Baylor University is required to have in place an Emergency Action Plan per OSHA standard 29 CFR 1910.38. The plan must meet all criteria of the referenced standard (Appendix B). Noted throughout Baylor University’s Emergency Action Plan are references to the standard so that compliance is readily identifiable to an OSHA inspector if an inspection/investigation is conducted.
Procedures for Reporting an Emergency

29 CFR 1910.38 (c) (1)

EMERGENCY PHONE NUMBERS

Baylor University Police Department (BUPD): ext. 2222 on campus and (254) 710-2222 from an off campus phone or cellular phone.

Note: If the reporting party is located on campus and uses a campus phone, dialing 2222 or 911 will achieve an immediate connection with the BUPD Dispatcher. The BUPD Dispatcher will notify and coordinate any outside resources needed for assistance:

- Fire Department
- Waco Police
- McLennan County Sheriff
- Emergency Medical Care
- Others that may apply

Calling 911 on your cell phone will connect you with the Waco Police Department Dispatcher who will then transfer you to the Baylor Police Department Dispatcher, thus delaying the emergency response.

Program the BUPD 2222 and 911 telephone numbers in your mobile devices to ensure quick access to this resource when needed.

Evacuation / Shelter in Place Procedures

29 CFR 1910.38 (c) (2)

Situational Awareness

☐ Conduct initial and periodic self-inspection of your work area and surroundings. Be aware of the designated emergency evacuation staging and accountability areas located throughout campus.

☐ When moving from building to building during the performance of your duties take a few moments to orient yourself as to where you are in reference to the location(s) of the closest evacuation point(s) in the event an emergency situation occurs during your stay.

☐ Do not count on others to keep you safe; it is the responsibility of all Baylor faculty / staff to be aware of their surroundings and to be prepared to act appropriately if an emergency situation were to arise.

☐ Register to be a recipient of the Baylor Alert emergency notification system.

☐ Baylor Alert is the University’s system for notifying students, staff and faculty in the event of a natural disaster, severe weather or other types of emergencies that take place.
on and around campus. Emergency information and instruction may be sent using one or all of the following methods:

1. Text message to your cell phone (automatically opted in).
2. Audio message to a cell phone or other telephone.
3. Email notification to your Baylor email account.
4. Outdoor notification system.
5. Indoor notification systems.
6. Recorded Information on the University's Information Hotline, (254) 710-4411.
7. Designated Baylor websites:
   - Faculty & Staff
   - Students

☐ Understand the importance of your role in making this plan work effectively
☐ If you receive a Baylor Alert, share the information with others around you of the alert; and
☐ Notify the BUPD if have any concerns, observe suspicious activity, and/or need to report an event that is/has taken place.

Review your contact information in Bearweb by clicking on “Personal Information”, and “Cell Phone/Emergency Alert Options”.

Evacuation

The movement of persons from a dangerous, or potentially dangerous place, to a safe place. Examples are the evacuation of a building due to a fire alarm (see evacuation/tornado shelter maps in Appendix B). In an extreme situation (e.g., a flood), large portions of, and perhaps the entire campus may be required to evacuate.

☐ Always evacuate;
  - If the fire alarm sounds
  - If special evacuation announcements are made, and/or
  - Authorized/designated faculty/staff safety coordinators direct you to evacuate.
☐ Address any special circumstances that exist within the room/area you are evacuating prior to departure (securing/capping hazardous chemicals, switching off machinery, etc.).
☐ Close office/classroom doors upon departure.
☐ While exiting the building be aware and communicate the evacuation to anyone identified during departure not following plan’s protocol.
☐ Do not use elevators during an evacuation.
☐ Use designated corridors and fire exit stairs that lead to the ground level.
☐ Aid people not physically able to evacuate via the stairs by assisting them to the nearest enclosed stairwell; immediately notify BUPD at 254-710-2222 of the following:
  - Name
  - Specific location
  - Individual details (gender, approximate weight, restrictions (wheelchair, crutches, etc.)
Exit the building in an orderly manner and move to the designated Evacuation Assembly Point. Instruct students/visitors to do the same.

Follow instructions of emergency response personnel and Building Emergency Coordinators.

Bring any and all means to account for those who were occupying the building as well as the means to document who has assembled.

Do not leave the area prior to being accounted for unless the type of emergency that exists requires immediate relocation from the area in question. Upon reaching safety make contact with university representatives (department heads, instructors, etc.) to account for your wellbeing and location.

Be prepared to account for individuals within your department/class.

Do not re-enter the building until an “All Clear” announcement is given by emergency response personnel or identifiable Building Emergency Coordinators.

**Evacuation Assembly Point (EAPs)** are the point(s) to which all building occupants should report following a building evacuation, and are pre-identified locations; specific incidents may require the EAP to relocate. A map of all EAP’s is available as Appendix B to this plan.

**Shelter in Place**

Follow reverse evacuation procedures to stay/bring students, faculty, staff, and visitors indoors.

When the direction by authorities to shelter-in-place has been given, everyone is to begin the protocol below and not drive or walk outdoors;

Locate a room to shelter inside. It should be an interior room, at the lowest level, and without windows or with the least number of windows. Utilize as many rooms as necessary to accommodate the number of people in the building. Shut and lock the door(s).

Faculty/Staff members will bring any and all means to account for those within their areas as well as supplies to document who has assembled.

Monitor the Baylor Alert system for emergency and/or further instructions.

Take refuge until an evacuation can be safely initiated or an “all clear” is given.

**Specific Types of Emergency Situations**

**Fire Emergency**

If a fire is discovered/observed pull the nearest fire alarm to evacuate the building.

When a fire alarm is activated all occupants of the building are to evacuate per established evacuation protocol.

If the fire is at an incipient state (small/controllable), if a fire extinguisher is readily accessible and if you are trained in the use of the extinguisher, an attempt may be made to extinguish the fire.

- **Note:** Always activate the fire alarm (you or someone you direct) before any attempt is made to extinguish the fire.
- Be prepared to use an alternate route if necessary due to the location of the emergency situation taking place.
- Take care of any special circumstances that exist within the room you are evacuating from if possible to do so prior to departure (securing/capping hazardous chemicals, switching off machinery, etc.).
- Close doors and windows as you evacuate.
- Do not use the elevators.
- Keep low as you exit from the building if dense smoke is present within the corridor.
- Follow instructions of emergency response personnel.

29 CFR 1910.38 (c) (4)

- Assemble at the Evacuation Assembly Points (EAPs) as identified in Appendix B, and on Building Emergency Plan maps. Faculty/Staff members will bring any and all means to account for those within their areas as well as supplies to document who has assembled.
- Make sure that you have been accounted for as an occupant of the building when the emergency evacuation took place. Do not leave the EAP until you have been accounted for.

**Do not re-enter the building until an “All Clear” announcement is given by emergency response personnel.**

**Severe Weather – Tornado / High Winds / Flood / Earthquake**

**Severe Weather Watch**

- Conditions are favorable to form but it does not mean that severe weather is imminent. Typical watches cover about 25,000 square miles and will be monitored and changed by monitoring ongoing developments.
- Be alert for weather conditions and announcements.
- Be prepared to seek shelter.

**Severe Weather Warning**

- Severe weather is imminent and is based on specific criteria and existing reports received by the National Weather Service.
- Trained meteorologist will monitor the weather by radar and look for particular areas where there could be high impact damage.
- A warning will be issued when there is evidence of an existing storm and/or a developing tornado.
- Trained National Weather Spotters verify reports of rotation, storm severity, and storm damage giving meteorologists confidence in what they are seeing on radar; 
- Be alert for weather conditions and announcements.
- Be prepared to seek shelter.
**Tornado Watch**
- Be Prepared! Tornadoes are possible in and near the watch area.
- Review and discuss emergency plans, and check supplies.
- Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- Monitor weather announcements

- If you are on an upper floor and the likelihood of a tornado warning being issued exists, consider moving to the lowest level of the building while the elevator can be safely utilized.

**Tornado Warning**
- Take Action! A tornado has been sighted or indicated by weather radar.
- City sirens and all modalities of Baylor Alert will be activated.
- There is imminent danger to life and property.
- Move to an interior room on the lowest floor of a sturdy building. Avoid Windows.
- If in, a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.
- Continue to monitor weather reports/conditions via mobile device, weather radio, etc.

**Basic criteria for seeking shelter pertaining to a severe weather warning at or near your location** (Tornado, Severe Thunderstorm, High Winds, etc.)

- Seek inside shelter.
- Consider the following:
  - Move to the lowest level in the building.
  - Assist anyone needing special assistance in getting to the designated severe weather assembly area, notify faculty/staff /responders if additional help is required.
  - Seek refuge in identified severe weather assembly areas.
  - Seek interior rooms on the lowest floors without windows and outside wall exposure (interior classrooms, restrooms, offices, etc.).
  - If in a location where no severe weather assembly area have been previously identified seek locations with criteria identified in this section.
  - Avoid **single story** wide-span roof areas such as auditoriums, gymnasiums, cafeterias, etc. if at all possible. If located in a structure of this nature stay away from the outside walls and windows.
  - Attempt to stay calm and follow instructions being communicated through Baylor Alert.
  - Use your arms to protect head and neck.
  - Faculty/Staff will bring any and all means to account for those within their areas as well as supplies to document who has assembled.
  - Remain sheltered until the All Clear has been communicated via Baylor Alert.
  - Report any damage you observe to Facility Services at 254-710-1361
Seeking Shelter - Individuals with Mobility/Impairments or Physical Disabilities

- Supervisory personnel and course instructors are responsible for identifying and escorting individuals with mobility impairments or physical disabilities located in their offices/facilities or classrooms to safety in the event of a tornado warning.
- The elevators may be used to transport individuals with mobility impairments or physical disabilities and their escorts to a safer location (this should be done prior to the warning being issued if at all possible).
- Visually impaired and hearing impaired individuals may be escorted down the stairs, but may require assistance in moving in crowded staircases and in finding a safer location.
- In the event of a power failure, individuals who are unable to use the stairs and their escorts should move to an interior location without windows and call the Baylor Police at 710-2222, who will notify the appropriate emergency personnel with the location.

Flood

☐ If indoors:
  - Be ready to evacuate as instructed by Baylor Alert, designated officials, Building Emergency Coordinators, and/or emergency responders.
  - Follow evacuation routes (primary/secondary) given at the time the action becomes necessary.
  - If evacuation is not an option due to the conditions outside move to higher floors within the structure.
  - Notify the Baylor Police Department at 254-710-2222 of your location. Create an accountability list so that a record of whom is in the building is available.
  - Remain calm and only relocate when given an All Clear or conditions make remaining at your present location not possible.
  - Keep communications with the Baylor Police Department to ensure accurate and timely information is being disseminated.

☐ If outdoors:
  - Evacuate to a safe area out of the flood zone if time permits.
  - Climb to high ground and stay there until it has been determined safe to relocate; and
  - Avoid walking and driving through flood waters.

Earthquake

☐ Stay calm and await instructions from Baylor Alert or a designated official.
☐ Keep away from overhead fixtures, windows, unsecured cabinets/shelves/stacked objects, and any other hazard that may pose a threat during the occurrence.
☐ Assist individuals with special needs in finding a safe place.
☐ Evacuate as instructed or, if necessary, due to the circumstances that are present.
Snow and Ice

- Remain indoors and do not drive if hazardous conditions have been identified.
- Follow the instructions of Baylor Alert.

Active Shooter

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 2222 from a Baylor landline or 911 from your cellular phone or landline as soon as possible.

Figure Out

- What will you do to survive?
- Will you GET OUT?
  - Is there a path of escape?
- Will you HIDE OUT?
  - Is there a chance to get to where the shooter may not find you?
- Is your only option to TAKE OUT the shooter?

Get Out!

- Move quickly
- Leave belongings behind
- Survival chances increase if you are not where the shooter is
- ASAP call 254-710-2222 or 911

Hide Out!

- If you can't get out because the shooter is between you and the only exit then hide out.
- Move out of the hallway and look for a well hidden and well protected room.
  - Avoid places that might trap you or restrict movement
- Secure the area
  - The main exterior level of your building may be unable to quickly be secured; therefore, you should be prepared to secure the next interior level such as an office suite, classroom, or other space
    - Utilize the locking device to secure the space; if the space can’t be locked, try to barricade or block the door with heavy furniture or objects.
    - Turn of lights and noise producing devices; stay silent
    - Spread out
    - Call Baylor Police or 911 if you can do so without alerting the intruder(s).

Take Out!

- Assume the shooter's intentions are lethal.
- UNLESS you stop him, the shooter will succeed in killing all those with whom he comes in contact (including you)
- Do whatever it takes to neutralize the threat
  - Throw things, yell, use improvised weapons
  - If two or more of you, make a plan to overcome the shooter
- Choose to survive

### Faculty / Staff Rescue and Medical Response Duties

**29 CFR 1910.38 (c) (5)**

The Baylor University Police Department along with selected and identified faculty/staff who receive specialized training will follow predetermined protocols set up that only allow exposure to hazards that they have been trained and equipped to mitigate.

### Faculty / Staff Utilized for Critical Plant Operations Prior to their Evacuation

**29 CFR 1910.38 (c) (3)**

No critical faculty/staff are tasked with working in a position that would require them to not evacuate from their location at the time the evacuation were to take place. Plant operations at Baylor University are staffed and monitored by an outside contractor, who maintain their own Emergency Action Plan.

### Faculty / Staff Emergency Action Plan Contacts

**29 CFR 1910.38 (c) (6)**

Director of Environmental Health and Safety  254-710-2900  
Director of Emergency Management  254-710-6695  
OSHA Safety Specialist  254-710-2900  
Trained Building Emergency Coordinator(s) within your facility location

### Faculty / Staff Alarm System

**29 CFR 1910.38 (d)**

All buildings on the Baylor University campus are equipped with a supervised fire alarm monitoring system, with the exception of Bobo Spiritual Life. In the event a building fire alarm system is activated, speakers and strobes will serve as the warning device notifying occupants of the need to evacuate.

In addition, Baylor University may utilize Baylor Alert (as described in the Evacuation/Shelter in Place Procedures) to provide warning for necessary emergency action.
Faculty and Staff Notification

29 CFR 1910.38 (e)-(f) (3)

All faculty/staff members will be expected to understand and fulfill the Emergency Action Plan that is provided initially, when responsibilities change, when conditions change within the workplace, and when the plan changes.

All faculty/staff members will be expected to complete the following:

1. Review the Emergency Action Plan per designated media.
2. Questions are to be asked for clarification if required.
3. Self-inspection of working area(s) identifying emergency exit(s), fire extinguisher(s), fire alarm activation pull stations, etc.

Building Emergency Coordinators

Building coordinators serve as an important liaison between occupants of their building, the Department of Public Safety, Environmental Health and Safety, and emergency responders. Building Coordinators have responsibility for assisting with the coordination of prompt and safe action of staff, faculty, and students in their designated areas during emergencies and drills. BECs will be selected campus wide among the faculty/staff to receive additional training, equipment, and instructions to assist in carrying out response protocol during the plan activation and training exercises.
Appendix B

1910.38(a)  
*Application.* An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

1910.38(b)  
*Written and oral emergency action plans.* An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38(c)  
*Minimum elements of an emergency action plan.* An emergency action plan must include at a minimum:

1910.38(c)(1)  
Procedures for reporting a fire or other emergency;

1910.38(c)(2)  
Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c)(3)  
Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c)(4)  
Procedures to account for all employees after evacuation;

1910.38(c)(5)  
Procedures to be followed by employees performing rescue or medical duties; and
1910.38(c)(6)
The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d)

*Employee alarm system.* An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in §1910.165.

1910.38(e)

*Training.* An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f)

*Review of emergency action plan.* An employer must review the emergency action plan with each employee covered by the plan:

1910.38(f)(1)
When the plan is developed or the employee is assigned initially to a job;

1910.38(f)(2)
When the employee's responsibilities under the plan change; and

1910.38(f)(3)
When the plan is changed.

[45 FR 60703, Sept. 12, 1980; FR 67 67963, Nov. 7, 2002]