**Radiation Research Building (RRB)**

**Emergency Action Plan**

**Updated**

**12/1/2023**

An emergency action plan describes the actions employees should take in case of fire or other emergency situations.

1. **SCOPE**

The University is committed to comply with all emergency regulations and protect faculty staff, students and guests in emergency situations.

1. **EMERGENCY PLAN COORDINATOR (EPC) FOR THE RADIATION RESEARCH BUILDING (RRB)**

The Emergency Plan Coordinator for the RRB is Laura Mortlock-McMinn. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up-to-date. Supervisors, Principal Investigators or their designees are responsible for training people within their area of responsibility as designated in this plan when they are assigned to a job, when their responsibilities under the plan change, or when this plan changes. This plan is available at https://riskmanagement.nd.edu/assets/445244/radiation\_research\_building.pdf.

The Emergency Plan Coordinator (EPC) for the RRB can be reached at:

**301B Radiation Research Building /** [**Laura.Mortlock@nd.edu**](mailto:Laura.Mortlock@nd.edu) **/ 574-631-6117**

1. **REPORTING PROCEDURES**

**Dial 9-1-1- from any campus phone or 574-631-5555 from a cell phone to report an emergency.**

1. **EVACUATION PROCEDURES**
   1. **Emergency Escape Procedure and Routes**

In advance, locate the nearest exit to your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING AN EVACUATION

Emergency exits are marked by signage. Find the closest available exit to your location and proceed there. If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible – such as car keys, purse, medication, and glasses. Read and understand the following steps:

* Follow instructions from emergency personnel.
* Check doors for heat before opening and if the door is hot, DO NOT open it.
* Walk, DO NOT run, push or crowd. Use handrails in stairwells and stay to the right.
* Keep noise to a minimum so you can hear emergency instructions. Assist people with disabilities.
* Unless otherwise instructed, move quickly away from the building towards the designated assembly point. The RRB designated point is **in front of the north entrance (facing the library) to the building.**
* Watch for falling glass and other debris.
* Keep roadways and walkways clear for emergency responders and vehicles.

Once you have relocated away from the building, DO NOT return until notified that the building is safe.

Evacuation may not be appropriate for all emergency situations. The situation may dictate or emergency instructions may be given to **shelter in place.** Shelter in place means selecting an interior room(s) within your building, or one with few or no windows, and taking refuge in there. For example, this may be appropriate for active violence, severe weather, and hazardous material release.

Campus Safety personnel have been trained and are responsible to assist for a safe and orderly emergency evacuation.

* 1. **Employees who may Remain to shut down Critical Operations before Evacuating.**

If time and conditions permit, some faculty, students or staff may need to secure critical operations prior to evacuating. All employees assigned to these tasks must be capable of recognizing when to abandon the operation or task and evacuate themselves before their evacuation route is blocked.

Staff Required for Shutdown during Evacuation

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Office Phone | Cell Phone | Critical Actions Required |
| **Kiva Ford** | 631-6443 | 908-752-1456 | Shut off gas manifolds in Glass Shop |
| **Jay LaVerne** | 631-5563 | 574-274-5487 | Confirm gamma vault is evacuated |

Explanation of Critical Actions Required during Evacuation

* Gas manifolds deliver flammable/explosive gases to the glassblower’s bench and glass lathe. While exiting Glass Shop, the glassblower should shut off the supply of gas to the manifolds, and the valves to the hydrogen and oxygen tanks in order to reduce the risk of explosion. The Glass Shop gate should remain open so that the shop is accessible to emergency personnel.
* The gamma vault is secured by a card-lock system. A gamma source custodian is designated to enter the vault and ensure that any occupants have evacuated. Vault will be locked after it has been cleared, as per NRC directive.
  1. **Employee Accountability Procedures after Evacuation**

The supervisors or designated persons in charge must ensure all personnel evacuate. Check all areas e.g., offices, labs, restrooms, remote spaces, etc. Provide assistance to faculty, staff and students as needed to leave the building. Accounting for all students, faculty and staff following an evacuation is critical. The names and last known locations of anyone not accounted for should be passed on to the official in charge. No one is to re-enter the building for any reason until the emergency responders or other responsible agency has notified us that the building is safe for reentry.

* 1. **Alarm/Alert System**

The alarm system provides warning for necessary emergency action. The alarm is generally capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions are distinctive and include horn blasts, sirens, and public address systems.

Alarm systems for notifying all employees in case of an emergency are:

|  |  |
| --- | --- |
| **Alarm System** | **Action to be Taken** |
| ND Alert Systems- Public Address Systems | Follow Instructions |
| Fire Alarm- audible horn and visual strobe light | Evacuate Building |

In addition to the ND Alerts, we encourage everyone to use the ND Safe Smartphone App. ND Safe is for all faculty, staff and students to use to access multiple resources for personal safety in one place, including one-button calls to Notre Dame Police/Fire/Emergency Dispatch, St. Joseph County 9-1-1 and non-emergency assistance. ND Safe is available for free and easy download for any Notre Dame student, faculty or staff member using their ND credentials.

* 1. **Severe Weather/Tornado**

When a tornado warning is announced, all employees, students and guests should immediately go to their designated tornado refuge area. The designated refuge area in the RRB is the **basement level.** The central corridors of the basement are the designated shelter areas during tornado threats. Remain there until notified that an all-clear status has been declared.

* 1. **Training**

Training is accomplished by an employee reading this document or by instruction from an immediate supervisor or department leadership:

* For employees when the plan is initiated, substantive changes are made to the plan and/or facility:
* When an employee’s responsibilities substantively change involving safety related activities; and
* For new employees (new hires or transfers)

1. **FIRE EXTINGUISHERS**

In most cases employees are at less risk if they evacuate rather than use fire extinguishers. Fire extinguishers are available yet we do not have an expectation that people utilize fire extinguishers in the event of a fire. If you are going to use a fire extinguisher, you must train annually and only use them for small fires. Training can be completed online through Endeavor.

Fight the fire only if:

* The fire department has been notified.
* The fire is small and is not spreading to other areas.
* An escape route is available.
* The fire extinguisher is in working condition and personnel are trained to use it.

1. **RESCUE AND MEDICAL DUTIES**

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Generally, the Notre Dame Fire Department and Police Department provide these services. The Wellness Center is an additional resource for staff and faculty. University Health Services is an additional resource for students.

1. **ACTIVE VIOLENCE PREPAREDNESS**

In the event you find yourself in an active shooter situation, use the run, hide, fight method. We encourage each department to have these conversations and discussion with their respective teams. Identifying locations, specific to your department, could save lives. These are hard conversations but worth having in order to be prepared if this situation were to happen on campus.

* **Run.** Get away for the threat, leave your belongings behind. Evacuate immediately, save yourself and help others if possible. Call 9-1-1.
* **Hide.** If evacuation is not possible, find a place where the active shooter is less likely to find you. If you are in a building, find a room where you can lock and barricade yourself inside using any equipment or furniture items. Silence your cell phone and remain quiet. Call 9-1-1 to alert authorities to the situation and possible to the active shooter’s location. **Concealment**, such as curtains, can hide you but cannot stop a bullet. Finding **cover**, such as behind concrete or steel, may stop a bullet.
* **Fight.** As a last resort and only if your life is in immediate danger, should you attempt to disrupt or incapacitate the active shooter, acting as aggressively as you can. Use any items as a makeshift weapon. If you are with others, work together to stop the threat. Whatever you do, commit to your actions. For additional crime prevention and safety information, please review the Notre Dame Police Department website.

1. **PROCEDURE FOR REPORTING EMERGENCIES**

To report any emergency including fire, medical, and crime/violence, contact the emergency dispatch center by dialing 9-1-1 from any campus phone or 574-631-5555 from a cell phone. Fire alarm pull stations are also available to activate in-building fire alarms and notify the emergency dispatch center.

1. **UNIVERSITY EMERGENCY ACTION INFORMATION**

For more information about the University’s emergency plan, visit emergency.nd.edu