



# **EMERGENCY RESPONSE AND EVACUATION PLAN**

## **Bryan University**

350 W Washington St, Tempe, AZ 85281

President	Lead Emergency Plan Coordinator	(602) 806 7336	480-747-7040
Information Technology Services Manager	Emergency Plan Coordinator	(888) 768-6861	480-433-1196
Executive Assistant of Education	Emergency Plan Coordinator (backup)	(602) 675-7231	602-887-3539

	Emergency	
Police Department Tempe	911	480-350-8311
Fire Department Tempe	911	480-858-7200
Health Department	911	602-506-6900
Poison Control Center	911	800-222-1222
US Hazardous Material Dept.	911	800-467-4922
Tempe Urgent Care Center	x	480-214-0621
Tempe Hospital	x	480-784-5500

### Chain of Command

In the event of an emergency, the President will be the Lead Emergency Plan Coordinator. His/her backup are the COO, Information Technology Services Manager, and the Executive Assistant of Education. In the event these persons are unavailable, the Chief Operating Officer will take command. The Executive Assistant of Education and Information Technology Services Manager are assigned as post leaders for the building and will be the runners.

### Emergency First Aid Kit

We keep our first aid kits in our front desk and a closet located near the **Executive Assistant of Education** work area. The Front Desk Administrator is responsible for first aid kit evaluation and restocking.

The first aid kit is an integral part of our emergency action plan. Below is a first aid inventory list:

- 1 - 5½" Bandage Scissors
- 1 - Diagnostic Penlight
- 1 - Kelly 5½" Straight Forceps
- 1 - CPR Face Shield with

- 2 - Gloves (medium, latex)
- 1 - Dixie Emergency Airway Kit (set of 6: 40-110mm)
- 1 - Rescue Blanket
- 1 - Instant Cold Pack
- 1 - 2" x 2" Koolaburn Burn Dressing
- 1 - 4" x 4" Koolaburn Burn Dressing
- 1 - Glucose Gel Tube
- 1 - Wire Splint
- 1 - Tourniquet
- 1 - Seat Belt Cutter
- 8 - 4" x 4" Sterile Gauze Pads
- 5 - 1" x 3" Sheer Bandages
- 5 - ¾" x 3" Sheer Bandages
- 5 - 2" x 4 1/2" Bandages
- 5 - Fingertip Bandages
- 5 - Knuckle Bandages
- 1 - 2" Stretch gauze Roll
- 1 - 3" Stretch gauze Roll
- 1 - 6" Stretch gauze Roll
- 3 - 5" x 9" Surgical Dressings/ Abdominal pads
- 5 - Alcohol Prep Pads
- 5 - PVP Prep Pads
- 2 - Oval Eye Pads
- 1 - 1" Cloth Tape
- 2 - Triangular Bandages w/ Pins
- 10 - Ammonia Inhalants

- 2 - Sting Pads bag size- 10.5" W x 5" H x 8" D

### **Emergency Supplies**

The stocking of emergency supplies is an integral part of our emergency planning responsibilities. We also realize that the rotation of many of these supplies is critical. Therefore, we will review our emergency stock of supplies regularly.

### **Insurance**

We understand that proper insurance coverage is vital to our organization's survival in the event of an emergency. To ensure that we are properly insured, we will conduct an annual review of our policies. This annual review was last conducted in March 2023. Our next annual review will occur in March of 2024. A Fire Drill is occasionally conducted.

### **Operation of Critical Plant Operations**

Layne Nielson is responsible for notifying the building owner for Utility Shut-Off before they evacuate. The property manager is responsible for emergency shut off.

### **The Evacuation Plan**

In the event of an emergency, it may be necessary to evacuate the building. If this happens, the evacuation command will be communicated via the President and staff. S/he will then direct the individuals to the designated staging areas outside the building. Faculty and Staff will assist in the outside coordination at the designated staging areas.

In the event of an evacuation, employees and visitors are instructed to gather in the parking garage, next to the main building.

Administration teams exit through the main exit doors and leaders will alert and guide traffic.

If the class is held on campus, Instructors and Department Managers are responsible for accounting of all of the students and employees. The instructors will take roll call of all of their classroom students. Department Managers will take roll call of all of their designated employees. Instructors and Department Managers will report to the President and his team who is present and those that are missing. The **Information Technology Services Manager** will be the runner to relay any messages or account for missing personnel. S/he will also ensure that instructors in each classroom have been informed to follow through with evacuation protocol.

The decision to have certain employees remain on-site is the responsibility of the President.

### **Alarm Systems**

Any type of alarm system in our building would be managed and monitored by the Information Technology Services Manager, Layne Nielson.

## **Data Security**

Data Security and integrity is vital to the survivability of our organization. Our organization's contact person for data security is the **Information Technology Services Manager**.

## **Natural Events**

As part of our organization's emergency action plan, we have developed certain procedures for a number of different natural and weather-related events. These procedures are noted below.

### **Severe Weather**

We have determined that severe winter weather could affect our organization; therefore, we have elected to include the procedures below.

During inclement winter weather, we keep a rotating schedule for maintenance employees to be on call after hours in the event of an emergency. This schedule and the direction of work is the responsibility Layne Nielson, **Information Technology Services Manager and President**.

- Included in this schedule is:
- Check roof drains, gutters, catch basins, and other areas that can freeze/get clogged and impede the flow of water.
- General safety maintenance.
- Other

Maintenance of HVAC units is performed quarterly by Bryan University. Irrigation systems maintenance is an ongoing task.

In the event of inclement weather that forces shut down of the building, the following person/s will remain on site: NONE

### **Earthquakes**

We have trained employees to take refuge beneath a desk or table. If that is not possible, employees should move toward an inside wall away from items that could fall and injure them such as bookcases, vending machines, lighting, and other fixtures.

If employees are outdoors, they should move away from buildings, radio towers, light poles, and overhead utility lines. In a high-rise building, do not use elevators.

In the event of an earthquake that causes structural damages, partial structural collapse, or total collapse, care must be taken to ensure that employees, contractors, and other visitors to the site are safe.

If an earthquake occurs that causes structural damage or collapse to a portion of the building, the facility manager must perform a building assessment. If the facility manager does not have the expertise to perform this assessment or if the scope of the assessment exceeds the expertise of the facility manager, we will use an architectural (or engineering) firm to complete this assessment.

If the earthquake causes damage to the building, care should be taken to ensure the safe operation of utilities. If utility lines have been compromised, they must be turned off. The employee(s) responsible for notifying the company for utility shut off include Layne Nielson, **Information Technology Services Manager**.

When entering a building that has experienced any level of collapse or structural damage, personal protective equipment

(PPE) must be issued to employees and worn by employees and contractors at all times.

## **Fire**

Fire could occur in any building or location; therefore, fire protection is an important part of our emergency action plan. In case of fire, please proceed to the nearest exit. If the nearest exit is blocked or inaccessible, find an employee to assist you.

Everyone is to report to their assigned posts outside the building and wait for further instructions. Housekeeping procedures are important to ensure that work areas are kept free from accumulations of flammable and combustible materials. This is done every night.

## **Floods**

We cannot always control floodwaters, but we can keep adequate flood insurance coverage. The employee responsible and knowledgeable for the institution's insurance coverage is the Chief Operating Officer.

We also believe that a proactive approach to floods is important; therefore, we have developed the following procedures:

- Disconnect appliances and equipment as water rises
- Keep a supply of sand, sandbags, lumber etc.
- Move valuables to higher ground
- Use water pumps to displace water
- Dehumidify the building after water has receded

In the event of a flood that causes structural damage, care must be taken to ensure that employees, contractors, and other visitors to the site are safe.

If a flood occurs that causes structural or cosmetic damage to a portion of the building, the facility manager must perform a building assessment. If the facility manager does not have the expertise to perform this assessment or if the scope of the assessment exceeds the expertise of the facility manager, we will use an architectural (or engineering) firm to complete this assessment.

If the flood causes damage to the building, care should be taken to ensure the safe operation of utilities. If utility lines have been compromised, they must be turned off. The employee responsible for utility shut off is the

## **Information Technology Services Manager.**

### **Loss of Utility**

An extended loss of utility could adversely affect our organization. Loss of utility might include electricity, water, or sewer. We have determined that loss of electricity could have the greatest impact on our business. This loss is especially critical following another emergency event because it would slow our ability to respond and recover. We have identified the following critical areas of our business that would be most affected by loss of utility: Production and Training areas.

### **Chemical Spills and Contamination**

In the event of chemical spill, employees must take certain precautions such as building evacuation or instructions to shelter in-place.

If a decision is made instructing employees to shelter in-place, employees must not attempt to leave the building. It has been determined that the chemical has been released and exposure is likely to occur if you leave the protective confines of the building. Additionally, the following steps should be taken:

- Close and lock all doors and windows
- Seal all openings around doors with wet towels.
- Close all fireplace chimney dampers.
- Turn off all HVAC equipment and close or seal all fresh air intakes.
- Seal off, using plastic visqueen and duct tape, all other openings such as vents and exhaust fans.
- Remain Calm

To reduce the possibility of an internal chemical spill or contamination, the following steps must be observed:

- Ensure that all containers storing chemicals are properly labeled. Verify that all chemicals are stored in their proper containers.
- Ensure that chemicals with the potential of a negative reaction to another chemical are stored in separate areas.
- Verify that all chemicals have a Material Safety Data Sheet (MSDS) available. Keep the MSDS logbook in a central location available to all employees.
- Train employees to effectively manage and store chemicals. Furthermore, train employees to recognize and how to properly manage chemical spills.

In the event of a chemical spill, our procedures to communicate the spill to employees, management, and, if necessary, the proper local agencies are by calling 911.

## **Active Shooter / Lockdown**

In the event that a firearm or other weapon is witnessed on campus, the Campus Director should be notified immediately and/or the witness should call 911.

If an active shooter situation arises, Bryan University College trains employees and directs students on the following steps which should be taken according to where individuals are located in the building and/or active shooter area:

### **1. RUN**

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave all belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.

### **2. HIDE**

- If evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Turn off lights and silence cell phones.
- Hide behind large objects and remain quiet.
- Your hiding place should:
  - o Be out of the shooter's view
  - o Provide protection if shots are fired in your direction.
  - o Not trap or restrict your options for movement.
- In the classroom:
  - o Instructors must lock the door and shut off all lights. Close window coverings if they exist.
  - o Students and instructor should hide wherever possible (under desks, in closet, etc.) to stay out of site.

### **3. FIGHT**

- As a last resort, and only if your life is in danger, attempt to incapacitate the shooter.

- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

When law enforcement arrives on site, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Their focus immediately will be to take down the shooter, knowing that help for the injured is on its way.

### **General Emergency**

This classification is the most serious and is used when the facilities safety systems have been lost.

If we receive an alert, remember the following:

- A siren or tone alert does not necessarily mean we should evacuate. Listen to the television or radio for further instructions.
- Do not call 911. If this is a true alert, a special rumor control phone number will be provided.
- If we are instructed to shelter in-place, be sure to close all doors, windows, chimney dampers, and turn off all HVAC equipment.

### **Civil Disturbance and Demonstrations**

We have determined that, although unlikely, it would be prudent to include the possibility of civil disturbance in our emergency action plan. Events that may trigger civil disturbance and, therefore, should be carefully watched when occurring in the general proximity of our properties might include

- Labor disputes
- Layoffs and downsizing
- Environmentally sensitive meetings or conferences
- Sporting events
- Political rallies
- Economic conferences
- Judicial decisions
- Music concerts
- Religious gatherings
- Biased racial or cultural events

In the event of civil disturbance, we may elect to take the following actions:

- Hiring temporary guard service
- Installing storm shutters
- Locking gates in the parking lot
- Lowering of security grating
- Removal of vehicles from the premises
- Removal of trash containers or other items that could be thrown or set afire
- Reserve the right to have persons removed from the premises and take any legal action necessary.

**IN THE EVENT OF ANY EMERGENCY-ALWAYS REMAIN CALM – Meeting Point  
Garage Parking Lot**

