



Return to Routine Operations After Upset Conditions

1. Purpose

The purpose of this plan is to facilitate the safe post-emergency, re-admittance of personnel to an impacted space. Additionally, it is to assign roles and responsibilities for the implementation of the response plan.

2. Scope

This plan applies to the University of Notre Dame on campus buildings.

3. Definitions

- 3.1. **Emergency:** A serious, unexpected, and often dangerous situation requiring immediate action.
- 3.2. **Facility:** Space or equipment necessary for doing something.
- 3.3. **Impacted Space:** Space in which an emergent, unplanned incident has occurred causing a disruption in normal activities, such as, but not limited to, water leaks, chemical spills, hazardous material releases, etc.
- 3.4. **Mitigation:** The action of reducing the severity or seriousness of something.
- 3.5. **Remediation:** The action of reversing or stopping damage.

4. Roles and Responsibilities

- 4.1. Individuals discovering an unusual condition or emergency shall notify Notre Dame Police Department (NDPD).
- 4.2. NDPD is a single point of contact for all emergency services. NDPD shall dispatch response personnel to the scene of the emergency. They are available to assist with requesting offsite assistance, as instructed.
- 4.3. Building Services (BS) is responsible for conducting clean-up activities within their capabilities or outsourcing the work to a restoration specialist.
- 4.4. Maintenance & Utilities is responsible for conducting facility repairs and maintenance activities.



- 4.5. Risk Management and Safety (RMS) is responsible for:
 - 4.5.1. Conducting industrial hygiene testing,
 - 4.5.2. Identifying hazards created as a result of the incident,
 - 4.5.3. Providing environmental, health and safety (EHS) guidance,
 - 4.5.4. Completing an **Impacted Space Re-Entry Assessment** (Attachment 1) and notifying affected personnel of the status of the space,
 - 4.5.5. Property loss reimbursement via Internal University Property Loss Claim Procedure.

5. Emergency Reporting Procedures

- 5.1. NDPD shall be called for all emergencies.
 - 5.1.1. FOR ALL EMERGENCIES DIAL 911 from campus phones or DIAL 574-631-5555 from a cellular phone.
- 5.2. When reporting an emergency, provide the following information:
 - 5.2.1. Location of emergency;
 - 5.2.2. Name of victim, if any;
 - 5.2.3. Name of caller;
 - 5.2.4. Phone number where caller can be reached during response; and
 - 5.2.5. Facts concerning the emergency, e.g., fire, flood, accident, injury, etc.

6. Response Protocols

- 6.1. NDPD Dispatch shall activate their response protocols in the event of an emergency.
 - 6.1.1. Initial response personnel shall be dispatched to the scene.
 - 6.1.2. NDPD shall dispatch any additional resources requested by the response personnel at the scene.
- 6.2. For mitigation and remediation activities, NDPD shall:
 - 6.2.1. During normal working hours, Monday – Friday, 8am to 5pm, notify the Work Control Center at 574-631-8888.
 - 6.2.2. Outside normal working hours, notify Maintenance & Utilities and Building Services using on-call contact information.

- 6.2.3. When requested, contact outside organizations, for services such as, but not limited to, medical response, water remediation, elevator servicing, chemical spills, etc.
 - 6.2.4. When requested, notify any additional impacted personnel.
 - 6.3. Building Services (BS) shall assess and coordinate cleanup, excluding chemical spills. For incidents of significant magnitude, BS shall coordinate with the appropriate Maintenance Supervisor, if deemed necessary, to determine if an outside restoration specialist is required.
 - 6.4. RMS shall assess the scene to ensure the safety of the personnel impacted is maintained, as deemed necessary by on scene personnel. This shall be documented on the **Impacted Space Re-Entry Assessment** (Attachment 1). This may include restricting access to the impacted space.
 - 6.5. Maintenance & Utilities shall assess and coordinate repair activities.
7. Post Incident Protocols
- 7.1. RMS shall facilitate industrial hygiene testing and conduct an **Impacted Space Re-entry Assessment** (Attachment 1), as needed. The completed assessment shall be clearly posted in the vicinity of the incident or emailed to the affected personnel.
 - 7.2. RMS shall ensure any requested additional industrial hygiene testing or other safety assessments are completed and results communicated to affected personnel.
 - 7.3. Restoration activities and subsequent industrial hygiene testing shall continue until the **Impacted Space Re-Entry Assessment** (Attachment 1) concludes the impacted space is deemed safe for personnel occupancy. RMS shall communicate this to the space owner(s) and other impacted stakeholders.
 - 7.4. Industrial hygiene test results and **Impacted Space Re-Entry Assessments** shall be made available for all affected personnel.
 - 7.5. Area owners may complete an inventory of damaged property and using the Internal University Property Loss Claim Procedure submit a property loss claim.



8. Record Retention

8.1. Completed **Impacted Space Re-Entry Assessments** shall be retained by RMS for five years, in accordance with RMS Office-Specific Record Retention Schedule.

Revision Log

| History | Date |
|--|-------------------|
| Originally issued | December 4, 2017 |
| Revised NDSP to NDPD Corrected hyperlink for 1910 Subpart Z | February 16, 2021 |



Impacted Space Re-Entry Assessment

Incident Description: _____

Cause of Incident: _____

Location: _____

Review Conducted by: _____

Date: _____

| Housekeeping & Working Surfaces | Yes | No | Comments |
|---|------------|-----------|-----------------|
| 29 CFR 1910 Subpart D - Walking-Working Surfaces 29 CFR 1910 Subpart E – Means of Egress | | | |
| Are floors and walking surfaces free from slip/trip hazards? | | | |
| Are all working surfaces clean and free of debris? | | | |
| Are aisles and exits free from obstructions? | | | |
| Are stairs, platforms, ramps or driveways free from obstructions? | | | |
| Are working surfaces free from foreign material, e.g., water? | | | |
| Is the flooring dry? | | | |
| Are ceiling tiles dry? | | | |
| Is piping insulation dry? | | | |
| | | | |
| Electrical | Yes | No | Comments |
| 29 CFR 1910 Subpart S – Electrical | | | |
| Is electrical wiring enclosed and not exposed? | | | |
| Are electrical panels free from obstruction? | | | |



| | | | |
|---|------------|-----------|-----------------|
| Are wires not run against sharp edges or routed under floor mats? | | | |
| Are electrical components, e.g., lighting fixtures, ballasts, panels, extension cords, etc., free from foreign material, e.g., water? | | | |
| | | | |
| Emergency Equipment 29 CFR 1910 Subpart E – Means of Egress 29 CFR 1910 Subpart L – Fire Protection 29 CFR 1910 Subpart K – Medical and First Aid | Yes | No | Comments |
| Are fire extinguishers free from obstructions? | | | |
| Are eyewash/showers free from obstructions? | | | |
| Are fire exits clearing labeled? | | | |
| Are fire protection systems operational? | | | |
| | | | |
| | | | |
| Environmental Controls 29 CFR 1910 Subpart G – Occupational Health and Environmental Controls 29 CFR 1910 Subpart Z – Toxic and Hazardous Substances | Yes | No | Comments |
| Is the atmosphere free from chemicals, moisture, odors or particulates? | | | |
| Is the area free from potential bloodborne pathogens? | | | |
| Is the area free of biological hazards due to the incident? | | | |
| Is the work area ventilation system operational? | | | |
| Is the work area properly illuminated? | | | |
| | | | |
| Guarding & Fall Protection 29 CFR 1910 Subpart D – Walking-Working Surfaces | Yes | No | Comments |



| | | | |
|---|------------|-----------|-----------------|
| 29 CFR 1910 Subpart O – Machinery and Machine Guarding | | | |
| Are pits and floor openings covered or otherwise guarded? | | | |
| Are all machines and associated guards undamaged by the incident and good working order? | | | |
| | | | |
| Hazardous Materials 29 CFR 1910 Subpart H – Hazardous Materials 29 CFR 1910 Subpart Z – Toxic and Hazardous Substances | Yes | No | Comments |
| Are adequate labels on containers? | | | |
| Are chemicals properly secured and closed? | | | |
| Are containers, pipes or hoses free from leaks? | | | |
| Is the area free from an asbestos exposure hazard? | | | |
| | | | |

The space has been declared safe for re-entry. Yes No

Comments: _____

Completed by: _____