Parsons Hall

Emergency Operations Plan

Revised October 2015

Revision History

Date	Revision description	Revised by
April 2013	Initial Plan	Brad Manning
May 2014	Annual Review and Update	Brad Manning and Cindi Rohwer
November 2014	Emergency Coordinator Team Member Update	Cindi Rohwer
January 2015	Cell and Home Telephone Number Update	Cindi Rohwer and Brad Manning
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I. Introduction

The University of New Hampshire (UNH) is committed to supporting the welfare and safety of its students, faculty, staff and visitors. UNH's Emergency Operations Plan (EOP) for Parsons Hall establishes guidelines, procedures, and organizational structure for response to potential critical incidents that may occur. This plan is written to specifically address emergencies that may occur at Parsons Hall. The basic structure of the plan is modeled after UNH's Emergency Procedures Program.

Parsons Hall primarily houses the Chemistry Department including the chemistry laboratories and is located on Academic Way on the South side of the campus.

The purpose of this plan is to establish clear guidelines regarding UNH employees' responses to emergencies, including fire, chemical spills or releases, power outages, acts of violence and injury/illness. This EOP is developed to provide for the safety of the UNH community and follows the basic elements contained in the Occupational Safety and Health Administration (OSHA) regulation for emergency action planning contained in 29 CFR 1910.38. The EOP details the actions that UNH employees will be expected to take in response at Parsons Hall to an emergency and identifies certain individuals that have an emergency response role.

For questions or concerns regarding this plan, contact the Director of Environmental Health & Safety at 862-2571.

II. Lines of Authority

In case of a catastrophic emergency, UNH Fire/Police dispatch will be notified. The Chief of the Durham Fire Department is responsible for disaster and emergency response. The Director of Environmental Health & Safety, or his/her designee, serves as the coordinator for all biological and chemical spills/emergencies.

Emergency Fire/Police Dispatch	**911**
Director of Environmental Health & Safety	Bradford Manning 862-2571

III. Emergency Coordinator Team Members

Due to the unique activities and hazardous materials that are used and stored in Parsons Hall, specific roles and responsibilities have been established for key occupants of the building. Following is a list of individuals with emergency response duties:

Coordinator/Leader	Name and Title	Phone Number
Building Emergency Coordinator	Professor Glen Miller Chemistry Department Chair	862-4816 Cell: 603-969-7970 Home: 603-868-5215
Assistant Building Emergency Coordinator	Cindi Rohwer Chemistry Department Administrative Manager	862-1795 Cell: 603-812-7473 Home: 603-436-7757
1st Floor North Wing Leader	Cindi Rohwer	862-1795 Cell: 603-812-7473 Home: 603-436-7757

Coordinator/Leader	Name and Title	Phone Number
2nd Floor North Wing Leader	Professor Erik Berda	862-1762 Cell: 603-531-7839
1st Floor West Wing Leader	John Wilderman, UIC Shawn Banker, UIC	862-1092 Cell: 603-833-0054 Home: 603-664-6899 862-3597 Cell: 603-365-1127 Home: 603-659-6211
2nd Floor West Wing Leader	Professor Roy Planalp	862-2471 Cell: 603-502-9602
1st Floor South Wing Leader	Professor Howard Mayne	862-2358 Cell: 603-285-5640
2nd Floor South Wing Leader	Professor Sterling Tomellini	862-2519 Cell: 603-767-9522
Iddles Wing Leader	Robert (Bob) Constantine Manager Chemistry Lab	862-1083 Cell: 603-767-8945

In addition to the individuals listed above, each laboratory is assigned an emergency coordinator (EC) and EC alternate. The names and contact numbers for the laboratory ECs are posted outside of each lab. The laboratory ECs can be contacted by the person discovering the incident or by emergency responders in order to obtain detailed information about any potentially hazardous conditions within the particular lab.

IV. Employee Roles and Responsibilities

Building Emergency Coordinator

The Building Emergency Coordinator (BEC) is responsible for the implementation and employee education of this plan. During an emergency the BEC will implement the EOP and coordinate emergency actions to provide for the safety of all individuals in the building. The BEC emergency duties include:

- Ensure that emergency agencies and UNH emergency contacts have been notified
- Assist in building evacuation
- Account for evacuated personnel
- Ensure all necessary individuals have received proper training in EOP
- Periodically check emergency contact signage

Assistant Building Emergency Coordinator

The Assistant Building Emergency Coordinator will support the BEC and be responsible for the BEC's duties if the BEC is unavailable.

In the event that the BEC and Assistant BEC are not available, the person discovering the emergency should dial 911. For laboratory emergencies, the laboratory emergency coordinator should be contacted.

Wing and Floor Leaders

The Wing and Floor Leaders have the following responsibilities:

- Ensure that all persons are evacuated from your floor/wing
- Assist physically disabled persons, if trained to do so
- Account for evacuated personnel

Assistant Wing and Floor Leaders

The Assistant Wing and Floor Leaders will support the primary Wing and Floor Leaders and be responsible for their duties in their absence.

V. Emergency Notifications

A. Emergency Contacts

Police, Ambulance, Fire, Hazardous Spills 911

Do not dial 9 for an outside line. Simply dial 911 from any campus phone to be connected to UNH dispatch. Outdoor emergency phones communicate directly with the UNH dispatch. If calling 911 from a cell phone, indicate the location of your call (UNH, Durham) and the call will be connect to UNH dispatch.

Environmental Health & Safety:

Biological Emergencies (Dana Buckley)	862-0197
Alternate (Brad Manning)	862-2571
Hazardous Materials (Martin McCrone)	862-3526
Alternate (Brad Manning)	862-2571
Radiological Safety (Michele Arista)	862-3607
Alternate (Brad Manning)	862-2571
Safety (OSHA) Violations (Brian Cournoyer)	862-4761
Alternate (Brad Manning)	862-2571
Chemical Emergencies (Martin McCrone)	862-3526
Alternate (Brad Manning)	862-2571

B. Making Emergency Calls

When you report an emergency, state: "This is an emergency".

Tell the operator:

Nature of the emergency (any injuries?)
Your name
Your location (building and room) and the location of the problem
Your telephone number

VI. Incident Response Procedures

A. General Evacuation and Accountability Guidelines

All of the emergency situations outlined in this EOP have the potential for an evacuation. UNH policies on evacuation are specific to the incident and identified in the subsequent sections. Following are some general guidelines for a safe and orderly evacuation:

- Keep calm
- If you are responsible for announcing an evacuation, give clear, loud and succinct instructions

- Assist persons with walking or mobility disabilities to an Area of Refuge (or if on the first floor to an Assembly Area) and call for help. Areas of Refuge are described below and are identified on the evacuation map.
- Instructors should lead their students and remain together
- Emergency coordinators and leaders should check rooms on their way out
- Follow the evacuation routes as posted
- Assemble at the designated Assembly Area
- Emergency coordinators, leaders and instructors should account for faculty, staff and students at designated Assembly Areas and Areas of Refuge.
- Do not reenter the building until responding emergency personnel (i.e. police or fire) announce that it is safe to do so.

Following an evacuation, there are four exterior Assembly Areas for Parsons Hall occupants to meet at, as listed below. Assembly Areas are identified on the evacuation route maps provided in Attachment A and are assigned by wing.

- Outside Iddles (in green space under trees)
- Outside NW Knuckle (under the big tree)
- Outside SW Knuckle (on new sidewalks)
- Outside SE Wing (courtyard facing Babcock Hall)

In addition, there are "Areas of Refuge" where persons with disabilities or injuries can assemble if they are unable to reach an exterior Assembly Area during an evacuation. The Areas of Refuge are the Northwest (Iddles), Northwest, Southwest, and South stairways and are identified on the evacuation maps in Attachment A as Areas of Rescue. These stairways are closed off from the building wings by fireproof doors. Signs are posted in the stairways identifying "Area of Refuge". Emergency call boxes are available to request assistance from UNH Dispatch.

Building EC, Floor and Wing Leaders and instructors are responsible for accounting for faculty, staff, students and visitors at their designated Assembly Areas. Instructors and Floor and Wing Leaders will notify the Building EC of any persons not accounted for.

B. Power Outage

A power outage in Parsons Hall can result in hazardous conditions in the laboratories and eventually throughout the building. Extended power outages in Parsons Hall require a full building evacuation.

If the power is lost and does not return within a **minute or two**, the following steps should be taken:

- Turn off and unplug all non-essential electrical equipment in your work area.
- Discontinue all work in fume hoods and cap all open containers.

- Close hood sashes.
- Close lab refrigerators and freezers and avoid opening them.
- Make sure experiments are stable and do not create uncontrolled hazards.
- Shut down experiments that involve hazardous materials or equipment, which automatically restarts when power is available.

If the power does not return within 10 minutes, evacuate the building. The Building Emergency Coordinator with the assistance of the Wing and Floor Leaders will make a verbal announcement to evacuate.

- Follow the general evacuation guidelines in Section VI.A for leaving the building.
- DO NOT PULL THE FIRE ALARM unless there is smoke, fire, or a spill**.**
- If someone is injured and requires immediate medical attention, call 911.
- Disabled persons should go to an Area of Refuge (identified on evacuation map contained in Attachment A) within the building and use the emergency call box (press red push button) to request assistance from UNH Dispatch.

Important building systems information during a power outage

- There are two emergency generators that provide power to the following equipment:
    - life safety systems (emergency lighting, exit sign lights, fire alarm system)
    - refrigerators
    - exhaust fans at reduced flow
    - equipment plugged into an emergency power outlet (red outlet)
- Air supply is shut down throughout the building.
- Air exhaust systems in the North Wing, West Wing and part of the South Wing are set at 30% of normal flow.
- Air exhaust systems in the South Wings' General Chemistry and Organic Chemistry labs are shut down completely.
- Both elevators, one in Iddles and the other in the South Knuckle, automatically go to the first floor and doors open and lock in position.
- Doors between wings automatically close.

Procedures to follow when the power returns

- Do not return to the building until the power has returned for a minimum of 20 minutes. The air-handling units should be operating for at least 20 minutes to provide for an adequate number of air exchanges.
- The Emergency Coordinator and Wing and Floor Leaders will provide notification when it is safe to return to the building.
- After returning to the building, check equipment and reset/restart equipment as necessary.
- Check that fume hoods are operating properly.
- Recalibrate and reprogram equipment as necessary.

C. Medical Emergency

For any injury or illness that requires more than simple first aid, the following procedures should be followed:

- Dial 911; describe medical emergency, location of individual and entrance door for ambulance to arrive at.
- Remain with the individual and help keep them calm.
- Do not attempt to move an individual who has fallen or may have a serious injury unless they are in obvious immediate danger.
- Help prevent shock by keeping the individual warm and dry.
- If the individual is bleeding, use rubber gloves and apply pressure to the area to help stop the flow.
- Have someone meet the ambulance at the designated entrance door and direct them to the injured individual.
- Do not administer any medications unless the injured person instructs you to and has their prescription medication with them (i.e. allergy medication, heart medication, etc.)
- Do not move an individual from a wheelchair unless they are able to provide instruction or are in imminent danger.

Automated External Defibrillators (AEDs) can be found in the following locations:

- Iddles Foyer, 1st Floor, main entrance location.
- Southwest Foyer, 1st Floor, main entrance by doors location.
- Southeast Foyer, 1st Floor Entrance, by doors and Gen Chem labs.
- West Wing, 2nd Floor Stairwell, outside of W102/W104 by emergency station.

D. Fire Emergency

This section provides immediate actions to take during a fire emergency. Additional sections in this plan identify fire prevention and preparedness and fire response equipment.

- If you detect smoke or fire in the building or receive a report of smoke or fire, immediately **activate the nearest alarm box and call 911**.
- If you have been trained and would not be placing yourself in immediate danger, use a fire extinguisher to extinguish small fires.
- Evacuate the building as quickly as possible. Follow the general evacuation procedures outlined in Section VI.A. Procedures for evacuation specific to a fire emergency are as follows:
    - If time allows, close windows and door before leaving your room.
    - Never enter a room where there is fire or smoke.
    - Feel closed doors for heat before opening.
    - Use stairs to evacuate, do not use the elevator.
    - If you encounter smoke, stay low to the ground.
    - While in route to the nearest exit, tell occupants the location of the fire.

E. Hazardous Materials Spill

Since Parsons Hall houses the University's chemistry laboratories there are many chemicals being stored and used within the building. Bulk chemicals are stored in the West Wing's chemical transition room, solvent storage room, chemical stock room, and the nitrogen tank storage room. The mechanical systems room on the second floor of the South (west) Wing contains four liquid nitrogen tanks. In addition, there are three nuclear magnetic resonance (NMR) units in the NMR Room (W124), which contain helium and nitrogen. Smaller quantities of chemicals are stored and used in each lab.

The level of response to chemical spills depends on the quantity, hazards and location. As a general guide for convenience and safety, spills are defined as major or minor as follows:

Major Spill: spills that require emergency cleanup assistance from the Office of Environmental Health & Safety (OEHS), Fire and/or Police Department. Specifically defined as all spills greater than 1 quart (1 liter) and the following types of spills regardless of quantity:

- Extremely flammable materials (flash point less than 20 F)
- Extremely toxic materials (5 mg/kg LD 50)
- Mercury spills
- Personal contamination
- Leaking containers

- Uncontrolled compressed gas release

Minor Spill: Spills that can be cleaned up and properly disposed of by Chemistry Department personnel and do not require assistance from emergency response personnel.

Major Spill Response Procedures

- Verbally notify others in your area.
- Call for assistance: **OEHS** **862-4041 (8am – 5pm)**
  UNH Dispatch **911**
- When reporting a spill provide name, location, phone number and description of material spilled.
- For flammable materials, turn off all ignition sources.
- Close doors to the area where the spill occurred.
- Evacuate the room, floor or building as necessary or as directed by OEHS, Chemistry Department, Fire Department or Police Department. Follow the general guidelines for evacuation in Section VI.A.

For specific information on mercury spills, refer to UNH's Laboratory Safety Manual.

Minor Spill Response Procedures

- Notify others in your area.
- Wear personal protective equipment before cleaning spill (goggles, gloves, etc.).
- Ventilate the room if possible.
- Spread absorbent material on and around the spill to absorb the chemical.
- Attempt to prevent chemicals from entering sinks, floor drains, storm drains.
- Sweep the absorbed spill from the outside toward the middle. Place in plastic bag, seal and place in appropriate container.
- Wash contaminated area with soapy water.

F. Bomb and Bomb Threat

Possible Situations

- A bomb threat has been received; no device has been located.
- A bomb threat has been received; a device has been located.

A threat can be received by phone, mail, messenger, or email.

Incident Response

Report a bomb threat to **Dispatch at 911** immediately. Try to provide as much information as possible.

1. If you receive a bomb threat call, record the time of the call, ask questions and take notes:

    - When will the bomb go off?
    - Where is it?
    - What does it look like?
    - Why was it placed in the building?
    - Who is calling?

2. Can you provide additional information?

    - Caller's gender
    - Approximate age
    - Did the person have an accent or unique speech attribute
    - Were there any background noises during the call

3. If you receive a bomb threat note, and the note was hand delivered, try to remember the characteristics of the messenger or suspicious persons in the area.

Evacuation Policy for Bomb Threats

The decision to order an evacuation for a bomb threat is made by the following:

- **Campus Police** if a suspected device is located;
- **UNH Police Chief** when a device is not located.

G. Shelter-In-Place

A Shelter-In-Place action may need to be taken during an accidental release of toxic chemicals to the ambient air or any other emergency where it is safer to stay indoors.

Communication of Shelter-In-Place

Notification to shelter-in-place may come from several sources such as email, phone, radio, or verbal notification from Building ECs or Wing/Floor Leaders.

Shelter-In-Place Procedures

- Remain in the building.
- In laboratories, close containers, close fume hood sashes, turn off heating apparatuses.
- Close windows and doors.
- Find shelter in a room with the fewest number of windows and doors

- If the shelter-in-place directive is issued due to a hazardous materials release, the Energy Office may turn off the heating and ventilations systems to limit the movement of air. If this happens, DO NOT seek shelter in the laboratory. All occupants of Parsons Hall should go to Iddles.
- If possible keep a radio, phone, or computer close by.

H. Workplace Violence

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is highly unlikely. Contact Campus Security and/or the Durham Police Department at 911 in the event of any incident of workplace violence.

1. Suspicious Individual Protocol

a. Report a suspicious looking individual or activity to UNH Police at 911. Give your location, name, and reason for calling. Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair, and any other distinguishing features. If the individual is in a vehicle, attempt to get the vehicle make, model, and color as well as the license plate number, if possible.

b. If you suspect the person is armed or see a weapon, call 911 immediately and report the situation.

c. Do not approach a suspect individual yourself. Contact UNH Police as quickly as possible while monitoring the location of the person if feasible.

2. Active Shooter Protocol

An active shooter is defined by the U.S. Department of Homeland Security as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms.

Protocol

a. If you witness any armed individual on campus at any time, immediately contact UNH Police at 911.

b. If the shooter is outside the building:

- Turn off all the lights and close and lock all windows and doors.
- Close all window blinds and curtains.

- If you can do so safely, get all individuals on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.

c. If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact 911 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Get individuals on the floor and out of the line of fire.
- Wait for the "all clear" instruction.

d. If the shooter comes into your class or office:

- Stay calm.
- Attempt to get the word out to other individuals if possible. Call 911 if possible.
- Maintain eye contact.
- Stall for time.
- Attempt to talk with the individual. If you know the individual, use their first name.
- Put distance between yourself and the offender.
- If possible, keep an escape route behind you.
- Never try to grab the weapon.

VII. Evacuation for Persons with Disabilities

In the event of an evacuation, the Building EC and Wing/Floor Leaders should be aware of persons with disabilities who work in their areas or are students or visitors. An evacuation procedure should be prearranged between the disabled individuals and people who will be assisting them. When developing an evacuation procedure, the following information should be considered:

- Self-closing fire-rated doors protect all exit corridors and stairwells. These are the safest areas during an emergency. Do not use elevators as a means for evacuation.
- Do not carry an individual unless trained to do so.
- For **visually impaired persons**, offer your arm for guidance and explain the situation and where you are taking them.
- For **hearing impaired persons**, write a quick note explaining the situation and what to do.
- **Persons in wheelchairs**:

- Should be able to exit safely from the ground floor.
- If on the second floor, assist the person to an Area of Refuge and call 911.
- Do not attempt to lift a person from their wheelchair. Lifting them may be dangerous to their well-being and yours.

VIII. Preparedness and Prevention

A. Fire

When a fire alarm box is activated, the fire-rated hallway doors will close automatically in the wing in which the alarm was activated. The air supply and exhaust system for the wing in which the alarm was activated will function as follows (the air supply and exhaust for all other wings will remain in normal operating status):

- **West Wing:** Air supply shuts down, air exhaust is reduced to 30%
- **North Wing:** Air supply shuts down, air exhaust is reduced to 30%. Air supply is provided by floor and air exhaust is ducted by east vs. west.
- **South Wing:** The air supply and exhaust systems in the general chemistry and organic chemistry labs (southwest) are completely shut down. In the remainder of the building, the air supply shuts down and air exhaust is reduced to 30%.
- **Iddles Wing:** Air supply and exhaust is completely shut down.

Measures to take to prevent and prepare for a fire:

- Proper storage of flammable liquids.
- Keep aisles, corridors and egress routes unobstructed.
- Do not smoke in the building.
- Do not obstruct fire extinguishers.
- Be aware of the exit routes from your floor/wing. Count the doorways to the exit in case of blinding smoke.
- Know the location of fire alarms and fire extinguishers.
- Keep a flashlight in your room.
- Maintain an updated list of persons with disabilities.

B. Power Outage

- For each group of labs or each lab, designate an emergency contact person that can be reached 24 hours a day.
- Post the emergency contact phone numbers in the lab or in the hallway outside the lab.

- Equip lab with spill kit and flash light.
- Make a list of equipment that must be reset, restarted, reprogrammed, recalibrated when power returns. Post list in conspicuous place.
- Develop procedures for safely concluding hazardous chemical procedures.
- If possible, program equipment that operates unattended to shut down safely during a power failure and not restart automatically when power returns.
- Lab training should include:

    - Safely storing chemicals after use
    - Location of fire extinguishers, fire alarm, nearest phone
    - Location of spill kit, flashlight, emergency source of dry ice (if necessary)
    - Emergency contact info
    - Identification of equipment that must be reset, restarted, etc. once power returns
    - Evacuation routes

C. Hazardous Spills

- Make sure all lab and maintenance workers are thoroughly trained in lab safety procedures. Post laboratory safety guidelines in conspicuous locations.
- Do not purchase excess quantities of chemicals. Do not store over ten gallons of flammable liquids (cumulative) in any one lab unless they are in an approved flammable cabinet.
- Never keep flammables in refrigerators or freezers that are not listed as nonflammable or explosion proof.
- Secure compressed gas cylinders with welded link chains to the wall. Cylinders should be individually secured.
- Replace mercury thermometers and devices with non-mercury containing alternatives.
- Know the location of material Safety Data Sheets (MSDS) for the chemicals being used in the area. Be familiar with the NFPA diamond symbol.
- Maintain a clean well-kept work environment.
- Store all chemicals above floor level.
- Avoid storing large or heavy items in upper shelves/cabinets.

Additional reference information is available in the UNH Laboratory Safety Manual. For specific questions or information on waste disposal, contact OEHS at 862-3526.

IX. Training

The purpose of this section is to ensure that all personnel are provided with proper training on their roles and responsibilities in the event of an emergency. Emergency training for employees consists of:

- Initial training of the procedures contained in this EOP
- Annual review of this plan
    - emergency procedures
    - duties and responsibilities during an emergency
    - preparedness and prevention
    - evacuation routes
    - contacts
- Location of designated Assembly Areas and Areas of Refuge.
- Location of emergency evacuation routes
- Annual fire drills and evacuation drills (including gathering and accounting at Assembly Areas)
- Annual review of UNH's Laboratory Safety Manual for those employees working in labs.