

Emergency Action Plan for the School of Biology and Ecology, Murray Hall

Background:

The major hazards within **Murray Hall** are:

Hazard	Location
Fire	Entire Building
Chemical Spill	Entire Building
Gas Leak	Entire Building

Flammable Chemical Proper Handling and Storage Procedures:

Chemicals use and storage at the university are either covered under the specific Chemical Hygiene Plan in each or laboratory or under the campus Hazard Communications Policy. These plans and policies define safe storage and handling of chemicals.

Emergency Procedures:

The evacuation alarm is sounded with an audible alarm and smoke and/or heat detectors.

In the event that you:

1. Discover a fire, gas leak, or chemical spill emergency;
2. Smell smoke or the odor of gas, 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 of concerns upon their arrival.
8. Remain outside of the building until the all clear is given by the authorities.

Exit Pathways:

See attached building map.

Rally Points:

The rally point is located **across Flagstaff Road in front of the entrance to DPC (Maine Business School in Donald P. Corbett Hall)**. In case of inclement weather, the rally point is located **in the DPC lobby**.

At the rally point, an accounting of employees will be taken by: **Farahad Dastoor, Peg Killian, Morgan Restad**, or the most senior staff available. If people cannot be accounted for, inform the emergency responders.

The following have been designated as evacuation coordinator(s): **Farahad Dastoor, Ann Dieffenbacher-Krall, Morgan Restad, and Peg Killian**.

Employees Authorized to Remain Behind:

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

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 hands-on use of an extinguisher within the last three years.
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, or 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 **Peg Killian** and may be reached at **(207) 581-2531. (On campus, just dial 12531).**

This document has been updated 8/11/22.