



**UNIVERSITY OF NEBRASKA-LINCOLN**

(Building/Department) Emergency Action Plan

Facility Name: Department of Agronomy and Horticulture  
Keim/Plant Science Hall, Stewart Seed Lab  
and Kiesselbach Crops Research Lab

Date Updated: 3/26/19

## Table of Contents

1. Overview .....	3
Purpose .....	3
2. Building Description .....	3
3. Building Emergency Personnel .....	3
Deans/Directors.....	3
Building Emergency Coordinator.....	3
Floor Coordinators.....	3
Building Emergency Personnel Information.....	<b>Error! Bookmark not defined.</b>
4. Emergency Actions.....	5
Evacuation Planning.....	5
Shelter-in-Place Planning .....	5
Shelter Locations .....	5
5. Persons Needing Assistance Roster .....	6
6. Assembly Areas.....	6
7. Building Warning Systems.....	7
8. Secure or Hazardous Locations.....	7
9. General Emergency Personnel Guidance for Incidence Response .....	8
Evacuation .....	8
Ambulance.....	8
Notification.....	8
Tornado .....	8
10. Attachments (Additional procedures specific to this building) .....	9
11. Plan Submission .....	9

## 1. Overview – This is the UNL Police Building Emergency Action Plan

## 2. Building Description:

Plant Science Hall /Keim The physical address is 1875 North 38<sup>th</sup> Street. The building complex consists of two buildings, Plant Science is 4 stories high and Keim is 3 stories high. The two buildings are joined by central hallways on floors one, two, and three. There are 9 exits from the building.

Stewart Seed Lab: The physical address is 2101 north 38<sup>th</sup> Street. The building is one story. There are 8 exits from the building.

Kiesselbach The physical address is 1870 North 37<sup>th</sup> Street. The building is two stories. There are 4 exits.

## 3. Building Emergency Action Personnel

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research and property. For this reason, UNL has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your building.

### Deans/Directors

- Deans/Directors select a Building Emergency Coordinator (BEC) and give them the authority to implement all phases of the plan.
- For shared buildings, Deans/Directors should decide who is best suited to be the Building Emergency Coordinator.
- Building Coordinators coordinate a number of Floor Coordinators within their facility.
- Identify alternative coordinators if the BEC is away from campus

### Building Emergency Coordinator

- Implement this plan with the assistance of University Police
- Ensure that building occupants receive training in the emergency plan
- Conduct periodic emergency drills
- Revise plan as necessary
- Response Functions:
  - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as point of contact for UNL Police for information about the location, nature, and status of the incident
  - Once the incident has been made safe by emergency responders, notify occupants they may safely re-enter the building.

### Floor Coordinators

- Floor (or Area) Coordinators will assist in the evacuation and shelter-in-place of their assigned floor, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each floor should have multiple floor coordinators
- In the absence of the Building Emergency Coordinator, a floor coordinator can be designated a building emergency coordinator.
- Response Functions:

- Provide direction to occupants.
- Ensure that anyone needing assistance is being helped
- Share information with UNL Police about the location, nature, and status of the incident

#### Building Emergency Personnel Information

Title	Name	Location	Office Phone	Cell Phone
Dean/Director	Martha Mamo	202 H Keim Hall	402 472 -1555	
Building Emergency Coordinator	Mike Livingston	378 Keim Hall	402 472-5190	402 310-9820
2nd Coordinator	TJ McAndrew	202K Keim Hall	402 472-1486	402 450-6360
Plant Pathology Coordinators	Christy Jochum Becky Higgins	446 Plant Sciences Hall 404 Plant Sciences Hall	402 472 0379 402 472-5759	
NE Crop Improve	Dianne Brestel	268 Plant Science Hall	402 472-1444	
Plant Health	Kelly White	279E Plant Sciences Hall	402 472 3365	
USDA	Dennis Berkebile	188 Plant Sciences Hall	402 472-9131	
Pro Golf Mgmt	. Dan Husmann	203 Keim Hall	402 472-2373	
Kiesselbach Hall	Dave Scoby	Kiesselbach 15	402 450-2039	
Stewart Seed Lab	Aaron Hoagland Greg Dorn	107 Stewart Seed Lab 102 “ “	402 472-6343 402 472-8954	
Keim 3 <sup>rd</sup> /AgroHort	Martha Rowe	330 Keim	402 472-1487	
CFSL/Statewide Arboretum	Eric Berg-CFSL	102 Keim Hall	402 472-6511	
PLSH/AgroHort	Ben Loseke	383 Plant Sciences Hall	402 472-1869	
PLSH/Entomology	Terrence Spencer	183 Plant Sciences Hall	402 472-2958	

#### 4. Emergency Actions

For additional information about emergency types and actions to be taken for emergency see: <http://emergency.unl.edu> online and the Building Emergency Personnel Guidance for Incidence Response in the back of this document.

##### Evacuation Planning

An evacuation is the quick exit of occupants from a building. While evacuating, it is everyone's responsibility to make sure no one is left behind.

- Identify Exit Routes
  - Two for each floor
  - Exits are clearly marked
- Identify Assembly Areas
  - Outside the affected building in a safe and convenient location
  - Alternate assembly areas - the emergency may dictate changes in the assembly areas

##### Shelter-in-Place Planning

There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, sheltering-in-place may be necessary.

Examples of emergencies where the shelter-in-place option may be preferred include:

- Severe weather
- Active shooter/active threat situations
- Outside hazardous materials release

##### Shelter Locations

Emergency	Potential Shelter
Tornado	Lowest level interior space Keim Hall
“ “	Restrooms 1 <sup>st</sup> floor Keim and Plant Science
“ “	199 Plant Science Classroom
“ “	Plant Science 1 <sup>st</sup> floor central hallway center
“ “	Kiesselbach Basement hall and adjacent rms
“ “	Stewart Seed Lab Cold storage & restrooms
Active Shooter	
“ “	Secure yourself in place move from windows
“ “	Find room that can be locked from inside.
“ “	Barricade door with furniture

5. Persons Needing Assistance Roster

The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

Name	Room #	Phone	Type of Assistance	Volunteer(s) & Phone
Please contact me if you wish to be added to this roster				Mike Livingston 472-5190

6. Assembly Areas

List assembly area locations:

Assembly Area	Location
Primary:PLSH/Keim	East Campus Union near north doors
Alternate:" "	Parking lot NE corner Plant Science Hall
Alternate:" "	Nebraska East Campus Union inside during inclement weather
Primary Kiesselbach	West northwest side of building
Alternate" "	Nebraska East Campus Union in inclement weather



## 9. General Emergency Action Personnel Guidance for Incidence Response

### Evacuation

#### *(Fire, Hazardous Materials Release)*

- Assist in evacuation if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone N Card etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

### Ambulance

- **911, 2-2222, or 402-472-2222**
- Give exact location where ambulance is needed.
- Give brief description of emergency, including: number of victims, conscious/unconscious, breathing on their own, and CPR in progress.
- If a heart condition is suspected, be sure to advise the dispatcher.

### Notification

- Notifications about serious incidents on campus are sent using the following methods when available:
  - UNL Alert ([unlalert.unl.edu](http://unlalert.unl.edu))
  - UNL main Web site: [unl.edu](http://unl.edu)
  - Campus radio KRNU 90.3
  - Social, Public and private media
- If you receive a UNL Alert, please share the information immediately.

### Tornado

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

**Tornado Watch** means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

**Tornado Warning** means that a tornado has been sighted or radar indicates rotation in the clouds. **TAKE SHELTER!** Advise other to do the same.

### **In the event of a National Weather Service issued tornado warning:**

- UNL Alert will be activated
- Lancaster County will sound sirens based on confirmation of a tornado
  - University personnel are directed to seek shelter for one or more of the above
  - It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.
- Where available, the University may provide supplemental notification tornado warnings through one of the following methods:
  - Amplified voice announcements over the public address system
  - [unl.edu](http://unl.edu) and social media

**More information about emergency procedures:** <http://emergency.unl.edu>



Building Emergency Personnel should:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts
- Be aware of your surroundings. Know your floor layouts. Know where building exits are located. Know alternate routes to reach exits. Know where you can shelter in place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide building occupants general information about evacuation and shelter-in-place movements.
- Know how to report an incident in your building.
- Assure that persons with disabilities have the assistance they may require during an incident.
- Sign up for UNL Alert to receive incident alerts via email and text messages.

Call University Police

- 2-2222 (Campus Phone)
- 402-472-2222 (Cell Phone)
- 911

10. Attachments (Additional procedures specific to this building)

11. Plan Submission

Send completed Building Emergency Plans and updates to [preparedness@unl.edu](mailto:preparedness@unl.edu)

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