



**University of Nebraska-Lincoln**

**Food Innovation Center / Department of Food Science and  
Technology and The Food Processing Center  
Emergency Action Plan**

**Facility Name: Food Innovation Center at Nebraska Innovation  
Campus**

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

## 2. Building Description

## 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	Interim Curt Weller	233 FIC	402-472-1664 402-472-9337	402-613-4009
Building Emergency Coordinators	Wilma Hanson-McCoy, Grant Wieland, Wanda Bowder, Jayne Stratton	232 FIC	402-434-9440 402-472-2905 402-472-2829	402-770-1286 402-416-9565 402-429-9577
(Floor or Area) Coordinator	Steven Weier (FIC 1 <sup>st</sup> Floor)	120 FIC	402-472-9408	402-525-8796
(Floor or Area) Coordinator	Julie Reiling (FIC 1 <sup>st</sup> & 2 <sup>nd</sup> Floor)	227 FIC	402-472-2529	
(Floor or Area) Coordinator	Julie Nordlee (FIC 2 <sup>nd</sup> FARRP)	279 FIC	402-472-2830	
(Floor or Area) Coordinator	Robert Hutkins (FIC Faculty Row and 3 <sup>rd</sup> )	258 FIC	402-472-2820	
(Floor or Area) Coordinator	Wanda Bowder (FIC 1 <sup>st</sup> & 2 <sup>nd</sup> )	232 FIC	402-472-2905	
(Floor or Area) Coordinator	Deb Lambrecht (FIC 2 <sup>nd</sup> FARRP)	278 FIC	402-472-4484	
(Floor or Area) Coordinator	Richard Zbasnik (FIC 2 <sup>nd</sup> Lab Wing)	207 FIC	402-472-4694	

#### 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	1 <sup>st</sup> Floor Interior Hallways, Restrooms and Stairwells
Fire	All Building Exits
Active Shooter	Private Restrooms, otherwise run, hide, fight, get out of site completely
Outside hazardous materials	Immediate Evacuation and leave building and surrounding area(s)

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

6. Assembly Areas

List assembly area locations:

Assembly Area	Location
Primary:	Field East of the Devaney Sports Center
Alternate:	NE Parking Lot
Alternate:	North Red Parking Lot (A Lot)

### 7. Building Warning Systems

List communication devices in building used to notify occupants of emergencies.

Device	Location	Coverage Area
Fire Alarm(s)	All Floors	All Floors
UNL Alert System	All Employees (potentially)	All Employees and Tetrad

### 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.

Location	Critical or Hazardous Operation
Room 121 in pilot plants	Chemical storage
Room 128 Pilot plant shop	Acetylene torch
Other building hazards as indicated by door placard system	Biological, chemical, compressed gas

## 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. AED defibrillators are located near the elevators on first and second floors.

### 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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