













Building Emergency Response Plan
School of Law
Lesar Law Building



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The Southern Illinois University Emergency Plan

Our campus faces potential threat from fires, tornadoes, earthquakes, and other disasters. Southern Illinois University Carbondale has developed an organized plan of reaction to these disasters for the safety of those working or studying in the campus community. The purpose of this manual is to identify the University Plan and to identify the role of the Lesar Law Building in carrying out this plan in case of an emergency.

The University Emergency Operation Center (UEOC) will be located at the Security Office, Washington Square, phone 453-3771. The University has established this center as the central point to direct all emergency operations during major emergency situations. This center will be staffed by:

1. Vice Chancellor for Administration
2. Director of Security
3. Director of the Physical Plant
4. Director of Housing and Other Personnel

The University Plan has identified some departments as service departments during an emergency. These departments are as follows:

Security Office
Health Services
Physical Plant
Pollution Control
University Relations
University Housing

Service Enterprises
Chemistry and Biochemistry
Student Affairs
Radiology
Botany/Bacteriology
Zoology



Our Building Emergency Response Team

To organize evacuations and other functions of the Emergency Plan during an emergency or a disaster, the University has identified Building Emergency Response Teams (BERT) for each building. It is the responsibility of the BERT to organize a Building Emergency Response Plan to be carried out during emergencies or disasters. This is that plan.

The Lesar Law Building BERT Leader is:

Tom Furby
Director of Facilities and Technology
School of Law
Room 205b, Lesar Law Building
453-8784
tfurby@siu.edu

The BERT Members are:

First Floor

Kristy White, Room 130, Phone: 453-8736
Tom Furby, Room 205B, Phone: 453-8784
Patty Lynn, Room 104, Phone: 453-8707
Barbara Smith, Room 114, Phone: 453-3258

Second Floor

Gina Gurley, Room 243, Phone: 453-8737
Jimmy Brown, Room 205C, Phone: 453-3330

Legal Clinic

Sue Moberly, Kaplan Hall, room 108, Phone: 453-8776
Backup person: Tracy Kaytor, Kaplan Hall, room 115, Phone: 536-7723

Library

Laura Duncan, Room 175, Phone: 453-8787
Michelle Winterrowd, Room 177, Phone: 453-8792

Welcome Center

Lisa David, Phone: 453-8858

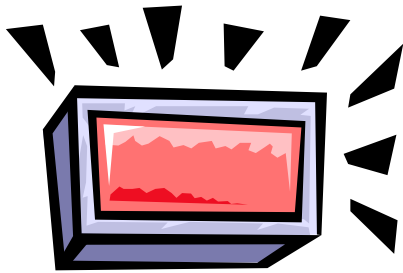
University Support Services



SIUC Emergency DIAL.....911

University Emergency Operation
Center.....453-3771

Police	Department of Public Safety.....453-3771
	Carbondale.....549-2121
	Jackson County.....684-2177
	Williamson County.....997-6541
	State Police.....542-2171
Fire & Rescue	Fire Department.....457-3299
Medical	Hospital.....549-0721
	SIU Health Service.....453-3311
	Ambulance.....529-5158
Telephone	Service Enterprises.....453-2424
Utilities	Physical Plant (Maintenance).....453-3621
Manpower	Physical Plant (Grounds)453-8187
News Releases	University Relations453-5306
Repairs	Physical Plant (Maintenance).....453-3621
Housing & Food	Housing.....453-2301
Physical Plant Central Control EMERGENCY	24 Hrs/7 days a week.....453-3621
Illinois Poison Center800-942-5969
National Response Center for toxic and chemical spills800-424-8802



University Emergency Notification System

In the event of an actual or imminent emergency, it is crucial that certain individuals be notified as soon as possible. The Emergency Notification List contains the names, departments, and phone numbers in the event of an emergency whereby all departments need to be informed. The

University Police Dispatcher will initiate the Emergency Calling System. The University Police Telecommunicator will initiate the Emergency Notification System. This will be accomplished by a series of conference calls. Twenty-five areas will be contacted simultaneously. There will be three conference calls to reach the 75 areas on campus.

The area in the Lesar Law Building assigned to receive this call is the Administrative Office reception desk. When the conference call is answered, there will be a recorded message (“Stand by for an Emergency Message”). This message will be repeated for 50 seconds to allow all parties to answer the conference call. At the end of the prerecorded message, emergency information and instructions will be disseminated to all persons on the line. In the event of a test, please stay on the line until your area has been acknowledged by the University Police Telecommunicator.

Emergency notifications will begin with either written or verbal authorization from either the Vice Chancellor for Administration, the Director of the Department of Public Safety, or the Senior Supervisor on duty. Upon such authorization, the dispatcher will begin his responsibilities. All times should be recorded as to when the notification goes into effect as well as the times that the calls are made.

This system will be tested occasionally in order to familiarize the University with the process and improve response time.

University Emergency Notification System notices will be forwarded through the School of Law building using the following system:

Person		Person		Person
Kristy White 3-8736	calls →	Tom Furby 3-8784	calls →	Sue Moberly 3-8776
Kristy White 3-8736	calls →	Laura Duncan 3-8787		
Kristy White 3-8736	calls →	Gina Gurley 3-8737	calls →	Patty Lynn 3-8707 & Lisa David 3-8858



FIRE – WHAT SIU EMPLOYEES SHOULD DO

WHAT SIU EMPLOYEES SHOULD DO IF THEY SEE SMOKE OR FIRE :



A. Pull the nearest fire alarm box. This will not only alert all people in the building, but will turn in the alarm to the Fire Department and indicate the location of the fire on a panel on the ground floor.



B. Call 911.



C. Send someone **OUTSIDE THE BUILDING** to direct Fire Department personnel as they arrive at the building.



D. If the fire can be safely contained and you have been trained, use fire extinguishers. If it cannot be confined through this means, confine the area by closing doors and leave the building at once.

WHAT EVERY PERSON SHOULD DO IF THEY HEAR THE FIRE ALARM:



A. **EVACUATE THE BUILDING AT ONCE.**



B. If you are caught in smoke, stay as low to the floor as possible. If necessary, go to a window and signal for help.



C. Ensure that all students and staff who need assistance are helped to evacuate the building.



D. Use the nearest stairways, **DO NOT USE THE ELEVATORS.**



E. Go to the Assembly Area – the Tennis Courts west of the building.



F. If you believe that someone is still inside the building, notify a BERT member, the Fire Department, or DPS. **DO NOT RE-ENTER THE BUILDING YOURSELF.** The Carbondale Fire Department will be in charge of the situation. They can usually arrive on the scene in less than four minutes.



FIRE – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO

BERT LEADER:

1. Initiate and assist the floor evacuation response by the BERT. If no BERT members are available, appoint temporary replacements.
2. Evacuate all floors and make certain the BERT Members know:
 - a. the location and the status of the fire;
 - b. where the Assembly Area is;
 - c. which stairwells to use; and
 - d. to do a roll call when everyone has made it to the Assembly Area.
3. Make sure BERT members have conducted their roll calls. If someone is missing, notify the Fire Department or DPS.
4. When the decision is relayed by the Department of Public Safety or Carbondale Fire Department, instruct the BERT members to release, relocate, or return building personnel as needed.

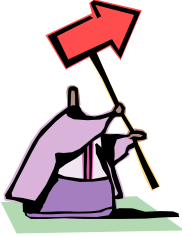
BERT MEMBER:

1. Assess the situation. **If safe to do so**, extinguish the fire with portable extinguishers only if you have been trained in their safe operation.
2. **Without waiting for authorization**, instruct all personnel to evacuate the floor using the nearest stairwell free of smoke. Prohibit the use of elevators. If there is a clear path down, instruct personnel to exit the building and wait in the Assembly Area. If it is not possible to go down, instruct personnel to look for areas free of smoke, and make smoke-free sanctuaries.
3. Be the last to leave your floor.
4. Make certain the door to the stairwell is closed tight when you leave.
5. When personnel are in the Assembly Area --the Tennis Courts to the west of the building -- perform a roll call of the people assigned to you. Report back to the BERT Leader and inform the Leader if anyone is missing.



TORNADO – WHAT SIU EMPLOYEES SHOULD DO

WHAT SIU EMPLOYEES SHOULD DO IF THEY HEAR THE TORNADO SIREN:



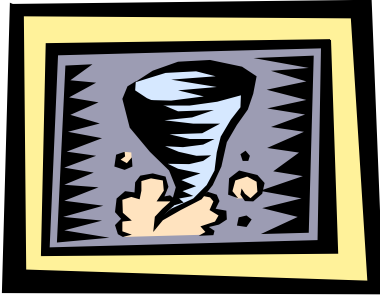
A. Go to the area that a BERT member tells you to go. If a BERT member is not present, go to the shelter area designated on the last page of this manual. NOTE: THE ALARM SYSTEM IS TESTED THE FIRST TUESDAY OF THE MONTH AT APPROXIMATELY 10:00 AM.



B. Use the stairs. Do not use elevators.



C. Assume a seated position on the floor with the head down and hands locked over the head during the storm period. If you are wearing a heavy jacket or have access to other heavy cloth material, use these items to cover your upper body and head. This will help to protect from flying glass or debris. Always try to stay close to the floor.



TORNADO – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO

WHAT EVERY BERT MEMBER SHOULD DO WHEN A TORNADO WATCH IS ISSUED FOR THE CARBONDALE AREA:

1. Notify all BERT Members about the potential for a tornado.
2. The BERT Leader and BERT members should ensure that all students and staff are alerted to the potential danger and that everyone should, as a precaution:
 - a. Keep blinds pulled down on all windows (to prevent flying glass in case of high winds).
 - b. Stay away from all windows.
 - c. Move from offices/space on the outside of the building to an inner area of the building.
 - d. Stay alert for a possible upgrade in the watch to a **warning**.

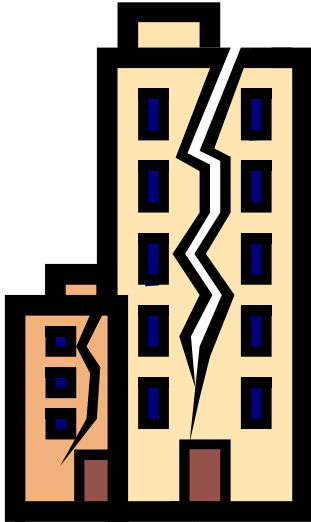
WHAT BERT MEMBERS SHOULD DO WHEN THE TORNADO SIREN IS HEARD OR THE EMERGENCY NOTIFICATION SYSTEM HAS BEEN ACTIVATED:

BERT LEADER:

1. Before it is necessary to evacuate any floors, make certain the BERT Members know:
 - a. the location and status of emergency exits;
 - b. where students and staff should go;
 - c. which stairwells to use; and
 - d. to do a roll call when everyone has made it to the shelter area.
2. When the siren is sounded (a wavering tone), immediately notify all staff that they should take cover in the inner core of the first floor.
3. Assist the BERT Members in the floor evacuation response.
4. Consult with the BERT members and inform the Building/Department Director of the situation.
5. Consult with the Department of Public Safety, and Carbondale Fire Officials as necessary. Remain in safe areas until instructed by Department of Public Safety and/or WSIU (Radio-TV), that the all-clear is given. Sirens will not be used as an all-clear signal.
6. Instruct the BERT members to allow occupants to return to work or normal activities or release building personnel as required.

BERT MEMBER:

1. When the siren is sounded (a wavering tone), immediately notify all students and staff that they should take cover in the inner core of the first floor and do likewise.
2. Instruct personnel about the following safety precautions:
 - a. Gather keys, purses, etc., avoid auditoriums, gymnasiums, dining rooms, large lounges or other rooms with long roof spans and few supporting beams.
 - b. Avoid corridors that may become wind tunnels. These are corridors with exterior doors allowing direct exit outside.
 - c. Avoid spaces opposite doorways or openings into rooms that have windows in the exterior walls, particularly those facing south or west.
 - d. Avoid interior locations that contain windows such as display cases, transoms above doors and door skylights.
 - e. Do not use building elevators, electrical power failure may occur.
 - f. Assume a seated position on the floor with the head down and hands locked over the head during the storm period. If you are wearing a heavy jacket or have access to other heavy cloth material, use these items to cover your upper body and head. This will help to protect from flying glass or debris. Always try to stay close to the floor.
3. Facilitate the floor evacuation plan.
4. When notified by the BERT leader or the Department of Public Safety, allow occupants to return to work or normal activities or release building personnel as required.



EARTHQUAKE – WHAT SIU EMPLOYEES SHOULD DO

WHAT SIU EMPLOYEES SHOULD DO IF THEY FEEL AN EARTHQUAKE:



A. Take cover underneath a desk or table or brace yourself inside a doorframe. Avoid bookcases or other large items that could topple over and fall on you.

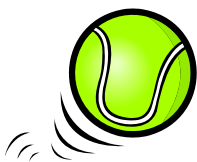


B. Remain calm

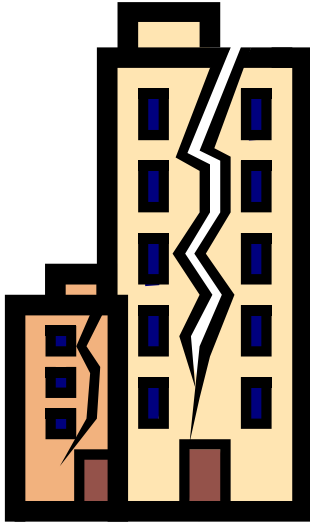
C. If the situation is not serious, remain in your office and request updates.



D. Check and see if anyone is hurt or injured. If you are trained to provide first aid – do so. If not, notify a BERT member or call 911.



E. If you need to evacuate, or if you are told to evacuate, go to the Assembly Area – the Tennis Courts west of the building. **DO NOT USE THE ELEVATORS.**



EARTHQUAKE – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO

WHAT BERT MEMBERS SHOULD DO IF THEY FEEL AN EARTHQUAKE:

BERT LEADER:

1. When the shaking starts, take cover immediately and urge others to do likewise.
2. After the shaking stops, set a good example, **act calmly**. Contact the BERT members to assess the severity of damage to the building and surrounding area and the safety of the building and the surrounding area.
3. If the situation is not serious and the phones are working, remain at your normal workstation and request updates.
4. If the phones are not working, or if the situation otherwise appears likely to require the evacuation of any floors, initiate the evacuation plan to the Assembly Area – the Tennis Courts west of the building.
5. Consult with the Emergency Coordinator, Department of Public Safety, and other Public Safety officials as necessary.
6. Instruct the BERT Members to evacuate, return or release building personnel as required.
7. Assist BERT Members in the floor evacuation response. If none are on the scene, appoint temporary replacements.
8. If it is necessary to evacuate any floors and the phones are working, make certain the BERT members know:
 - a. location and status of any relevant secondary hazards;
 - b. where the Assembly Area is;
 - c. which stairwells to use; and
 - d. to do a roll call when everyone has made it to the Assembly Area.
9. Make sure BERT members have conducted their roll calls. If someone is missing, notify the DPS.

10. When the decision is made by DPS or appropriate official, instruct the BERT members to release, relocate, or return building personnel as needed.

BERT MEMBERS:

1. When the shaking starts, take cover immediately and urge others to do likewise.
2. After the shaking stops, set a good example, **act calmly**. Appoint assistants to do steps 3, 4, and 5 simultaneously if necessary.
3. Check your floor for secondary hazards (fire, toxic spills, etc.). If present, clear the immediate area of all personnel and eliminate the hazards if safe to do so, or seek assistance.
4. Check your floor personnel for injuries, triage, and treat as best as possible. Move the seriously injured only if in danger from aftershocks or secondary hazards.
5. Determine if the phones are working, but do not use unless absolutely necessary.

Route calls for assistance through the Building Emergency Operations Center if possible, otherwise call "911".

If your phone works, stand by for instructions from the Department of Public Safety Emergency Coordinator.

If your phone is out, but others are working on the floor, inform the BERT Leader of your new number, and stand by for instructions.

If no phones are working on the floor, evacuate floor personnel as a precautionary measure.

If there is immediate danger from secondary hazards, evacuate everyone including seriously injured.

If there is no immediate danger, stay with the seriously injured, evacuate all other personnel, and send assistant to the Building BERT Leader for help.

6. If you must evacuate, have assistants check that the stairwells are passable to at least the next floor closer to the ground level. Instruct personnel to gather keys, purses, etc., and wait near cover until the go-ahead signal is given. Do not let personnel congregate in the corridors.
7. When clear to relocate, instruct personnel to exit the building, and for them to gather in the Assembly Area – the Tennis Courts west of the building.
8. Check that all areas, including restrooms, are empty. Start with areas farthest from the stairwells in use and search towards the stairwells.
9. Be the last to leave your floor.
10. When personnel are at the Assembly Area, perform a roll call of the people assigned to you. Report back to the BERT Leader and inform the Leader if anyone is missing.



BOMB THREAT – WHAT SIU EMPLOYEES SHOULD DO

WHAT SIU EMPLOYEES SHOULD DO IF THEY RECEIVE A BOMB THREAT



A. Get as much information from the person making the threat as possible. Ask the following questions **in order as the first question is the most important**.

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you place the bomb?
8. What is your address?
9. What is your name?

B. Write down as much of the exact wording of the threat that you can remember. Note the following characteristics of the call and caller:

1. The time of the call
2. The phone number where the call was received
3. The gender of the caller
4. Any distinct characteristics of the caller's voice, dialect, language or background noise



C. Call 911



D. Notify a BERT member or the BERT leader. Do not attempt to find the bomb or if you discover it, do not handle or touch a suspected bomb.

DO NOT LET ANYONE EXCEPT TRAINED BOMB DISPOSAL UNIT PERSONNEL NEAR A SUSPECTED BOMB.



E. Evacuate the building



F. Go to the Assembly Area – the Tennis Courts west of the building.



BOMB THREAT – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO

WHAT BERT MEMBERS SHOULD DO IF THERE IS A BOMB THREAT:

BERT MEMBER:

1. Evacuate the building to the Assembly Area. Students and employees should remove all personal belongings when they evacuate the facility.

If the class is engaged in an examination, the instructor should be advised to consult with the BERT leader about canceling the examination and rescheduling it at a later date or requesting an alternate site be made available for the conclusion of the exam.

2. Report any suspected items to all public safety officers including fire, ambulance, and police. The suspected device shall be left in place to be addressed by the Disposal Team. **DO NOT ATTEMPT TO HANDLE OR EXAMINE SUSPICIOUS OBJECTS.**

3. The Explosive Ordinance Disposal Team will take command of the scene upon their arrival and will advise the BERT leader when it is safe to re-enter the building. No staff or students should re-enter the building without permission from the BERT leader.

BERT LEADER:

1. Make sure all personnel and students are out of the building and are at the Assembly Area– the Tennis Courts west of the building.

2. Meet with police or appropriate bomb disposal unit to discuss the search of the building. Provide authorities with a layout of the building to facilitate search.

3. Ensure that no one re-enters the building until given the clearance to do so by the appropriate authorities.



Active/Rampage Shooter

If you are involved in a situation where someone has entered a building/area and started shooting, the following are a list of actions that are recommended only IF you feel SAFE to leave:

- Exit the building immediately **ONLY** if it is **SAFE** to do so.
- Safely notify anyone you may encounter and have them exit the building immediately.
- Call 911.
- Provide dispatcher the following information:
 - Your name and current location
 - Location of the incident-be as specific as possible
 - Number of shooters, if known
 - Identification and/or description of shooter(s), if known
 - Number of people involved

If you are directly involved and you do NOT feel it is SAFE to immediately exit the building/area, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door. If there is not a lock on the door, try to quickly barricade the door or block the door with something.
- Cover the door windows.

- Keep quiet and act as if no one is in the room.
- **DO NOT** answer the door.
- Call 911.
- If you can, safely provide dispatcher the following information:
 - Your name
 - Your location—be as specific as possible
 - Number of shooter(s), if known
 - Identification and/or description of shooter(s), if known
 - Number of people involved.
- Wait for emergency personnel to help you out of the building or for further instructions.

It is o.k. to flee the area if you feel that it can be done **SAFELY**. If you feel it can not be done safely, then go to a room, closet, other part of the building, etc. and try to secure yourself inside. Try to remain quiet and out of sight. If you are in a room that has windows to the outside and begin to feel threatened or unsafe, use something (chair, computer, etc.) to break out the window, clear the broken glass as much as possible, and safely exit the room.



BIOHAZARD - WHAT EVERY SIU EMPLOYEE SHOULD DO

WHAT EVERY SIU EMPLOYEE SHOULD DO IF THEY COME INTO CONTACT WITH A HAZARDOUS SUBSTANCE



Evacuate the room, post a "do not enter – biohazard " sign on doors entering the room, contact a BERT member about evacuating the building. Do not attempt to clean the area.

If contact with the substance has been made:



Flush the affected area with cool running water for at least 15 minutes, then wash and rinse with soap and water. If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.

Remove all clothing and jewelry that has been contaminated. Quarantine the victim in a separate room and monitor for shock.



Call a BERT member, The Poison Control Center, or 911 for immediate medical attention.



Antidotes on labels may be wrong!! Do not follow them unless instructed by a physician. Never give anything by mouth (milk, water, Ipecac, etc.) until you have consulted with a medical professional.



BIOHAZARD – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO

WHAT BERT MEMBERS SHOULD DO IF SOMEONE COMES INTO CONTACT WITH A HAZARDOUS SUBSTANCE.

1. Consult the BERT Leader or, if not available, call 911, Poison Control, or the National Center for Toxic and Chemical Spills.
2. Make sure that anyone who touched the item is separated from other employees and is receiving proper medical attention. In most cases, this will involve washing the affected area with water for at least 15 minutes.
3. Do not touch the hazardous material. Isolate or seal off the area the material is in by closing doors, and windows and closing or turning off vents.
4. As much as possible, do not touch the person who has come into contact with the hazardous material. If the person is taken to a restroom to wash the affected area, seal off the restroom from all other personnel.

Do not attempt to move the suspected substance or place it in a bag, box, or container. Stay away from the substance and do not let anyone except for trained DPS personnel into the area where the substance is located.

Do not attempt to move any person exposed to the hazardous substance except to provide first aid. Stay away from this person and do not let anyone except for trained DPS personnel into the area where the affected person is located.



THREAT THROUGH THE MAIL – WHAT EVERY SIU EMPLOYEE SHOULD DO:

WHAT SIU EMPLOYEES SHOULD DO IF THEY DISCOVER A LETTER OR PACKAGE THAT CONTAINS ONE OR MORE OF THE FOLLOWING:

- No Return Address or Restrictive Markings
- Excessive Postage or Possibly Mailed From a Foreign Country
- Misspelled Words
- Addressed to Title Only or Incorrect Title
- Badly Typed or Written
- Protruding Wires
- Lopsided or Uneven
- Rigid or Bulky
- Strange Odor
- Wrong Title with Name
- Oily Stains, Discolorations, or Crystallization on Wrapper
- Excessive Tape or String



1. Notify a BERT member. If one is not available, call the Department of Public Safety.



2. Do not touch the suspected item. Do not open the item.



3. If the item has been opened and it is either a bomb threat or a biohazard, consult the appropriate emergency procedure contained in this manual.





THREAT THROUGH THE MAIL – WHAT THE BUILDING EMERGENCY RESPONSE TEAM (BERT) SHOULD DO:

WHAT BERT MEMBERS SHOULD DO IF A SUSPICIOUS LETTER OR PACKAGE IS DISCOVERED:

1. Consult the BERT Leader or, if not available, call 911.
2. Do not touch the item.
3. If the item has been opened and it is a bomb threat or a biohazard, follow the appropriate emergency procedure.



EVACUATION PLAN FOR YOUR AREA OF THE BUILDING



The attached map is the route you should take to evacuate the building. To get everyone out of the building quickly, not everyone will be taking the same route. If your route is blocked, consult a BERT member or use the map to find an alternate exit.

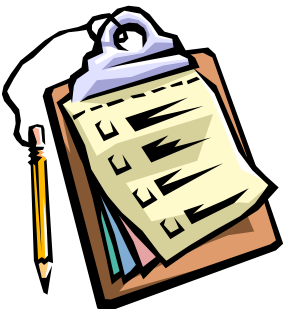
BE CALM AND EXIT IN AN ORDERLY MANNER



Follow the instructions and directions on the map. Do not use the elevators!



Please provide help for those who may need assistance exiting the building.



Report or check in with a BERT member who is doing a roll call. If you think someone is missing, notify a BERT member.