This is the Emergency Action Plan developed by Tulane University applicable for the prescribed building and department. It has been designed to assist personnel in conducting a safe and effective evacuation of the building. A potential evacuation may be required for events such as but not limited to a fire, police action/civil disturbance, hazardous material, severe weather, utility outage, disease outbreak, explosion/structural collapse, or weapons of mass destruction. All elements in the plan must be followed. If you have any immediate questions regarding the plan, please contact the appropriate Departmental Safety Representative (DSR) or others as listed in Section H. This plan will be evaluated after each event or when changes are indicated. The training of personnel in your department will be conducted when the plan is developed or an employee is assigned initially to a job, when the employee’s responsibilities under the plan change and also when the plan is changed. Training will be the responsibility of the DSR or designee.

This section to be completed by DSR

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<tr>
<th>CAMPUS:  UPTOWN</th>
<th>NAME OF BLDG: NORMAN MAYER</th>
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<tr>
<td>DEPT:</td>
<td>MANAGER OR SUPERVISOR:</td>
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<tr>
<td>DSR:</td>
<td>DSR’S TELEPHONE #:</td>
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OCCUPANCY: BUSINESS

A. Preferred Procedures For Reporting Emergencies

For the Uptown Campus, to report an emergency one must telephone the Tulane University Police Department (TUPD) at 865-5200. If you are on the exterior of a building and you must report an emergency, then you may contact TUPD directly by using one of the emergency telephones located near the sidewalks.

B. Alarm System Description

The building is equipped with manual pull stations by the exits. The building has an addressable fire alarm system. The fire alarm panel is located in the first floor, main entrance, southside. The panel indicates the point of activation. When smoke is detected, duct detectors shutdown the HVAC system in the building. The alarm sound is that of a constant tone in the hallways. Strobes flash during an alarm activation.

The hallways contain system smoke detectors. All fire alarm activations signal TUPD. The fire alarm system is not to be shut off at the time of an incident except for one of the following: The fire has been extinguished or a false alarm has been indicated and confirmed by TUPD.
C. Evacuation Policy, Procedures, And Escape Route Assignments so personnel understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, and what routes to take.

When a full evacuation is necessary, TUPD, OEHS, or other emergency personnel may initiate evacuation. In the case of an emergency situation in which responders are not immediately available, a person who discovers the occurrence may initiate evacuation. If the environment is untenable, all occupants must immediately evacuate using the nearest exits. They will assemble in the Gibson Quad and be at least 100 feet from the building. In the case of inclement weather, occupants will be moved indoors. All exits will remain unobstructed at all times. Special needs persons who are unable to evacuate are to remain in their rooms or area and must contact TUPD at 865-5200 informing the Police of their location and the need for evacuation. Rescue will be initiated by the New Orleans Fire Department (NOFD). A person should remain with them to assist. The onsite supervisor or DSR should be aware of special needs persons who may be in the department. A Special needs person who is able to evacuate without assistance is urged to do so immediately. Evacuees of buildings should not be released from the assembly area until they have been interviewed by investigators following a critical incident.

D. Procedures For Employees Who Remain On Site After The Evacuation Alarm Sounds

Staff members of the department will assist with evacuation of the facility as needed, directing occupants to the nearest exit. After this is completed staff members will report to the designated assembly area on the exterior of the building. At that point staff members will report to the ranking TUPD Officer the status of the evacuation of the facility.

Persons responding to a building may include TUPD and Facilities Services staff.

If occupants remain inside the building, then this will be reported immediately to the New Orleans Fire Department.

TUPD responds to the site to assess conditions and determines the need for response by outside agencies such as the NOFD, and provides assistance.

Depending upon the type of emergency and the conditions, it may be necessary for Facilities Services to shut down critical operations and equipment such as gas, electricity, water, and Heating Ventilation and Air Conditioning.

Persons remaining on site may do so only after determining the conditions causing the evacuation and must constantly stay aware of the emergency conditions. Persons must evacuate and must not enter the building if conditions become hazardous or untenable, which must be reported to TUPD and NOFD. No one should risk injury when performing duties.

Municipal agencies assume jurisdiction and control of scene upon arrival. TUPD will assist as directed.
## E. Procedures To Account For Employees After The Evacuation

After evacuation, occupants will report to the designated assembly area on the exterior of the building. Staff members and/or students will visibly check those who are present to verify evacuation, such as by head count or contacting employees equipped with communication devices. The status of the evacuated areas will be reported to the ranking TUPD Officer. Occupants remaining in the building will be reported immediately to the NOFD. During evacuation, areas are to be checked by the DSR and/or designated personnel to determine that occupants have evacuated.

## F. Duties, Responsibilities, And Names Of Employees Assigned With Rescue And Medical Tasks.

Tulane University staff will not be responsible for rescue of occupants in the case of an emergency event. Rescue of personnel will be the responsibility of outside agencies such as the New Orleans Fire Department.

In the case of a medical emergency, staff are to contact the TUPD at 865-5200 or use one of the available emergency telephones located on the exterior of the buildings. During the operational periods, TUPD will contact the Tulane Emergency Medical Services (TEMS) which will then dispatch Emergency Medical Service (EMS) personnel and an ambulance to the site to administer the appropriate emergency medical care. During the non-operational periods, TUPD will contact the New Orleans EMS which will dispatch staff and an ambulance to the site. Also, medical care will be provided by the Student Health Center in the case of Mass Casualty.

## G. Description Of How Employees Will Be Informed Of The Contents Of The Plan And Methods For Training

Employees will be advised of the Plan through their Departmental Safety Representatives (DSRs). This will be accomplished when the plan is developed or an employee is assigned initially to a job, when the employee’s responsibilities under the plan change and also when the plan is changed. The Office of Environmental Health and Safety (OEHS) will be available as a resource of information on the EAP. Training by the DSRs will include exit route assignments.

## H. Names, Titles, Departments And Phone Numbers Of Employees Who Can Be Contacted For Additional Information Or Clarification Of Some Aspect Of The Plan

**Departmental Safety Representative (DSR) - see top of document for name and telephone number**
- Louis Mayer, OEHS - 988-2447
- Karen Douglas, OEHS - 865-5307
- Bogdan Karczewski, Facilities Services - 865-5536
- Captain Reid Noble, TUPD - 865-5381

## I. A List Of Key Personnel Who Should Be Contacted During Off-Hour Emergencies.

**Office of Environmental Health & Safety On Call Person – c/o TUPD – 865-5200**
- Facilities Services c/o TUPD – 865-5200
- TUPD - 865-5200

### Name and Date Reviewed

<table>
<thead>
<tr>
<th>OEHS - Name and Date Reviewed</th>
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<td>L. Mayer, 4/25/2011</td>
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