

Computer Science Emergency Action Plan

Purpose:

The purpose of this plan is to document procedures to be followed by employees of Department of Computer Science housed within the Engineering Center in the case of an emergency. Emergencies covered by this plan include, but are not limited to:

- Fire
- Tornado
- Bomb Threat
- Active Shooter
- Individual Threatening Physical Violence

Emergency Action Plan Coordinators:

Emergency Action Plan Coordinators for the Department of Computer Science are Mysti Digby and Derek Birkenfeld. Mysti Digby will serve as the primary EAPC for CS, while Derek Birkenfeld will be the alternate EAPC. Each EAPC will be responsible for:

- Attending all Engineering Center EAPC meetings
- Maintaining an up to date roster of all employees in that area
- Posting emergency escape routes in appropriate locations
- Distributing this action plan annually to all employees in the area
- Accounting for all employees in the event of an emergency

Emergency Action Plan Coordinator Meetings:

A meeting of the EAPC's for each area within the Engineering Center will be scheduled at the beginning of each academic year. The purpose of this meeting will be to review and update this action plan. The Senior Associate Dean for the College of Engineering will be responsible for convening this meeting. Additional meets may be called as needed following emergency situations.

Employee Rosters:

EAPCs will be responsible for maintaining an up-to date roster of all employees in their area. This roster should include the name, office location, office phone number, home phone number and cell phone number for each employee. In the event of an emergency the EAPC will use this list to account for employees within each area. In addition to the roster maintained by each EAPC, an up-to-date roster shall be provided to the receptionist in the Engineering Deans Main Office. Both Mrs. Digby and Mr. Birkenfeld will have a copy of an up-to-date roster.

Fire, Bomb Threat or Other Emergency Evacuations (excluding Tornadoes):

In the event of a fire, bomb threat or other emergency (excluding tornadoes), employees and/or visitors should access an outside phone line, dial 9-911, activate the nearest fire alarm and evacuate the building. When evacuating the Engineering Center, all employees and/or visitors should proceed to the nearest exit. Employees should assist visitors in exiting the building. As employees leave their offices, turn out all lights and close the door. . EAPCs and alternates should use all reasonable and prudent means to make sure all employees in their area are informed of the threat and should take their employee rosters with them when

they evacuate. Mrs. Digby will make a sweep of the 2nd floor and the basement, while Mr. Birkenfeld will do the same for the 3rd floor. The elevator should not to be used during an emergency evacuation. If an individual within an area is unable to evacuate via stairwells of their own accord, move them to the inside of the northwest stairwell and inform the nearest emergency responder and/or EAPC.

EAPCs are responsible for posting emergency exit routes within each department within their area. The posting should be highly visible and located next to the department's main entrance/exit. Each area should have a designated meeting location at least 50 feet away from the Engineering Center. The Department of Computer Science designated meeting location will be on the northwest corner of the Engineering Key, located directly east of the Engineering Center building. In addition, employees and/or visitors may be directed to move to another location by emergency responders for reasons of safety or inclement weather. Employees and/or visitors should not re-enter the building until directed to do so by the EAPC or other appropriate authority.

Tornados:

The nearest tornado-warning siren to the Engineering Center is located on the top of the Industrial Engineering building. In addition to this siren, each EAPC and/or alternative will have an operating NOAA approved weather radio at his or her workstation to warn of tornados. The Engineering Center has a basement on the north side of the building with stairway access in the northwest corner. The elevator should not be used in the case of an emergency. In the event of an imminent tornado, all employees and/or visitors will proceed to the basement of the Engineering Center and congregate in the central hallway. Employees should assist visitors in moving to this area. As employees and leave their offices, turn out all lights and close the door. EAPCs and alternates should use all reasonable and prudent means to make sure all employees in their area are informed of the threat and should take their employee rosters to the basement area.

Active Shooters:

In the case of an active shooter in the building or on campus, employees should first attempt to leave the building and flee from the area. If this is not possible to do safely, they should hide in a room with a door that can be locked. When in the room, the door should be locked and barricaded with furniture, the lights should be turned off and employees and/or visitors should stay away from windows and doors. When possible employees and/or visitors should dial 9-911 to report the incident. Uniformed emergency responders will evacuate the building room-by-room and direct employees to a meeting location. Meeting locations listed above will not be used.

Individual Threatening Physical Violence:

Individuals that feel physically threatened by another person (visitors, students, or other employees) should attempt to notify another employee in the area as soon as possible. At their discretion, areas may employ keywords and/or other signals to communicate this threat. When notified by another employee of a physical threat, the following steps will be taken: 1) Other employees in the area will be discretely notified of the threat and at least one other person will move into the office or work area where the confrontation is occurring; and 2) A discrete call to 9-911 will be made notifying the campus police of the situation. Every attempt should be made to placate the individual and diffuse the violent situation until the authorities arrive.