(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: 9/21/2022
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1. Overview – This is the UNL Police Building Emergency Action Plan

2. Building Description:

Plant Science Hall /Keim The physical address is 1875 North 38th 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 38th Street. The building is one story. There are 8 exits from the building.

Kiesselbach The physical address is 1870 North 37th 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 and 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**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Location</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director</td>
<td>Martha Mamo</td>
<td>202 H Keim Hall</td>
<td>402 472-1555</td>
<td></td>
</tr>
<tr>
<td>Building Emergency Coordinator</td>
<td>Mike Livingston</td>
<td>378 Keim Hall</td>
<td>402 472-5190</td>
<td>402 310-9820</td>
</tr>
<tr>
<td>2nd Coordinator</td>
<td>TJ McAndrew</td>
<td>202K Keim Hall</td>
<td>402 472-1486</td>
<td>402 450-6360</td>
</tr>
<tr>
<td>Plant Pathology Coordinators</td>
<td>Madilyn McKay</td>
<td>406 Plant Science Hall</td>
<td>402 472 2858</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amber Hadenfeldt</td>
<td>406 Plant Science Hall</td>
<td>402 472-2858</td>
<td></td>
</tr>
<tr>
<td>NE Crop Improve</td>
<td>Dianne Brestel</td>
<td>268 Plant Science Hall</td>
<td>402 472-1444</td>
<td></td>
</tr>
<tr>
<td>Plant Health</td>
<td>Kelly White</td>
<td>279E Plant Science</td>
<td>402 472 3365</td>
<td></td>
</tr>
<tr>
<td>USDA</td>
<td>Jerry Zhu</td>
<td>188 Plant Science</td>
<td>402 472-7525</td>
<td></td>
</tr>
<tr>
<td>Pro Golf Mgmt</td>
<td>. Dann Husmann</td>
<td>131 Keim Hall</td>
<td>402 472-2373</td>
<td></td>
</tr>
<tr>
<td>Kiesselbach Hall</td>
<td>Dave Scoby</td>
<td>Kiesselbach 15</td>
<td>402 450-2039</td>
<td></td>
</tr>
<tr>
<td>Stewart Seed Lab</td>
<td>Aaron Hoagland</td>
<td>107 Stewart Seed Lab</td>
<td>402-472-6343</td>
<td>402 472-8954</td>
</tr>
<tr>
<td></td>
<td>Greg Dorn</td>
<td>102 &quot;</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Keim 3rd/AgroHort</td>
<td>Martha Rowe</td>
<td>330 Keim</td>
<td>402 472-1487</td>
<td></td>
</tr>
<tr>
<td>CFSL/Statewide Arboretum</td>
<td>Hannah Pinneo</td>
<td>102K Keim Hall</td>
<td>402 472-2945</td>
<td></td>
</tr>
<tr>
<td>PLSH/AgroHort</td>
<td>Ben Loseke</td>
<td>383 Plant Science</td>
<td>402 472-1869</td>
<td></td>
</tr>
<tr>
<td>PLSH/Entomology</td>
<td>Ana Maria Velez</td>
<td>Entomology</td>
<td>402 805-7876</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Potential Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado</td>
<td>Lowest level interior space Keim Hall</td>
</tr>
<tr>
<td>“ “</td>
<td>Restrooms 1st floor Keim and Plant Science</td>
</tr>
<tr>
<td>“ “</td>
<td>199 Plant Science Classroom</td>
</tr>
<tr>
<td>“ “</td>
<td>Plant Science 1st floor central hallway center</td>
</tr>
<tr>
<td>“ “</td>
<td>Kiesselbach Basement hall and adjacent rms</td>
</tr>
<tr>
<td>“ “</td>
<td>Stewart Seed Lab Cold storage &amp; restrooms</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>Secure yourself in place move from windows</td>
</tr>
<tr>
<td>“ “</td>
<td>Find room that can be locked from inside.</td>
</tr>
<tr>
<td>“ “</td>
<td>Barricade door with furniture</td>
</tr>
</tbody>
</table>
5. Persons Needing Assistance Roster
The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Room #</th>
<th>Phone</th>
<th>Type of Assistance</th>
<th>Volunteer(s) &amp; Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please contact me if you wish to be added to this roster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Assembly Areas
List assembly area locations:

<table>
<thead>
<tr>
<th>Assembly Area</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary: PLSH/Keim</td>
<td>East Campus Union near north doors</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Parking lot NE corner Plant Science Hall</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Nebraska East Campus Union inside during inclement weather</td>
</tr>
<tr>
<td>Primary Kiesselbach</td>
<td>West northwest side of building</td>
</tr>
<tr>
<td>Alternate:</td>
<td>Nebraska East Campus Union in inclement weather</td>
</tr>
</tbody>
</table>
7. Building Warning Systems
List communication devices in building used to notify occupants of emergencies.

<table>
<thead>
<tr>
<th>Device</th>
<th>Location</th>
<th>Coverage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Tornado Alarms</td>
<td>Keim Hall, floors 1,2,3</td>
<td>Entire</td>
</tr>
<tr>
<td>Fire/Tornado Alarms</td>
<td>Plant Science Hall floor 1,2,3,4</td>
<td>Entire</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Stewart Seed lab</td>
<td>Entire</td>
</tr>
<tr>
<td>Weather Radio</td>
<td>Stewart Seed Lab</td>
<td>Partial</td>
</tr>
<tr>
<td>Fire</td>
<td>Kiesselbach</td>
<td>Entire</td>
</tr>
</tbody>
</table>

8. Secure or Hazardous Locations
List locations in building that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take.

<table>
<thead>
<tr>
<th>Location</th>
<th>Critical or Hazardous Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Science Rm 164</td>
<td>Pesticide, chemical, and flammable storage</td>
</tr>
<tr>
<td>Stewart Seed Lab Door N11</td>
<td>Pesticide Storage room northeast corner door N11</td>
</tr>
<tr>
<td>Stewart Seed Lab Rm 132</td>
<td>Fungicide/Pesticide storage room 132</td>
</tr>
</tbody>
</table>

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)
  - UNL main Web site: 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 and social media

More information about emergency procedures: [http://emergency.unl.edu](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

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