

Wilcox Hall Emergency Action Plan

Last Revised [January 2010] / Reviewed [January 2012]

Emergencies:	911 (from any campus phone) 609-258-3333 (from a cell phone)	Designated Assembly Area:	Dodge Osborn Courtyard
Fire Protection Systems:	Audible and visible alarms activated by pull stations and fire detection. Also fire suppression (sprinklers).	Emergency Coordinator:	Laurie Hebditch 258-6475 or 609-216-1247 LJF@princeton.edu
Special Assignments:	Alert all occupants in rooms on 2 nd floor in evacuation if conditions make it possible – Laurie Hebditch and Evelyn Spradley		

Fires

If you discover a fire:

- **Alert** people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Call** Public Safety at 258-3333 once outside

If a building fire alarm is sounding or you receive notification of a fire emergency:

- **Feel the door** or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and telephone number and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
- **If the door is not hot**, open it slowly. If the hallway is clear of smoke, walk to the nearest exit and evacuate via the nearest stairwell to the street/grade level exit.
- **Close doors behind you.**
- **Do not attempt to use elevators.** Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.
- **Assemble** at the area designated in your departmental Emergency Action Plan (see above) and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

Evacuation Procedures

Evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. After you have left the building, go to the designated assembly area and remain there. At the assembly point, supervisors will account for personnel and notify the Emergency Coordinator or Public Safety if any personnel are missing. During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

PTENS: Princeton Telephone & Email Notification System

In an emergency, the University may use PTENS to communicate information and instructions.

Register your emergency contact information in order to receive emergency messages:

Faculty & Staff: HR Self-Service Web Site https://puaccess.princeton.edu/pu_pages/HRSERVE-index.htm.

Graduate & Undergraduate Students: Student Course Online Registration Engine (SCORE) database:

https://puaccess.princeton.edu/pu_pages/SCORE-index.htm

Shelter in Place

During certain emergency situations, particularly **chemical releases, radioactive material releases and some weather emergencies**, you may be advised to “Shelter in Place” (e.g., remain inside) rather than evacuate the building.

- Stay inside the building.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements, even if windows are closed.
- Do not use elevators.
- Shut and lock all windows and doors. Locking can provide a tighter seal.
- Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems. Most University buildings have ventilation systems controlled centrally by Facilities Engineering.
- Close fireplace dampers.
- Quickly locate supplies you may need, e.g., food, water, radio, etc.
- If possible, monitor for additional information via the main [University web page](#), radio (88.1, 97.5, 101.5, 103.3, 1350, 1450, 1490) or television for further instructions.
- Do not call 911 unless you are reporting a life-threatening situation.

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting, wet paper towels, etc.
- Cover cracks under doors with damp towels.

When the “all clear” is announced

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Await further instructions.

Persons with Disabilities

Planning for Assistance in an Evacuation

If you think you might need specialized assistance during an evacuation (e.g. a visual alarm device, identification of fire-exit stairwells, specialized evacuation equipment or alternative egress route planning) due to a medical condition or disability, you may contact your emergency coordinator to arrange for a needs assessment. Self-identification is voluntary and confidential. All such requests and any special arrangements made will only be disclosed to Public Safety and individuals who have a responsibility to assist under the plan. Remember that elevators are tied to the fire detection system and are not available to occupants once a fire alarm sounds.

Evacuation Procedures

If you are alone at the time of a fire or emergency evacuation, notify Public Safety of your location by calling 911 from any campus phone or 609-258-3333 from a cellular phone. Proceed to the nearest fire-exit stairwell and wait on the landing for assistance. To ensure that your location is known, tell an individual who is evacuating to notify Public Safety at the designated assembly point of your location. Members of Public Safety, the Princeton Fire Department or the Princeton First Aid and Rescue Squad will assist you from the building.

University Fire Emergency Policy and Procedure

In case of a fire emergency*, notify Public Safety immediately at 911. Public Safety has primary responsibility for managing fire emergencies and summoning outside assistance when necessary. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Fire fighting efforts must be terminated when it becomes obvious that there is risk of personal harm.

Each University Department must designate an Emergency Coordinator responsible for developing and maintaining a departmental Emergency Action Plan (EAP) and training employees on all elements of the plan as well as any special duties assigned specific individuals. During a fire emergency, only individuals designated in the EAP may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

Training

The Emergency Coordinator is responsible for providing all new employees or other regular building occupants with initial Emergency Action Plan training.. All building occupants must be familiar with the contents of this plan and retrained annually. The Emergency Coordinator is responsible for full dissemination of any changes to the plan following the annual review.

Fire extinguisher training and the arrangement of fire drills is available upon request through the University Fire Marshal (8-6805).

Additional Information

Additional information on emergency action planning can be found on the Emergency Information Quick Link <http://www.princeton.edu/main/administration/safety/emergency/> on the Princeton University home page (<http://www.princeton.edu>) or by contacting Kelly States, Program Manager, Safety (8-2648 or kstates@princeton.edu) or Robert Gregory, University Fire Marshal (8-6805 or rgg@princeton.edu).

* A fire emergency is defined as (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or the odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding.

Appendix A - Bomb Threat Procedure & Checklist

Bomb threats usually occur when someone wants to disrupt normal business operations. The goal of the person making the threat is usually to create an atmosphere of fear and panic. It is extremely rare for a bomb to be discovered as the result of a bomb threat.

Bomb threats may be initiated through the U.S. mail, e-mail, written postings at the facility (such as graffiti on bathroom walls) and via telephone call.

If you discover a bomb threat, notify Public Safety immediately at 911. Then, notify your supervisor and emergency coordinator. If a threat is via e-mail, DO NOT delete the e-mail and wait for forwarding instructions from Public Safety.

A bomb threat does not automatically mean the building should be evacuated. In fact, evacuating the building may delay Public Safety and local law enforcement's ability to respond.

Public Safety will assess the credibility of the threat and may choose to evacuate the building and contact local law enforcement. Emergency Coordinators may be called upon to assist with a search of the building.

The following bomb threat checklist should be kept at bomb threat-vulnerable locations to assist call recipients in recording information about the call.



Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms
BOMB THREAT CHECKLIST



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

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |

- | | |
|--|--|
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

BACKGROUND SOUNDS:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please specify) _____ |

BOMB THREAT LANGUAGE:

- | | |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

Appendix B – Building Lockdown/Shelter in Place Procedures

In the event of notification to lockdown the building, the following procedures should be followed:

1. Manually lock building doors if not CACS controlled according to the following table:

Door	Person(s) Responsible
N/A	

2. If safe to do so, proceed to the following pre-designated shelter-in-place locations:

Room Name/Number	Floor	Everyday Use
Black Box Theatre	basement	
Seminar Room 204	2nd	
201 Wilcox (college office)	2nd	

3. Turn off lights and silence cell phones and other devices
4. If applicable, close blinds and stay away from windows
5. If an active shooter situation, barricade door and get out of sight
6. Wait for an “all-clear” message

Appendix C – Power Outage

- Most power outages last less than five minutes. Remain calm and stay where you are unless there is an imminent threat to your safety (e.g. a fire).
- Contact Facilities – Customer Service at 258-8000 or non-emergency Public Safety (258-1000) to report an outage in your building.
- Do not call 911 to report the outage or to find out more information.
- A cell phone backlight can be used when necessary for an impromptu flashlight.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting.
- Turn off all computers, light switches and appliances to avoid a surge when the power is restored.
- Keep refrigerators & freezers closed. Depending on use, refrigerators can keep food for 4-6 hours and freezers can keep food up to 48 hours.