Site Specific Emergency Action Plan
University of Southern Maine
School of Nursing and President’s Office
Masterton Hall, Portland

Background
The major hazard(s) within Building Name: Masterton Hall (School of Nursing and President’s Suite) is (are):

Hazard(s) Location
Flammable Liquids/Gases Room(s): Room 205 - Cleaning supplies for labs
Chemical(s) Room(s) _____ none ________________
Mechanical Room(s) _____ none ________________
Pressurized Cylinders Room(s): Divers Air – Grade D in Room 142 and piped to first & third floor labs (rooms 156 and 305).

The evacuation alarm is sounded with an AUDIBLE ALARM and/or AUDIBLE ANNOUNCEMENT

Emergency Escape Procedures and Routes
Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. The escape procedure and escape route sheet of the type posted in work areas is included with this plan.

In the event that you:

1. Discover a fire or chemical spill emergency;
2. Smell smoke or the odor of burning or abnormally hot material; or
3. The alarm is sounded.

You shall:

1. Verbally warn others in the area.
2. Activate the Fire Alarm system. (Pull stations near the exits.)
3. If your workspace is not currently involved and you can do so safely: Shut windows and close the door tightly behind you as you leave.
4. Evacuate the building; do not use an elevator, conducting a minimal sweep for visitors and students on the way out.
5. If you discovered the fire or chemical spill emergency, Call 911 from a safe place and inform them of what has happened.
6. Assemble at the rally point and account for all employees.
7. Brief the Fire Department on concerns upon their arrival.
8. Remain outside the building until the all clear is given by the authorities.
Exit Pathways

See attached building maps that are posted by each elevator and those posted in the labs in room 156, 204206, and 305. Maps also attached.

Rally Points

Employee Accountability Procedures after Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

The rally point in good weather is the grassy area beside the science building that is the community garden and during inclement weather moves to the lobby of Luther Bonney.

At the Rally Point an accounting of employees will be taken by Brenda Webster or the most senior of the staff available. If people cannot be accounted for, inform the Emergency Responders.

The following have been designated evacuation coordinator(s): Ground floor – Laure Nickerson; First floor Masterton administrative suite side - Kathryn Mitchell; First floor Masterton lab and classroom side - Shannon Gouzie; Second and Third floors – Tammy Berry. If any employee is absent, the most senior staff member will assume their responsibilities.

Employees authorized to remain behind to operate or shut down critical operations: None

Sheltering in Place

Ground floor will shelter in place in the interior conference room (room 023). First floor administrative suite side will shelter in place in room 120. First floor classroom and labs side will shelter in place in room 113. Second floor will shelter in place in room 113 and enter by second floor doors. Third floor will shelter in place in elevator lobby area. If conditions are not safe to move to the identified area employees are encouraged to shelter in place in their assigned office/work area. Department: University Environmental Health and Safety Document: Emergency Action Plan

Use of Emergency Equipment

Although it is policy to evacuate in case of a fire, circumstances may dictate that a fire extinguisher is needed. DO NOT use a fire extinguisher unless:

1. You have been trained in the use of an extinguisher within the last 12 months.
2. You are able to put out the fire without endangering yourself or others.
3. You have an open path of escape at all times
Personal Injury Emergency Procedures

In the event that:

1. You are injured.
2. Come upon an injured person.
3. Encounter what you suspect to be blood or other bodily fluids.

You shall:

1. Call 911 and inform them what has happened.
2. If the victim is other than yourself administer first aid only if you are currently certified and are using the proper personal protective equipment.
3. If the situation involves suspected blood or other bodily fluids and no victim still call 911 and inform the dispatcher. Keep people away from the suspected bodily fluid. **(DO NOT attempt a clean-up on your own.)**

Prevention/Follow-up

Periodic safety audits will be conducted by the employees and safety coordinator reducing the risks of hazards within the workspaces.

Once the emergency situation has been mitigated, an incident investigation will be completed, and corrective measures will be implemented to prevent future recurrence of the problem.

If an injury is involved then file a first report of injury with Human Resources.

Implementation and Maintenance

This plan will be reviewed, trained, and exercised when the plan is first implemented, whenever a new employee is hired, when changes necessitate, and at least once a year. The training will consist of providing a copy of the Emergency Action Plan and evacuation map to the employee, explaining procedures, walking through an evacuation, and answering any questions the employee has.

Evacuation drills will also be conducted.

The person(s) responsible for updating and training this Emergency Action Plan is Krista M. Meinersmann, Director, School of Nursing. (plan updated on 1/4/2016)