



University of Nebraska-Lincoln

(Building/Department) Emergency Action Plan

Facility Name: Department of Entomology
Entomology Hall

Date Updated: 3/1/2024

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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 Great Plains 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 |
| Building Maintenance Reporters | Kathy Schindler Kumar Shrestha | 103 Entomology Hall 312C Entomology Hall | 402-472-8678 | 402-483-5338 870-559-9138 |
| Basement | Kyle Koch Lynda Elaine | 12B Entomology Hall | 402-472-8691 | 308-631-8195 971-341-2973 |
| First Floor Coordinator | Kathy Schindler Troy Anderson | 103 Entomology Hall 109D Entomology Hall | 402-472-8678 402-913-0101 | 402-483-5338 402-805-0461 |
| Second Floor Coordinator | Joe Louis Heather Hernandez | 212 Entomology Hall 312 & 208 Entomology Hall | 402-472-8098 402-472-8092 (for both grad rooms) | 402-613-4370 956-778-7335 |
| Third Floor coordinator | Lise Pingault Erin Bauer | 312F Ento Hall 305C Entomology Hall | N/A 402 786-8180 | 405-985-4042 402-676-9895 |

4. Emergency Actions

All departmental staff, students, and faculty should have (or install) Alertus on their work computers and laptops (information about installation can be found here: <https://services.unl.edu/service/alertus>) and UNL Alert (download from <https://safety.unl.edu/unlalert>) on their tablets, phones, or other devices to ensure they receive updated information about campus emergencies such as gas leaks, fires, or dangerous persons.

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

Evacuation Planning

An evacuation is the quick and calm exit of occupants from a building to the nearest safe exit. 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. |

| Emergency | Potential Shelter |
|-----------|-------------------|
|-----------|-------------------|

| | |
|---|--|
| Active shooter/active threat situations | <p><i>Run, Hide, Fight</i></p> <p>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.</p> <p>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.</p> |
|---|--|

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 |
|------|--------|-------|--------------------|----------------------|
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6. Assembly Areas (for Evacuation)

List assembly area locations:

Notes: Yearly fire and tornado drills will be conducted for the Entomology Department.

| Assembly Area | Location |
|---------------|---|
| Primary: | Nebraska East Campus Union (Southeast door/patio outside Starbucks or in Legacy Plaza south of Union.) |
| Alternate: | Outside North side of Entomology Hall |
| Alternate: | Outside South side of Entomology Hall |

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 | 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, 107, 108, 201, 204, 205 | Insects and/or spiders and scorpions housed here; Endangered Salt Creek Tiger Beetle housed in 201 ENTO. Liquid nitrogen housed in 108. |
| Rooms 110, 202, 204; 006 | Classrooms where large groups of students (15-40) may congregate; Collaboration Room is 006. |
| Rooms 201, 302, 303, 306, 309, 310 (205 & 204) | Carcinogenic reagents (chloroform, ethidium bromide), chemicals (insecticides, RNA/DNA extraction materials, acids), flammables contained in safety cabinets, sharp objects |
| Room 308 | Carbon dioxide tanks; biosafety cabinet |
| Room 310 | Nanopure |
| Room 312.1 | Autoclaves, ice machine |

9. Personnel Guidance for General Emergency Action and 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. 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 (Active Violence plan and additional procedures specific to this building) See Appendix 1 for Active Violence Contingency Plan and Appendix 2 for Entomology Hall building floor plans, including fire extinguisher locations.

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: Active Violence Contingency Plan

Active Violence Plan Access

- Information about what to do immediately and in the days following a potential active violence incident will be found as a section within the Entomology Department's Emergency Management Plan. Copies of the completed plan, which outlines all procedures for the department, are emailed to faculty, staff, and students and are also located on a SharePoint folder.
- When the plan is updated, the new plan will be sent to faculty and UNL Police. Faculty are responsible for making sure that their staff and students are trained.
- Lab supervisors are responsible for their lab members. They may consider doing regular "rehearsals" or "drills" to test where they will go in case of an incident.

During an Incident

- Emergency responders (police, fire, etc.) may need to defer to local leadership (e.g., head of department or acting head of the department) until UNL (Emergency Management Director) or city leadership arrives to lead.
- Procedures may differ depending upon if the active violence incident occurs within Entomology Hall itself or in another building.
- If hiding in place behind a closed door, try to lock or bar door to prevent or slow entry of an attacker.
- Turn phones on vibrate to prevent ringing that could lead to a person's location.
- **If in another building:**
 - Consider if employees should run or hide. If running, it might be prudent to send people home and away from the vicinity. If hiding, people should lock themselves in their offices and stay away from windows.
 - Students hiding in graduate offices should lock the doors, turn off lights, and get out of sight away from the door area, preferably behind cubicles closest to the window.
 - If an alert goes out, anyone in the seminar/classroom ENTO 202 should move across the hall to 204. Doors should be locked and lights turned off. Those in 204 should hide on the floor behind the lab benches with respect to the entry door. The adjacent prep room can also be used, where people should hide out of sight behind the work bench.
- **If in building:**
 - Floor supervisors should guide their floor to safety if it is safe to do so. For example, if gunshots are heard on another floor in the building, people on the third floor may wish to evacuate out the fire escape doors rather than hide in place. However, if gunshots are closer, hiding in place may be the better option.
 - If within a suite of offices, the suite door to the hallway should be closed, too, if possible.
 - Occupants of ENTO 103 should move to either Justin and Judy's suite (105 ENTO) or the mailroom (102 ENTO) with door locked. Hide away from door.

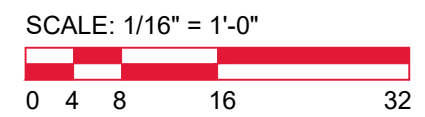
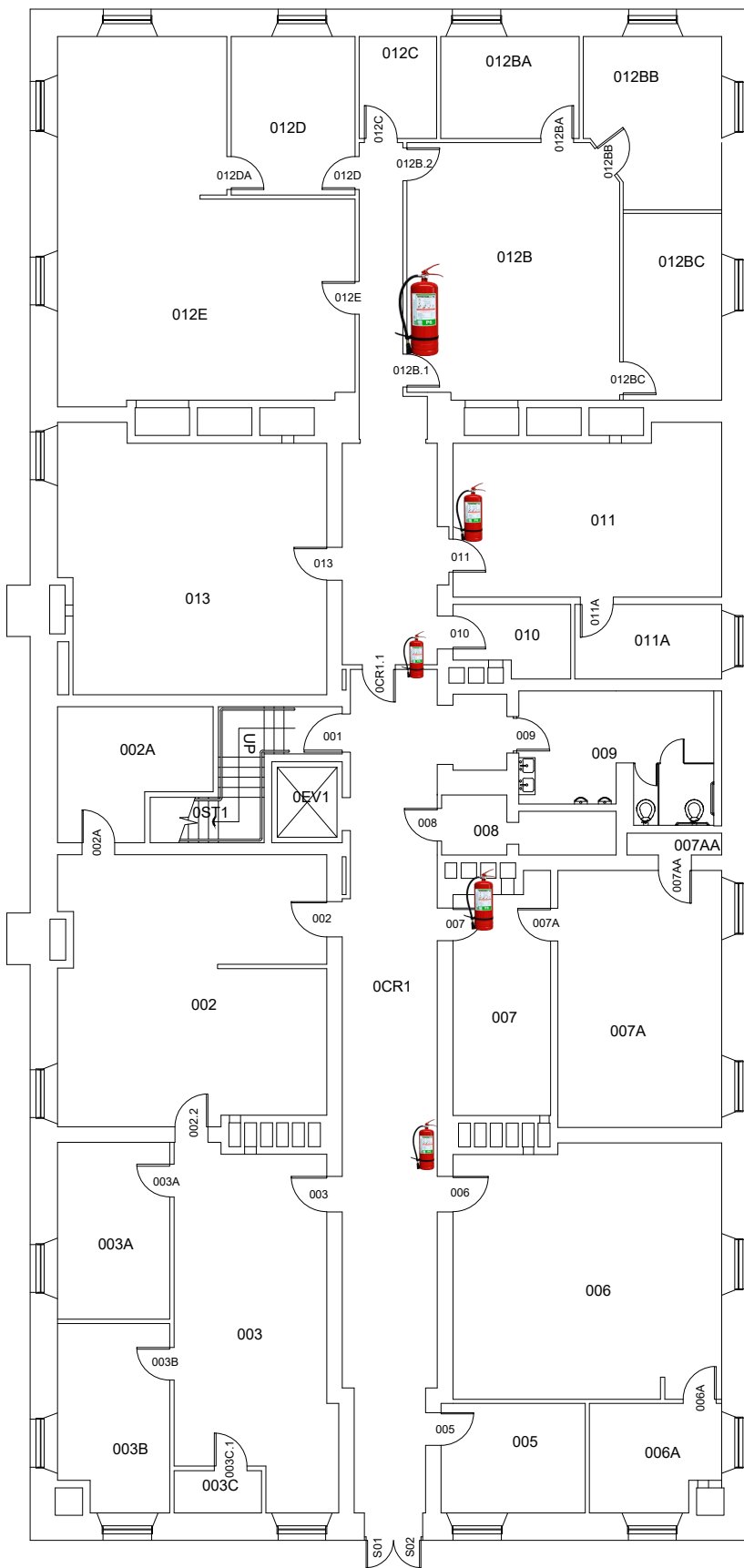
Communication


- In case of an active violence situation, communication will be very important. The following should be enacted:
 - Communications text tree:
 - Lab supervisors should have contact information for all lab members so that they can quickly contact all lab members when a threat is identified. One supervisor in each lab/program should be designated as a point person to whom critical communications can be sent for respective labs. “All clear” messages will be distributed to the point person once the situation has been resolved.
 - A general email and/or cell phone list for staff, students, and faculty will be maintained for the department in ENTO 103. In cases of emergency, members of the department will be contacted with relevant information, such as threat prioritization (with a numeric system of 1-5 depending on level of threat), instructions for evacuation or other guidance, or “All clear” and other follow-up information.
 - All evacuees should meet at the UNL Dairy Store. We will document all arrivals to account for personnel.
 - Any emergency needs resulting from the event should be directed to 911 services.

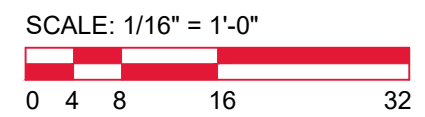
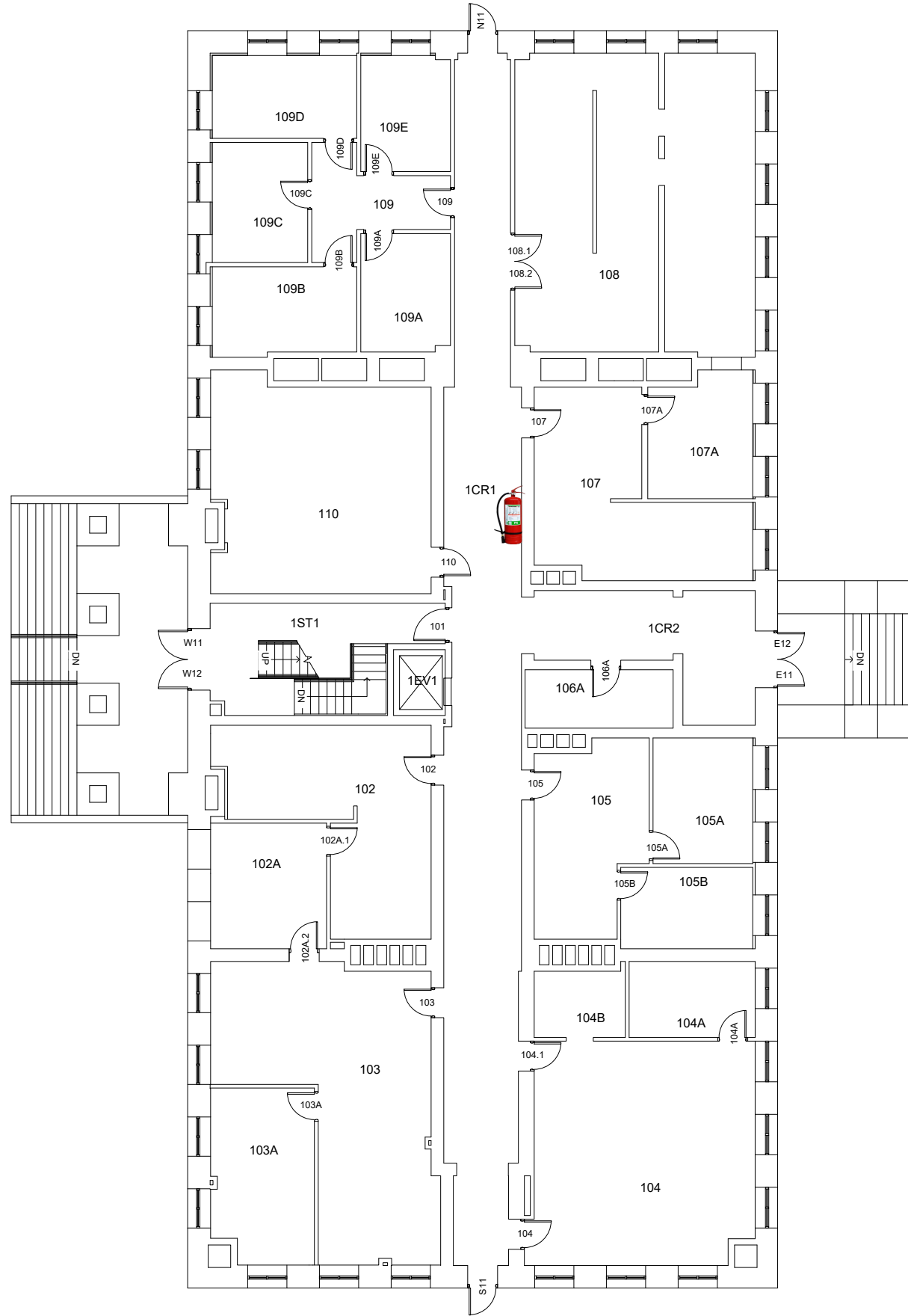
Aftermath Policies and Procedures

- [Counseling and Psychological Services](#) (CAPS) and [Employee Assistance Program](#) (EAP) referrals after the incident
- If Entomology Hall is a crime scene, access to the building will be very limited. The department will have to work with Law enforcement to determine who can enter and when. The building may be shut down entirely, or with restrictions like how it was during the COVID pandemic, for example.
 - Classes will be shifted to Zoom/Canvas until Entomology Hall is cleared and accessible again (especially if death occurred and investigation is on-going)
 - If lab experiments need to continue and research animals need to be fed, arrangements need to be made for designated personnel to enter the building, do their work, and leave. As little time as possible should be spent in the building, depending on law enforcement rules.

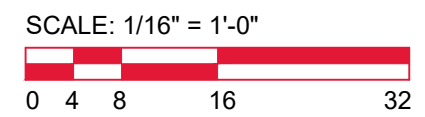
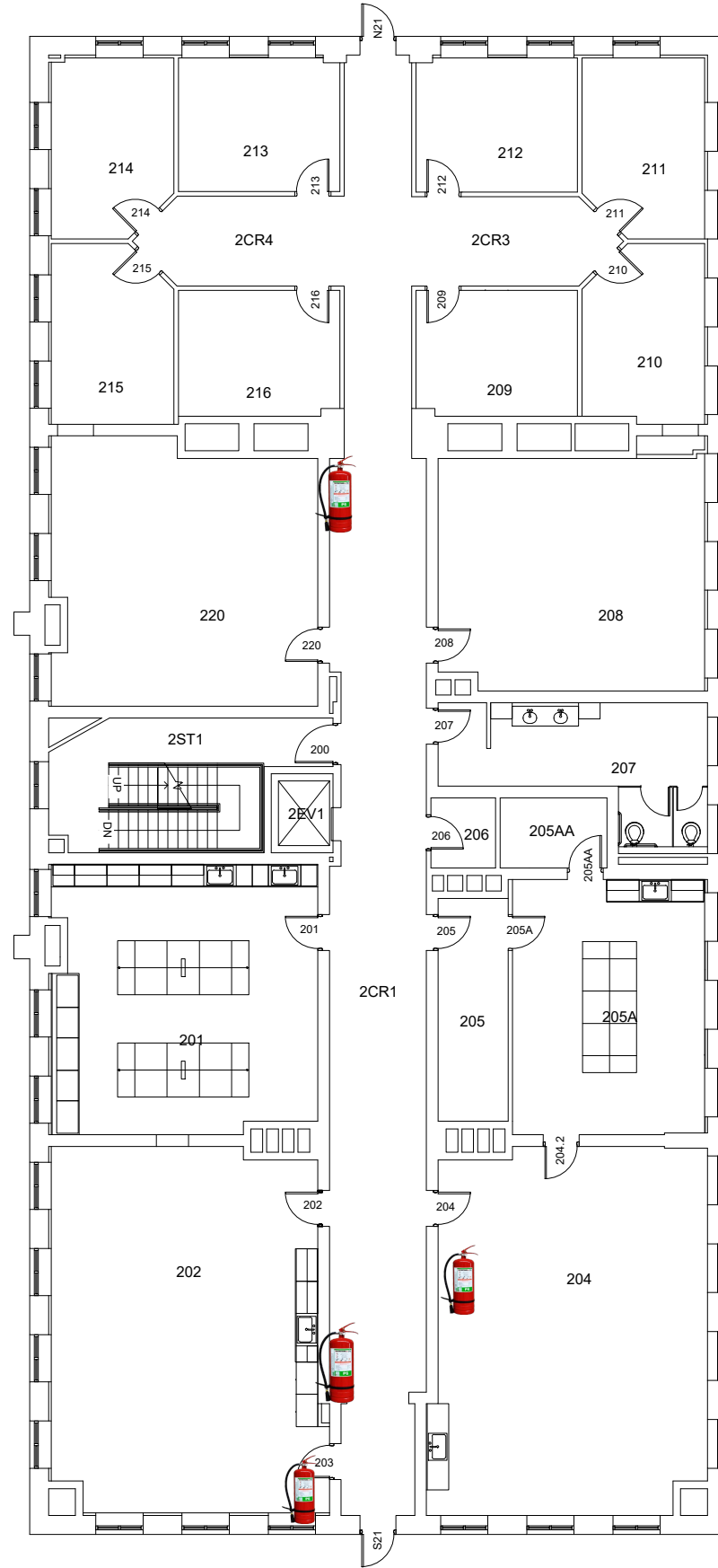
Appendix 2: Entomology Hall Floor Plans and Fire Extinguisher Locations




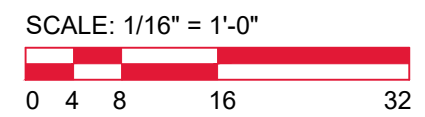
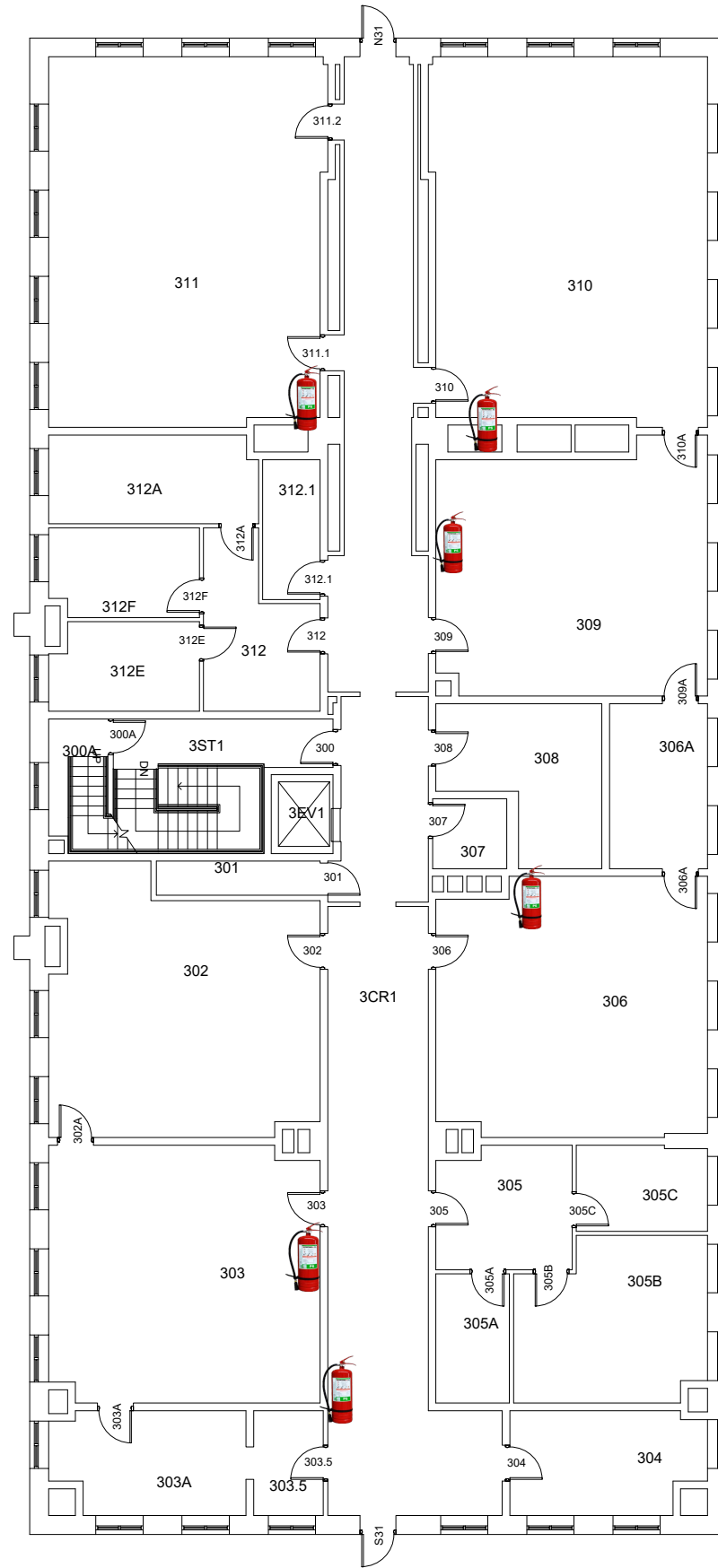
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|---|---|---|---|---|---|
|  | <p>Building No.: A040 File Floor No.: a040ba.dwg</p> | <p>Floor/Level GSF: 9,235 Building GSF: 36,428 Scale: 1/16" = 1'-0" Date: February 2017</p> | <p>Entomology Hall Basement Floor</p> | <p>Facilities Planning & Construction Archived Baseplan</p> |  |
|---|---|---|---|---|---|



| | | | | | |
|--|--|---|--|---|--|
| | <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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|---|--|---|---|---|---|
|  | <p>Building No.: A040 File Floor No.: a040f02.dwg</p> | <p>Floor/Level GSF: 8,989 Building GSF: 36,428 Scale: 1/16" = 1'-0" Date: February 2017</p> | <p>Entomology Hall Second Floor</p> | <p>Facilities Planning & Construction Archived Baseplan</p> |  |
|---|--|---|---|---|---|



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|--|---|--|---|--|
| | <p>Facilities Planning & Construction Archived Baseplan</p> | <p>Entomology Hall Third Floor</p> | <p>Building Name: 8,989 36,428 Floor/Level/Area: 1/16" = 1'-0" January 2017</p> | <p>Building No.: A040 File Floor No.: a040f03.dwg</p> |
|--|---|--|---|--|