ You have proper training and proper personal protective equipment
- ✓ Any questions or concerns, contact EH&S

##### EHS Cleans Up the Spill

- ✓ All other spills than listed above, including those you have questions or doubts about, Contact EH&S at 479-575-5448.
- ✓ EH&S will evaluate and provide a proper response.
- ✓ After hours, contact 9-1-1.
  - Report Injuries
  - Report Fires
  - Report Explosions
  - Report Potential life-threatening situations.
- ✓ If situation is too large for University Spill Response Team to handle, the Fayetteville Fire Department Hazardous Material Team and/or private contractors will respond.

##### Planning For Chemical Spill Emergencies

- ✓ Prepare an Emergency Telephone Sheet. The sheet should contain the following information and posted by each telephone.
  - Name and phone number of any on-site emergency personnel.
  - Emergency telephone number: 9-1-1
  - Environmental Health and Safety telephone number: 479-575-5448
  - Location of the fire extinguishers.
  - Location of the spill control equipment.
  - Location of the fire alarm.
- ✓ Train all employees in chemical spill procedures when they are first hired and annually thereafter.

- ✓ Document training and have the employee and supervisor sign the documentation form to certify that the training was given.
- ✓ Keep the certification forms on file.
- ✓ Draw a map of your lab or service area and clearly label the following items:
  - Chemicals and waste chemicals store locations.
  - Fire extinguishers
  - Eyewash stations
  - Spill kits
  - Exit routes
  - Any additional hazards should be clearly marked.
- ✓ Keep a copy of the map in the main office of your department and send a copy to EHS.
- ✓ Update these maps whenever chemical management practices change in the room.

### **Hazardous Chemical Spill Cleanup Guidelines**

Chemical spill or hazardous materials emergencies should be handled as a fire emergency. Initial response in a chemical spill or hazardous material situation can be summarized using the following acronym:

- ✓ RESCUE
- ✓ CONFINE
- ✓ REPORT
- ✓ SECURE
- ✓ CLEANUP

### **RESCUE**

- ✓ Leave the building and do not re-enter until told to do so.
- ✓ As you leave, assist people exiting the area by doing the following:
  - Evacuate personnel from the spill area.
  - Direct personnel to the nearest fire exit. Do not use the elevators.
  - Attend to victims.
- ✓ First Aid
  - Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
  - Immediately remove contaminated clothing.
  - Wash skin with water.
  - Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from a chemical spill,

but it is important to wash quickly and thoroughly because many chemicals can cause severe tissue damage which is not apparent until hours later.)

- Get medical attention for victims.
- ✓ Chemical spills over large body areas
  - Remove contaminated clothing while under a shower.
  - Flood affected body area with water for 15 minutes.
  - Resume water wash if pain returns.
  - Wash off chemicals with water; do not use neutralizing chemicals, creams, lotions or salves.
  - Make sure medical personnel understand exactly what chemical is involved.

### **CONFINE**

- ✓ Close all doors.
- ✓ Isolate area.
- ✓ Establish exhaust ventilation if possible.
- ✓ Open windows if possible without exposing yourself to the fumes.

### **REPORT**

- ✓ Call 9-1-1:
  - for spills that involve injury requiring medical treatment.
  - for spills that involve fire or explosion hazards.
  - for spills which are potentially life threatening.
  - for all chemical spills after work hours (4:30 PM -7:30 AM).
- ✓ Call EHS at 479-575-5448:
  - for chemical spill situations that do not require 9-1-1 assistance.
  - for spills of one gallon or more of any chemical, or any quantity of a highly reactive or toxic material.
  - for spills of an unknown chemical.
  - for spills that you do not have proper training or proper personal protective equipment to do the cleanup.
  - for spills for which you have any questions or doubts about your ability to clean up the spill.
- ✓ When calling EHS the following information will be requested:
  - Your name, telephone number, and location.
  - Location of the incident.
  - Time and type of incident.
  - Name and quantity of the material involved.
  - The extent of injuries, if any.
  - The possible hazards to human health or the environment outside the facility.
  - Other hazards that may be encountered in the area, such as large quantities of stored chemicals (particularly oxidizers, flammables, and air-born toxic or irritant materials),

radioactive materials, biohazards, etc.

### **SECURE**

Until emergency responders arrive on the scene, you and your staff will have to block off entrances to the spill site and prevent people from entering the contaminated area.

- ✓ Lock doors leading to the chemical spill and post signs on the doors warning of the spill (if necessary).
- ✓ Post staff at commonly used entrances to the spill site, so they can warn people to use other routes.
- ✓ For any large outdoor chemical spill, keep people upwind and uphill from the site.

### **CLEANUP**

- ✓ Based on descriptions above, determine who will clean up spill.

#### *What To Do When You Clean Up A Spill*

- ✓ If you have proper training, proper personal protective equipment and the proper materials to absorb and clean up your chemical spill, and no one has been injured, the spill is contained and the spill is not life threatening or a fire or explosion hazard, and then follow the following procedures:
  - With the exception that you do not need to report the incident to 9-1-1 or EHS, perform all the procedures in the RESCUE, CONFINE, REPORT, and SECURE sections above.
  - When cleaning up the spill yourself, locate the spill kit.
  - Choose appropriate personal protective equipment.
    - Always wear protective gloves and goggles.
    - If there is a chance of body contact, wear an apron or coveralls.
    - If the spill is on the floor, wear protective boots or shoe covers.
    - If there are inhalation hazards, wear a respirator. If a respirator is used, the person wearing the respirator must meet all of the requirements set forth in 29 CFR 1910.134. (These include but are not limited to fit testing and medical exams).
- ✓ Remove ignition sources.
  - Turn off hot plates, stirring motors and flame sources.
  - Shut down all other equipment.
  - If unable to shut off sources of ignition, notify the emergency responders.
- ✓ Confine or contain the spill.
  - Cover with an absorbent mixture.
  - Clean up minor spill with paper towels or a sponge if they will



- not react.
- Sweep solid materials into a dustpan, and place in a sealed container.
- If it is an acid/base spill, first add a neutralizing agent.
- ✓ Small amounts of inorganic acid/base:
  - Use a neutralizing agent and then absorbent material.
- ✓ Small amounts of other materials:
  - Absorb with non-reactive material (e.g. vermiculite, sand, towels, Floor-Dri).
- ✓ Large amounts of inorganic acid/base:
  - Neutralize and call for help.
- ✓ Large amounts of other materials:
  - Make a judgment call, dependent upon the amount, toxicity and reactivity; you may handle it yourself or call for help.
- ✓ Spills that require special handling:
  - Acid chlorides:
    - Use Oil-Dri, Zorb-all, dry sand, etc.
    - Avoid water and sodium bicarbonate.
  - Mercury:
    - Small spills (broken thermometer and smaller quantities of mercury), use an aspirator bulb or suction device. Then mop with mercury decontaminating powder solution (saturated HgX in water or other commercially available products). All labs using Mercury must have approved spill kits on site.
    - For (1) larger spills than a broken thermometer, (2) any spill in an oven or heated area and (3) spills in small-unventilated rooms call EH&S and ask for mercury vapor monitoring.
  - Alkali metals:
    - Smother in dry sand.
    - Put in a hood.
    - If possible, dispose of by slow addition of isopropanol.
  - White (Yellow) Phosphorus:
    - Blanket with wet sand or wet absorbent.
- ✓ Remove absorbent material with a broom and dustpan.
  - Place in a plastic bag or other appropriate container.
  - If the spilled chemical is a volatile solvent, transfer the plastic bag to a fume hood for storage until the material can be picked up.
  - If a material is a non-volatile hazardous chemical, dispose of the material as a hazardous chemical waste.
  - If the spilled material is a non-volatile non-hazardous chemical, contact EHS to determine the appropriate disposal method.
- ✓ Wet mop the spill area.

**COMMENTS**

- ✓ All labs and service areas that use chemical **must** have spill kits on site.
- ✓ If in your judgment a respirator is necessary to clean up the spill, secure the room and call EHS to aid in the spill cleanup.
- ✓ Be aware of the fact that while you may be in a well-ventilated room, the Lower Explosion Limit (LEL) of a chemical may be reached at the surface of the spill and you want to avoid any sparks or sources of ignition when doing the cleanup.
- ✓ The protective equipment in a spill kit will not protect you from a flash fire. In these cases, call EHS at 479-575-5448, so they can send someone to monitor the situation.
- ✓ If in your professional opinion, there is a strong risk of fire or explosion, call 9-1-1 and EHS for fire department backup pull the building alarm and evacuate the building.
- ✓ In most cases of a chemical bottle breaking in a laboratory, you will not need to call the fire department.
- ✓ Do not forget that any person who needs to wear a respirator must be fit tested, have a medical exam and meet the requirements of 29 CFR 1910.134.

**Large Spill**

Questions may arise as to what constitutes a large spill requiring EHS or other parties to cleanup or oversee the cleanup procedures and what are the limitations of commercially available spill cleanup kits. The following descriptors can be used to define a large spill:

- ✓ As small as a few milliliters if the material is a highly volatile, toxic or reactive compound spilled in a confined space.
- ✓ Many times, you will have to make a professional judgment as to the severity of the spill.
- ✓ When in doubt, you can always call EHS at 479-575-5448 for advice.

**4.6 Earthquakes**

Although earthquakes are rare in Northwest Arkansas, they can occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action on their own and additional actions will be implemented after the quake stops.

**If indoors**

- ✓ Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple.
- ✓ Stay away from windows.
- ✓ If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar.
- ✓ Do not run outside.

**Drop, Cover, and Hold On**

- ✓ Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.
- ✓ Do not use the elevators.
- ✓ **Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.**

**When the shaking stops**

- ✓ Check for injuries to personnel in your area.
- ✓ Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- ✓ Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.
- ✓ Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.
- ✓ Exit the building, if possible, and go to the assembly point to report injuries, damages and potentially hazardous conditions.
- ✓ Once you have exited the building, do not reenter until trained emergency personnel have declared the building safe.
- ✓ Use the telephone system only for urgent matters.

For more information, see <http://www.shakeout.org/colleges/>

**4.7 Workplace Violence / Terrorism / Active Shooter**

The UAF Campus Community may 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. Other types of communication such as telephone, pager, email, public address system, RazALERT or local media may be used to notify occupants of a potential threat. Life-threatening acts should be reported immediately by calling UAPD at 9-1-1.

Types of workplace violence / terrorism require different actions:

- ✓ *Explosion* – If an explosion occurs in the building, occupants should evacuate using the same evacuation plan and procedures as they would for a fire.
- ✓ *Physical Threat* – If someone's, actions pose a physical threat to you, get away from the perpetrator, evacuate the area and call 9-1-1 from a safe location.
- ✓ *Toxic or Irritant Gas* – Immediately evacuate the building using the same evacuation plan and procedures for fire. Acquire medical attention if necessary.
- ✓ *Hostage Situation* – If possible, immediately vacate the area, take no chances to endanger the life of the hostage. Contact UAF Police at 9-1-1 immediately.
- ✓ *Biological / Chemical Threats* (Suspicious packages, letters or substances)- Biological or chemical threats targeting individuals or departments can

be controlled by screening incoming materials and by following the procedures outlined in this document.

- ✓ *Gunshot or Active Shooter* – An active shooter is a person who is actively threatening lives or apparently prepared to threaten lives in a populated area. These situations require immediate law enforcement resources to stop the shooting and mitigate harm to victims. Responding law enforcement agencies will provide information and direction if this occurs.

The following are suggestions that may be followed, depending on the situation, in the event of an active shooter on campus:

- ✓ AVOID
  - Self-evacuate from the area if possible. This may include running away from the area or breaking out windows to climb out of a building or room.
- ✓ DENY
  - Proceed to a room that can be locked.
  - Close and lock all the windows and doors, and turn off all of the lights.
  - Barricade the door with chairs, desks, bookcases or anything else available that will slow or prohibit access from the suspect
  - If possible, get down on the floor where no one is visible from outside the room.
  - If you see or know where an active shooter is located, dial 911 if possible and safe to do so and alert police to the shooter's location. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place because 911 can often determine a location without a caller speaking.
- ✓ DEFEND
  - If Avoid and Deny do not work then you should try to defend yourself and others:
  - Use chairs, desks, papers, phones or whatever is immediately available to defend yourself and others from attack.

In the event someone is hurt and/or a fire is caused by these events, contact UAPD at 9-1-1.

The University of Arkansas Police will coordinate the building's security during an incident and will inform the occupants once the building has been cleared for occupancy.

## 4.8 Severe Weather

A NOAA weather radio or other severe weather notification system (i.e. computer alerts) should be available in each building and/or department. This notification service should be dual powered working on both batteries and the building's electrical service. This notification will advise building occupants of the type of warning (thunderstorm, tornado, flood, etc.) and to implement emergency actions for severe weather.

Once occupants have become aware of a severe thunderstorm warning, they should take no steps other than to ensure they are prepared if conditions deteriorate.

✓ **Tornado Warning**

- Identified by a RazALERT message or the sounding of the outdoor emergency sirens, a weather radio alert tone broadcast by the National Weather Service, or notification by a local media outlet.
  - It is important to note that the University outdoor emergency sirens will **only** be sounded if the projected path of the tornado involves the University Campus.
  - A Tornado Warning indicates that a tornado has been sighted by ground observers or has been confirmed by Doppler radar within Washington County.
- ✓ Take cover in their approved shelter location within the building.
- In most university buildings, the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible away from outside walls and glass.
  - In residence halls, occupants will be directed to the restrooms on their respective floors.
  - Large unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided if possible.
  - Personnel should anticipate the tornado warning could last a significant period of time, perhaps thirty-minutes or longer.
    - A battery operated radio tuned to any local AM or FM radio station will provide current weather information.
  - Personnel should not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an “all clear.”
  - An “all clear” notice will **NOT** be sent out through RazALERT or any University system.

**Instructors**

- ✓ Interrupt class activity and advise the students to move to the safest area available.
- ✓ Should the allotted class time expire during the warning, the instructor should encourage the students to remain in the safe area until at least 10 minutes has elapsed without the sounding of the alert sirens or an additional RazALERT message.

Persons with disabilities should be provided assistance, if requested, on the same basis as described in the fire evacuation procedure.

The advisability of moving a disabled person from one floor to another as previously discussed applies equally to a tornado warning. It is recommended that persons in wheelchairs be assisted to the safest area on the same floor. The decision to remain with a disabled person would be the option for any individual providing assistance.

Elevators should not be used to move disabled persons during a tornado warning, as the potential for electrical malfunction is considered too high to warrant the risk.

## 4.9 Utility Outages

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
- ✓ No Heat – Steam or Gas
- ✓ No Air Conditioning – Electric or Chilled Water

### In the event of a utility outage

- ✓ Notify Building Executive.
- ✓ They should contact Facilities Management at 479-575-5050,
  - University Housing units should call 479-575-3195 or 479-575-7005 for after business hours, to report the problem and obtain any additional information.
- ✓ If those individuals are not available, or after hours, UAPD can be contacted at 479-575-2222 or via 9-1-1.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Executive, in conjunction with department Chairperson's / Director's will determine the appropriate course of action. The following issues should be considered:

- ✓ Dangers from tripping and injuries due to lights being out.
- ✓ Person(s) trapped on elevators.
- ✓ Dangers from extreme heat or cold on employees.
- ✓ Inability to contact responders if an emergency occurs while telephones are out.
- ✓ Sanitation problems due to no water, etc.

The Building Executive will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.

If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical process and operating electric equipment should be stopped in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call UAPD at 9-1-1.

## 4.10 Medical Emergencies

### In case of medical emergencies:

- ✓ Immediately call UAPD at 9-1-1 and report the emergency.
- ✓ When reporting the emergency, provide the following information:
  - Your name.
  - Your phone number
  - Type of emergency.
  - Location of the victim.
  - Condition of the victim.
  - Any dangerous conditions.

### Actions to Take:

- ✓ Comfort the victim and try not to move him or her until emergency medical personnel arrive.
- ✓ If willing to do so administer first aid procedures per your training standards or at the direction of 9-1-1 Emergency Dispatcher instructions. This may include cardio-pulmonary resuscitation or the use of an Automated External Defibrillator.
- ✓ **Practice universal precautions – protect yourself from blood or body fluid exposures.**
- ✓ Have someone standby outside the building to “flag down” EMS when they reach the vicinity of the building.
- ✓ If applicable, an employee accident report should be completed.

## 4.11 Emergency Evacuation for Persons with Disabilities

These are general guidelines of evacuation procedures for persons with disabilities, which would make exiting difficult during a fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities’ evacuation plans and identify their primary and secondary evacuation routes from each building they use.

### General Guidelines:

- ✓ Be familiar with evacuation options.
- ✓ Seek evacuation assistants who are willing to assist in case of an emergency.
- ✓ Ask supervisors, instructors, Center for Educational Access or Environmental Health & Safety about evacuation plans for buildings.
- ✓ All UAF buildings have accessible exits at the ground level floor that can be used during an emergency
- ✓ In some buildings people can move into unaffected wings of the building rather than exiting
- ✓ Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.
  - *Horizontal* evacuation: using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.

- *Stairway* evacuation: using steps to reach ground level exits from the building.
- *Stay in Place*: unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door.
  - With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly.
  - Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies.
  - If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- *Area of Refuge*: with an evacuation assistant, go to an area of refuge away from obvious danger.
  - The evacuation assistant will then goes to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability.
  - Emergency personnel will determine if further evacuation is necessary.
  - Usually, the safest areas of refuge are pressurized stairway enclosures common to high-rise buildings, and open-air exit balconies.
  - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
  - Many campus buildings feature fire rated corridor construction that may offer safe refuge.
  - Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.
  - For assistance in identifying Areas of Refuge, call EHS at 479-575-5448.

### **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.



**Mobility Impaired – Wheelchair**

- ✓ Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds.
- ✓ The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell FFD or UAPD the location of the person with a disability.
- ✓ If the person with a disability is alone, he/she should call 9-1-1 with their location and the area of refuge they are headed to.
- ✓ If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.
- ✓ Trained professionals (FFD or CEMS) should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

**Mobility Impaired - Non-Wheelchair**

- ✓ Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance.
- ✓ If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs.
- ✓ If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

**Hearing Impaired**

- ✓ Some buildings on campus are equipped with fire alarm strobe lights; however, many are not.
- ✓ Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergencies.
- ✓ Emergency instructions can be given by writing a short explicit note to evacuate.

**Visually Impaired**

- ✓ Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes.
- ✓ Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.
- ✓ The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

**4.12 Classroom Emergency Procedures****Fire alarm:**

- ✓ Everyone should calmly collect his or her belongings and exit the

- classroom, lecture hall or laboratory.
- ✓ Turn off the gas supplies in laboratories. Leave the room / lab and go the nearest building exit.
- ✓ Know the location of alternate exits.
- ✓ Go to the Emergency Assembly Point.
- ✓ **Exception:** Persons with disabilities may choose to remain in place or report to an area of refuge based on their predetermined plan.
- ✓ **The elevators cannot be used during a fire alarm!**

#### **Power outage:**

- ✓ Everyone should stay in his or her seat to see if the outage is temporary and to let his or her eyes adjust to the lower light level.
- ✓ If the outage appears to be long term, everyone should calmly collect their belongings and carefully exit the building.

#### **Earthquake:**

- ✓ **Drop, Cover and Hold On** to your head for protection from material that might fall from the ceiling or walls, after the shaking stops, calmly evacuate the building.

### **4.13 Suspicious Packages, Letters or Substances Biological or Chemical Threats**

#### **SCREENING PACKAGES AND LETTERS**

BIOLOGICAL OR CHEMICAL THREATS targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. University, City of Fayetteville and State of Arkansas Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of SUSPECT letters/packages are:

- ✓ Liquid leaking from package
- ✓ No return address
- ✓ Hand written or poorly typed address
- ✓ Misspelling of common words
- ✓ Restrictive markings such as "Confidential", "Personal", etc.
- ✓ Excessive weight and/or feel of a powdery or foreign substance
- ✓ Foreign post marks and / or writing
- ✓ Source of the letter / package is not recognized by recipient / addressee

#### **IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:**

- ✓ **RELAX AND REMAIN CALM** – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX.

- ✓ **DO NOT** OPEN THE LETTER OR PACKAGE.
- ✓ **CONTACT UNIVERSITY POLICE @ 479-575-2222 or 9-1-1.**
- ✓ **REMAIN** AT THE SITE UNTIL POLICE ARRIVE WITH INSTRUCTIONS. Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

**IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE / LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):**

- ✓ **IMMEDIATELY** SET THE ITEM DOWN GENTLY AT THE LOCATION WHERE IT WAS OPENED.
- ✓ **CONTACT UNIVERSITY POLICE @ 479-575-2222 or 9-1-1.**
- ✓ **ALL** POTENTIALLY EXPOSED PERSONS SHOULD WASH EXPOSED SKIN SURFACES WITH SOAP AND WATER. SHUT DOWN ANY FANS, AIR CONDITIONERS OR HEATERS IF POSSIBLE.
- ✓ **RETURN** TO AN AREA WITHIN THE BUILDING ADJACENT TO THE INITIAL EXPUAFRE AND WAIT FOR THE POLICE (FOR EXAMPLE HALLWAY OUTSIDE ORIGINAL ROOM).
- ✓ **DO NOT** ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY UNIVERSITY POLICE OR OTHER PUBLIC SAFETY RESPONDERS.

Public Safety / Healthcare responders can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

**WHAT YOU SHOULD NOT DO!**

- ✓ **DO NOT** pass the letter or package to others to examine.
- ✓ **DO NOT** touch, smell, taste or try to analyze the substance.
- ✓ **DO NOT** disturb any contents in the letter or package. Handling the letter / package may only spread the substance inside and increase the chances of it getting into the air.
- ✓ **DO NOT** ignore the threat, it must be treated as real until properly evaluated.
- ✓ **DO NOT** leave the building until instructed to do so.

**IF YOU HAVE FURTHER QUESTIONS CONTACT OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (479-575-5448) OR UNIVERSITY OF ARKANSAS POLICE DEPARTMENT (479-575-2222)**

## Chapter 5 TRAINING & REVIEW

### 5.1 EMPLOYEE ORIENTATION

New employees must be informed of the BEAP as part of their orientation as new employees. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss with their research groups, students and visitors.

### 5.2 REVIEW AND EXERCISE OF BEAP

On an annual basis, it is suggested each department exercise a portion of their department specific plan included in the BEAP. These activities may include a fire drill, chemical spill drill, bomb threat drill, etc. and may be included as part of a business continuity drill. Additionally, the BEAP should be reviewed at least on an annual basis to ensure employee listings, emergency phone numbers and building executive/coordinators information is current.

### 5.3 TRAINING

Upon implementation of the BEAP and periodically thereafter, all employees must be informed of the BEAP and should attend training. Employees should be told where the plan is kept and copies distributed to those who want one.

## Appendix A

### David W. Mullins Library

#### Responsible Individuals

**BUILDING EXECUTIVE/  
COORDINATOR**

NAME: Marco De Prosperis

PHONE: 479-575-2592

CELL: 479 – 301-0604

**ALTERNATE BLDG EXECUTIVE/  
COORDINATOR**

NAME: Brian Curtis

PHONE: 479-575-3808

CELL: 479-263-0252



### Appendix C

## Bomb Threat (Explosive Device) Data Card

This card (or a similar one) should be used when a bomb threat is received via the telephone. The University of Arkansas Police Department will provide copies of a bomb threat data card upon request.

The University of Arkansas  
Police Department

Explosive Device  
Data Card

#### CALLER'S VOICE:

- |       |          |       |                 |
|-------|----------|-------|-----------------|
| _____ | Calm     | _____ | Nasal           |
| _____ | Angry    | _____ | Stutter         |
| _____ | Excited  | _____ | Lisp            |
| _____ | Slow     | _____ | Raspy           |
| _____ | Rapid    | _____ | Deep            |
| _____ | Soft     | _____ | Ragged          |
| _____ | Loud     | _____ | Clearing throat |
| _____ | Laughter | _____ | Deep breathing  |
| _____ | Crying   | _____ | Cracking voice  |
| _____ | Normal   | _____ | Disguised       |
| _____ | Distinct | _____ | Accent          |
| _____ | Slurred  | _____ | Familiar        |

PLACE THIS CARD UNDER YOUR TELEPHONE

#### QUESTIONS TO ASK:

- When is the explosive device set to explode?
- Where is it right now?
- What does it look like?
- What kind of explosive device is it?
- What will cause it to explode?
- Did you place the explosive device?
- Why?
- What is your address?
- What is your name?

If voice is familiar, whom did it sound like?

#### BACKGROUND SOUNDS:

- |       |                |       |               |
|-------|----------------|-------|---------------|
| _____ | Street Noises  | _____ | Animal Sounds |
| _____ | Voices         | _____ | Clear         |
| _____ | PA system      | _____ | Static        |
| _____ | Music          | _____ | Local         |
| _____ | House Sounds   | _____ | Long Distance |
| _____ | Office Sounds  | _____ | Phone Booth   |
| _____ | Factory Sounds | _____ | Other:        |

#### EXACT WORDING OF THE THREAT:

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#### THREAT LANGUAGE:

- |       |             |       |            |
|-------|-------------|-------|------------|
| _____ | Well spoken | _____ | Incoherent |
| _____ | Foul        | _____ | Taped      |
| _____ | Irrational  | _____ | Read       |

REMARKS: \_\_\_\_\_

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Sex of Caller: \_\_\_\_\_ Race/Nationality: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediately call The University of Arkansas Police Department at 911**

Give responding officers this completed card.  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone #: \_\_\_\_\_



Appendix D

# Evacuation Map

**Contact Matt Mills for assistance completing this map**

479-575-7985

Or [mrmills@uark.edu](mailto:mrmills@uark.edu)

***BE SURE TO INCLUDE LOCATION OF YOUR EVACUATION ASSEMBLY POINT SO IT CAN BE INCLUDED ON THIS MAP!!!!***

KEY

EXITS 

EXIT ROUTE →

ASSEMBLY POINT



**Inclement Weather**



In the event of a tornado,  
Proceed to the lowest level.  
Keep away from exterior  
doors and windows.



Mullins Library

David W. Mullins Library