



University of Nebraska-Lincoln

(Building/Department) Emergency Action Plan

Facility Name: Department of Entomology
Entomology Hall

Date Updated: 2/1/2022

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1. Overview – This is the UNL Police Building Emergency Action Plan for *Entomology Hall*

2. Building Description

The physical address is Entomology Hall (1700 East Campus Mall). The building consists of four floors and contains the Entomology Department offices and labs and the AEM Business Center. It also houses several arthropods including spiders, crickets, Madagascar hissing cockroaches, and research species. Please see *Appendix 1* for floor plans of the building.

Nine (9) Exits from building

- One (1) in the basement
- Four (4) on the 1st floor (2 main exits, 2 emergency exits)
- Two (2) on the 2nd floor
- Two (2) on the 3rd floor

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 organize several 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
Dept. Head	Dr. John Ruberson	103A Entomology Hall	402 472-8683 402-472-2123 (main office)	785-706-7168
Building Emergency Coordinator	Erin Bauer Marissa Kemp	305C Entomology Hall 103 Entomology Hall	402 786-8180 402-472-8687	402-676-9895
Basement Coordinator	Kyle Koch	12BBEntomology Hall	402-472-8691	308-631-8195
First Floor Coordinator	Kathy Schindler	103 Entomology Hall	402-472-8678	402-483-5338
Second Floor Coordinator	Joe Louis	212 Entomology Hall	402-472-8098	402-613-4370
Third Floor Coordinator	Heena Puri	312 & 208 Entomology Hall	402-472-8692 (both grad rooms)	402-525-0687

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
 - o Two for each floor
 - o Exits are clearly marked
- Identify Assembly Areas
 - o Outside the affected building in a safe and convenient location
 - o 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 (i.e. gas leaks)

Shelter Locations

Emergency	Potential Shelter
Indoor hazardous materials release	Evacuate East of Entomology Hall in front of the Nebraska East Campus Union, the North side of Entomology Hall, or the South side of Entomology Hall. Avoid the West side of the building as emergency vehicles may park there.
Fires	Evacuate East of Entomology Hall in front of the Nebraska East Campus Union, the North side of Entomology Hall, or the South side of Entomology Hall. Avoid the West side of the building as emergency vehicles may park there.
Severe weather	Basement hallway near Men’s restroom, Shelter-in-place
Outside hazardous materials release	Shelter-in-place, or evacuate as above, depending upon where the hazard is located.
Active shooter/active threat situations	Run, Hide, Fight

If it is safe to do so, escape through the nearest exit and **run** as far away from the danger as possible, then call 911. If it is not safe to run, then **hide** in a locked room, barricading the door with furniture or other items, then hide underneath a desk and stay as quiet as possible. Finally, if you have no choice but to **fight**, use items nearby to your advantage and enlist the help of others in your area to take down the shooter.

Note that Room 202 and 204 are classrooms. If class is occurring during an active shooter event, the instructor should lead students towards the nearest exit if safe, otherwise close and lock doors and barricade the room. Students should also hide behind or beneath desks or sinks.

7. Building Warning Systems and Emergency Devices

List devices in building used to notify occupants of emergencies or to render aid.

Device	Location	Coverage Area
Fire/Tornado Alarms	Entomology Hall, basement, floors 1,2,3	Entire
Digital Signage	First floor, main hallway	
Alertus	Many departmental computers	
Receptionist/BMR email group	Room 103	
AED	Across from 110 ENTO classroom	1 st floor

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
Telecom Room	Electronic equipment
Rooms 007, 013, 108, 201, 204, 205	Insects and/or spiders and scorpions housed here; Endangered Salt Creek Tiger Beetle housed in 201 ENTO.
Rooms 110, 202, 204 and 310; 006	Classrooms where large groups of students (15-40) may congregate; Collaboration Room is 006.
Rooms 302, 303, 306, 309, 310 (205 & 204)	Liquid nitrogen, carcinogenic reagents (chloroform, ethidium bromide), chemicals (insecticides, RNA/DNA extraction materials, acids), flammables contained in safety cabinets, sharp objects
Room 312.1	Autoclaves, Nanopure

9. General Emergency Action Personnel Guidance for Incident 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. AED located on first floor wall across from 110 Entomology classroom.
- 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:
 - o UNL Alert (unlalert.unl.edu)
 - o UNL main Web site: unl.edu
 - o Campus radio KRNU 90.3
 - o 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 weather 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
 - o University personnel are directed to seek shelter for one or more of the above
 - o 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:
 - o Amplified voice announcements over the public address system
 - o UNL main website (<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

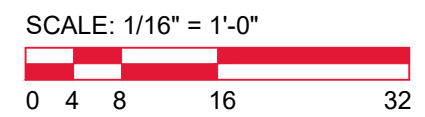
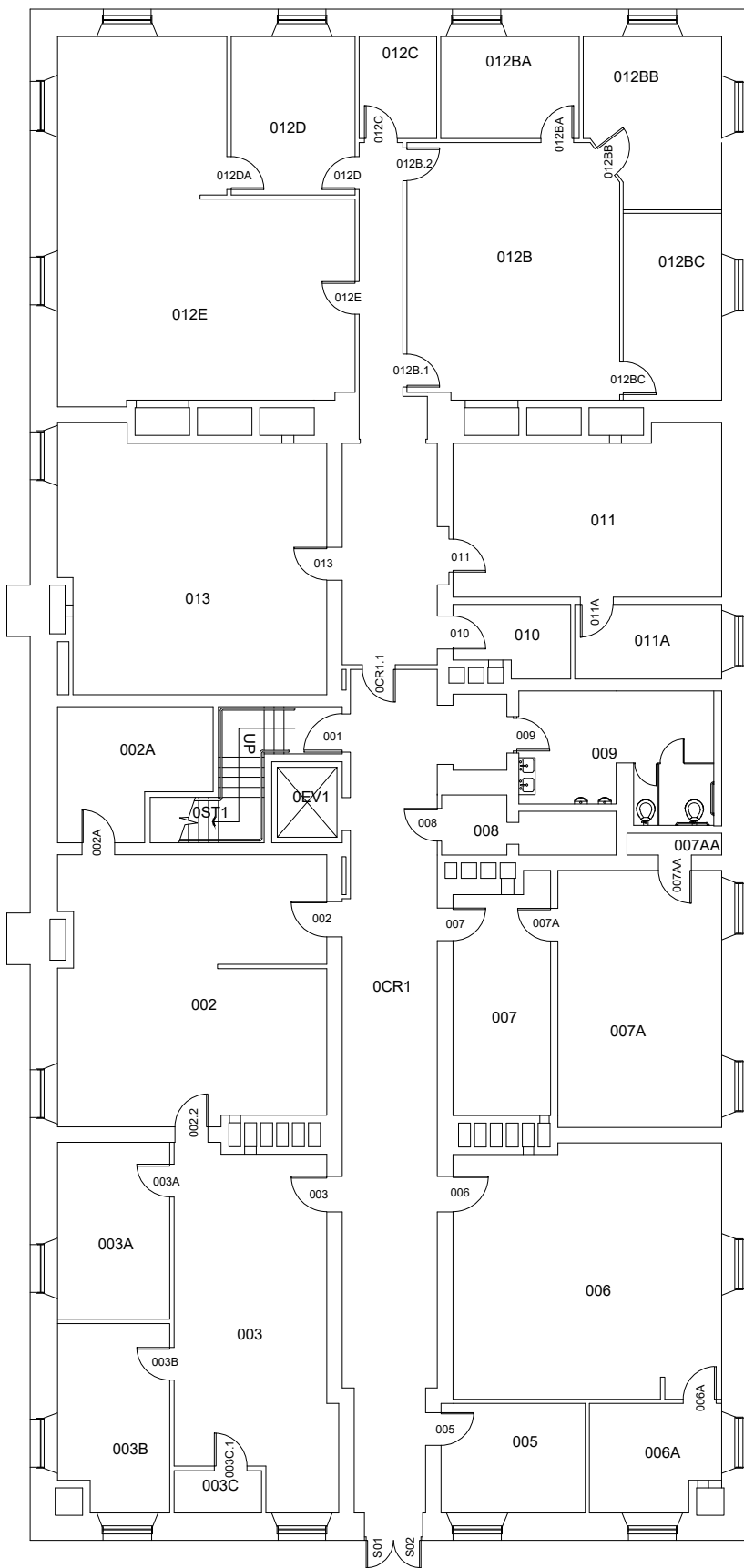
10. **Attachments (Additional procedures specific to this building)** See Appendix 1 for Entomology Hall building floor plans

11. Plan Submission

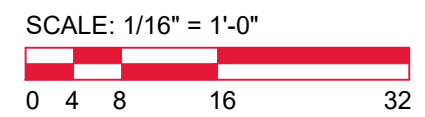
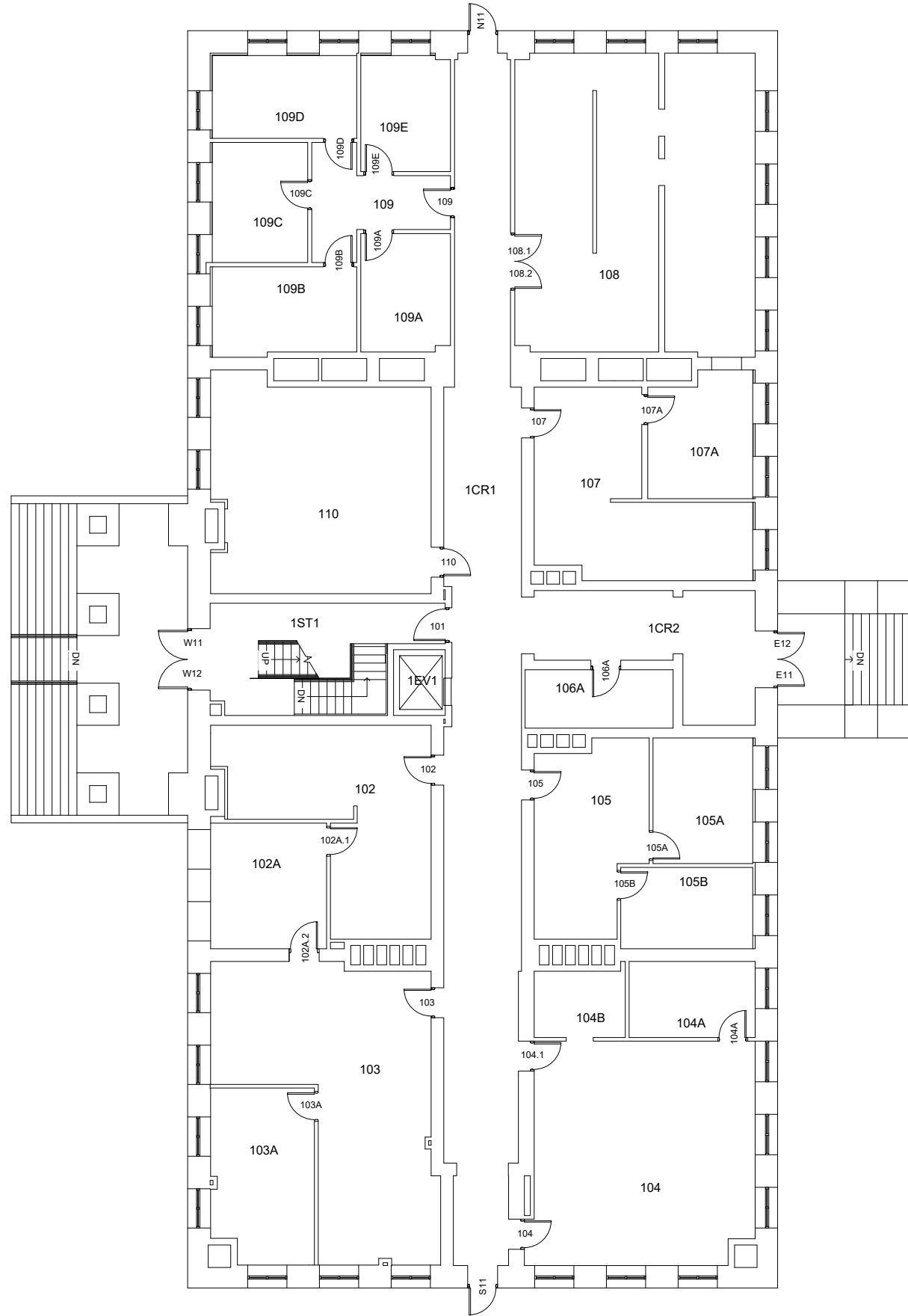
Send completed Building Emergency Plans and updates to preparedness@unl.edu

It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation.

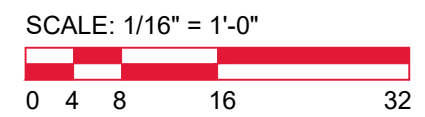
Appendix 1: Entomology Hall Floor Plans



Building No.: A040 File Floor No.: a040/ba.dwg	Building Name: 9,235 Building GSF: 36,428 Scale: 1/16" = 1'-0" Date: February 2017	Entomology Hall Basement Floor	Facilities Planning & Construction Archived Baseplan	
				Building Name: 9,235 Building GSF: 36,428 Scale: 1/16" = 1'-0" Date: February 2017



	<p>Building No.: A040 File Floor No.: a040f01.dwg</p>	<p>Floor/Level GSF: 9,215 Building GSF: 36,428 Scale: 1/16" = 1'-0" Date: February 2017</p>	<p>Entomology Hall First Floor</p>	<p>Facilities Planning & Construction Archived Baseplan</p>	
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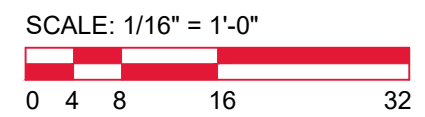
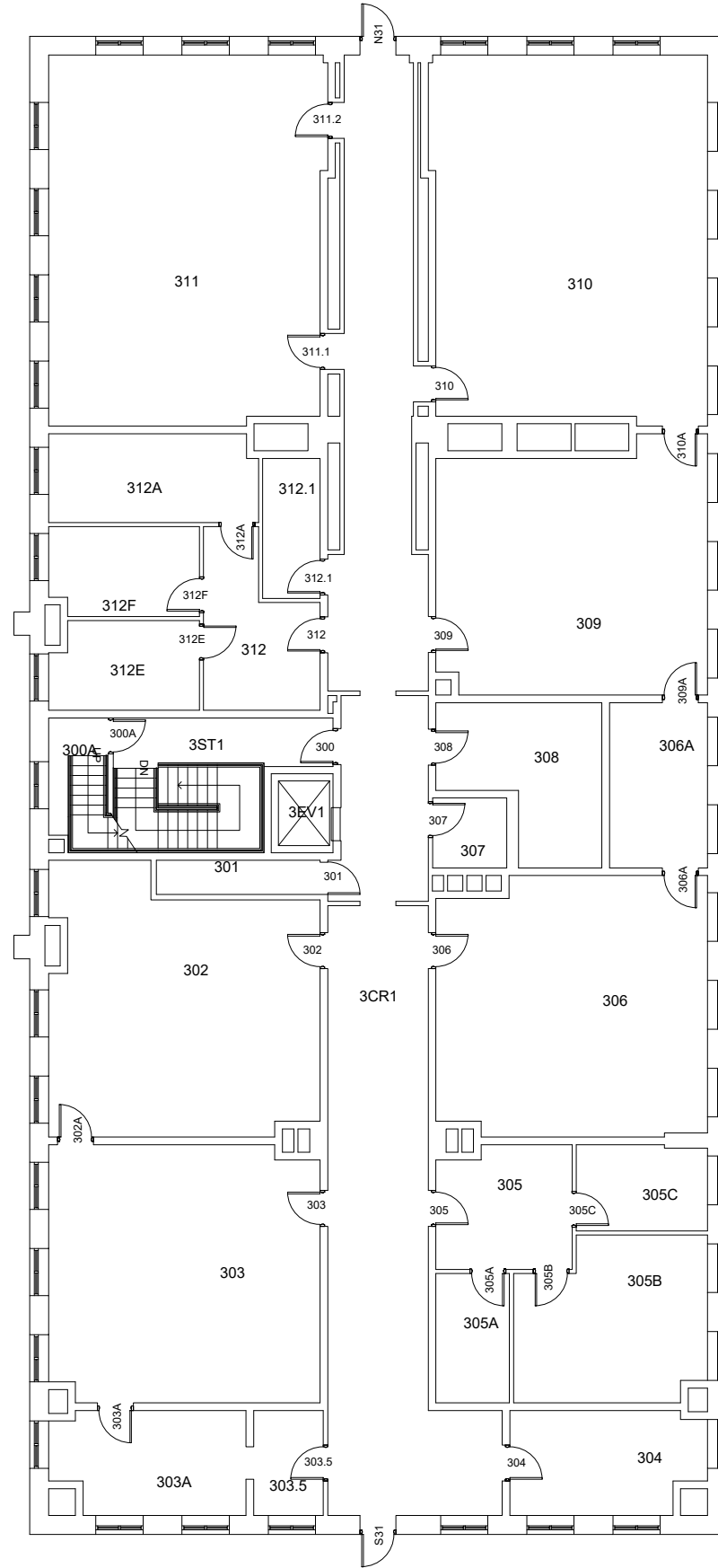
Building No.: **A040**
 File Floor No.: a040f02.dwg

Floor/Level GSF: 8,989
 Building GSF: 36,428
 Scale: 1/16" = 1'-0"
 Date: February 2017

Entomology Hall
 Second Floor

Facilities Planning & Construction
 Archived Baseplan





Building No.: **A040**
 File Floor No.: a040f03.dwg

Floor/Level GSF: 8,989
 Building GSF: 36,428
 Scale: 1/16" = 1'-0"
 Date: January 2017

Entomology Hall
 Third Floor

Facilities Planning & Construction
 Archived Baseplan

