



Duncan Student Center **Emergency Action Plan**

Last Updated: August 2023



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I. SCOPE

The University is committed to comply with all emergency regulations and protect faculty, staff and students in emergency situations. An emergency action plan describes the actions employees should take in case of an emergency situation. It is the responsibility of the faculty and staff that work within the facility to comprehend the emergency action plan. Each department should develop specific action plans dedicated specifically for their spaces. Additionally, all students that work in the facility should be properly trained on the department specific and facility emergency action plans.

II. EMERGENCY PLAN COORDINATOR (EPC) FOR THE DUNCAN STUDENT CENTER

The Emergency Plan Coordinator (EPC) for Duncan Student Center is Silvio Mendez, Associate Director of Stadium Operations. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up to date. Department supervisors are responsible to train their staff when they are hired to work within the facility, facility construction changes the emergency action plan set forth and continually throughout the year for general awareness and comprehension in the event of an emergency. This plan is available at riskmanagement.nd.edu.

The Emergency Plan Coordinator (EPC) can be reached at:
W042 / smendez1@nd.edu / (574) 631 – 3185

III. REPORTING PROCEDURES

Dial 9-1-1 from any campus phone or 574-631-5555 from a cell phone to report any emergency. In addition to facility emergencies, we want to hear about any other concerns. To report an injury, damage of property, hazardous conditions, or a good catch (near miss) fill out the [Incident Reporting and Management Program form](#).

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

Each department is responsible for educating and continual training of the emergency evacuation procedures. Event management staff should brief guests of emergency exit locations at the beginning of the event. If event management staff are present at the event, the staff are responsible to direct guests to the nearest safe exit should an evacuation be necessary.

In the event of an evacuation, the Duncan Student Center should evacuate to the west side of DeBartolo Hall. *The exact rally point location is at the discretion of each department.*

DURING AN EVACUATION

Emergency Exits are marked by signage. Find the closest available exit to your location and proceed there. If time and conditions permit, secure your workplace and take with you any important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, DO NOT open it.
- Walk, DO NOT run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards the designated assembly point which is the west side of DeBartolo Classroom Building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency responders and vehicles.
- In the event of a fire using the emergency exit stairwells, elevators should be not used.

If you have relocated away from the building, DO NOT return until notified that it is safe.

Evacuation may not be appropriate for all emergency situations. Given the nature of the situation, we may be directed to **shelter in place**. Shelter in place means selecting an interior room(s) within your facility, or ones with no or few windows and taking refuge there. For example, this may be appropriate for active violence, severe weather, and hazardous material release.

B. Procedure for Faculty/Staff Who Remain to Operate Critical Operations Before They Evacuate

Some faculty, students or staff may need to not immediately evacuate in order to secure critical operations before evacuation. Critical operations may include the monitoring of power supplies, water supplies, and other essential services which cannot be shut down for every emergency. They may also include those persons conducting research or other work which must be shut down in stages or steps.

The following lists the people who may be responsible for critical operations and their duties:

Name	Title	Work Area	Responsibilities
Food Service and Vendors	Staff	Various locations	Turn off oven / stoves

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet at the west side of DeBartolo Hall which is the facilities designated assembly area.

C. Employee Accountability Procedures after Evacuations

The supervisor or designated person must ensure all personnel evacuate for each department. If the situation is safe, check areas while evacuating the facility e.g. walk-in coolers, locker rooms, restrooms, remote spaces, etc. Do so in a quick manner because conditions may worsen quickly and the safety of oneself is most important during an emergency. Aid faculty, staff and students to leave the building. Accounting for all students, faculty and staff following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. Consider taking a head count after the evacuation and attempt to communicate with anyone not accounted for at the designated assembly area. The names and last known

locations of anyone not accounted for should be passed on to the Notre Dame Police Department. No one is to re-enter the building for any reason until the emergency responders or other responsible agency has notified us the building is safe for reentry.

D. Alarm / Alert System

The ND Alert notification system allows the University to contact students and employees quickly through multiple electronic technologies. This system engages email, cell phone, and text messaging as well as indoor and outdoor speakers to inform the Notre Dame campus community about an emergency situation. To fully participate in this system, students, faculty, and staff need to provide the University with key contact information such as a cell phone number and an email address in addition to their Notre Dame email.

Alarm systems for notifying all employees in case of an emergency are:

Alarm system	Action to be taken
ND Alert System – Public Address System	Follow instructions
Fire Alarm - Audible Horn and Visual Strobe Light	Evacuate building

In addition to the ND Alerts, we encourage everyone to use the [ND Safe smartphone app](#). ND Safe is a new smartphone app for faculty, staff and students to access multiple resources for personal safety all in one place, including one-button calls to Notre Dame Police/Fire/Emergency Dispatch, St. Joseph County 911 and non-emergency assistance. ND Safe is available for free and easy to download for any Notre Dame student, faculty or staff member using their ND credentials.

E. Severe Weather/Tornado

When a tornado warning is announced, all employees and guests should immediately go to their designated tornado refuge area. The primary tornado refuge area is in the basement for the Duncan Student Center. The next best option is the first-floor main stairwells and interior hallways. Remember to move away from windows. All employees and guests should stay in the tornado refuge area until given the all clear. See the diagrams attached to the document for clarification on the tornado refuge areas (signage posted in the designated areas).

V. EMERGENCY ACTION PLAN TRAINING

Training is accomplished by reviewing and making the emergency action plan available to all employees. Each department is responsible for developing a tailored emergency action plan for their operation. Training should occur during the following occasions throughout the year:

1. Changes are made to the plan and/or facility;
2. When an employee's responsibilities substantively change involving safety related activities
3. For new employees (new hires or transfers)
4. Continual training throughout the year for comprehension and retention of the protocols

VI. FIRE EXTINGUISHERS

In most cases employees are at less risk if they evacuate rather than use fire extinguishers. Fire extinguishers are available yet we do not have an expectation that people utilize fire extinguishers in the event of a fire. If you are going to use a fire extinguisher, you must be trained annually and they should only be used for small fires. Fire extinguishers are commonly located near emergency exit stairwells.

Fight the fire only if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- An escape route is available.
- The fire extinguisher is in working condition and personnel are trained to use it.

VII. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Generally, the Notre Dame Fire Department and Police Department provide these services. The Wellness Center is an additional resource for staff and faculty to seek non-life-threatening medical attention. University Health Services is an additional resource for students. All employee injuries should be reported to the office of [Risk Management](#).

VIII. ACTIVE VIOLENCE PREPAREDNESS

In the event you find yourself in an active shooter situation, use the run, hide, fight method. We encourage each department to have these conversations and discussion with their respective teams. Identifying locations, specific to your department, could save lives. These are hard conversations but worth having in order to be prepared if this situation were to happen on campus.

Run - Get away from the threat, leave your belongings behind. Evacuate immediately, save yourself, and help others if possible. Call 911 when safe.

Hide - If evacuation is not possible, find a place where the active shooter is less likely to find you. If you are in a building, find a room where you can lock and barricade yourself inside using any equipment or furniture items. Silence your cell phone and remain quiet. Call 911 to alert authorities to the situation and possibly to the active shooter's location.

Think **Cover vs. Concealment** – Concealment may hide you but cannot stop a bullet such as curtains. Cover will hide you and may stop a bullet, such as a concrete or steel.

Fight - As a last resort and only if your life is in immediate danger, should you attempt to disrupt or incapacitate the active shooter by acting as aggressively as you can. Use any items as a makeshift weapon. If you are with others, work together to stop the threat. Whatever you do, commit to your actions.

For additional crime prevention and safety information, please review the [Notre Dame Police Department website](#).

IX. PROCEDURE FOR REPORTING EMERGENCIES

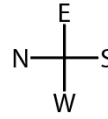
To report any emergency including fire, medical, crime/violence contact the emergency dispatch center by dialing 9-1-1 from any campus phone or 574-631-5555 from a cell phone. Fire Alarm pull stations are also available to activate in-building fire alarms and notify the emergency dispatch center.

X. UNIVERSITY EMERGENCY ACTION INFORMATION

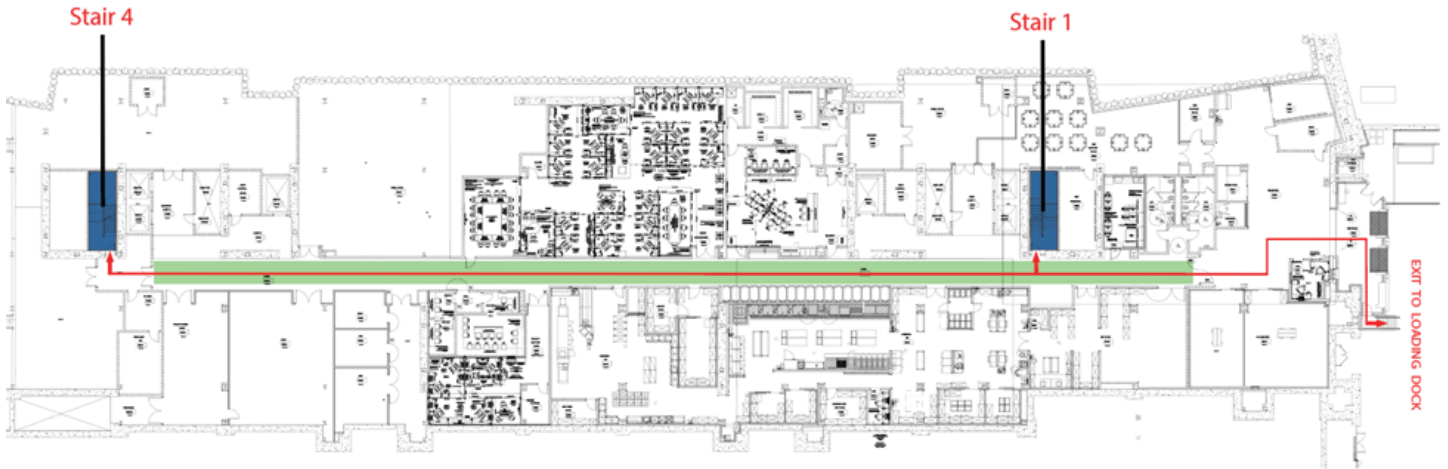
For more information about the University's emergency plan, visit emergency.nd.edu

XI. EMERGENCY EXITS AND SEVERE WEATHER SHELTER LOCATIONS

Duncan Student Center (West Building)



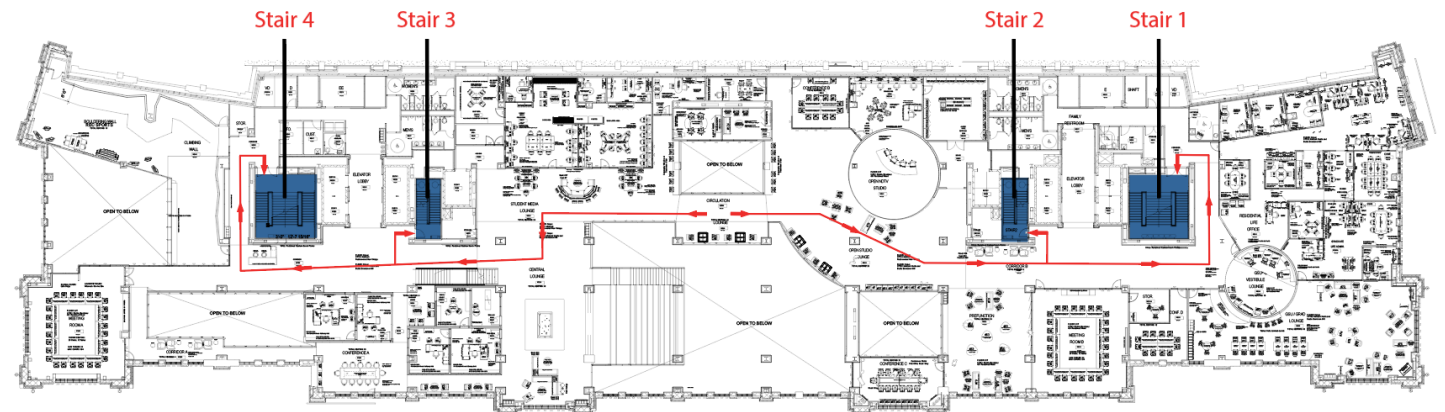
Basement



1st Floor



2nd Floor

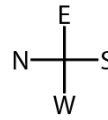


Duncan Student Center

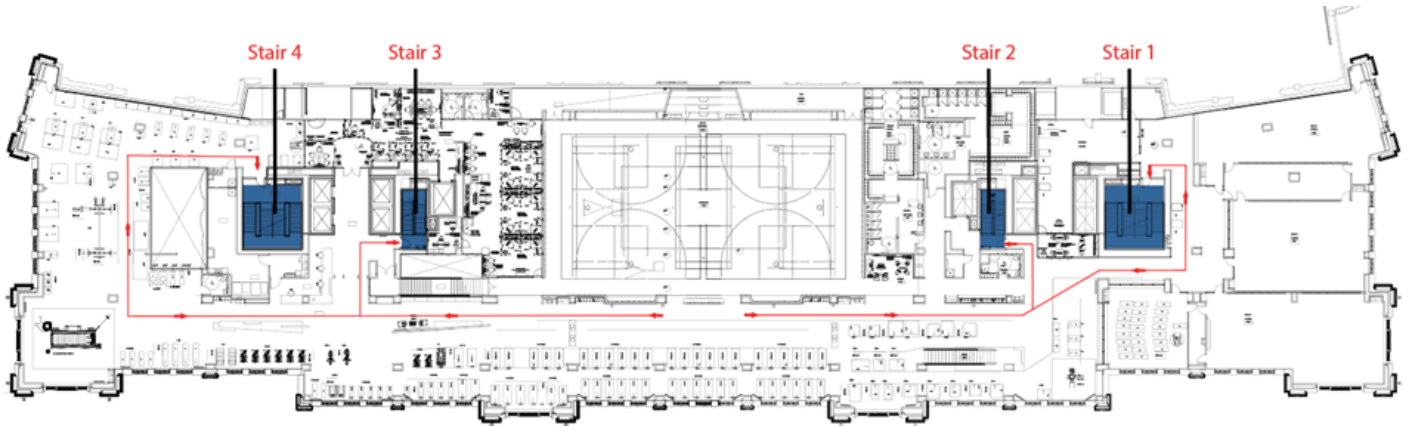
Emergency Action Plan

Emergency Exits and Severe Weather Shelter Locations

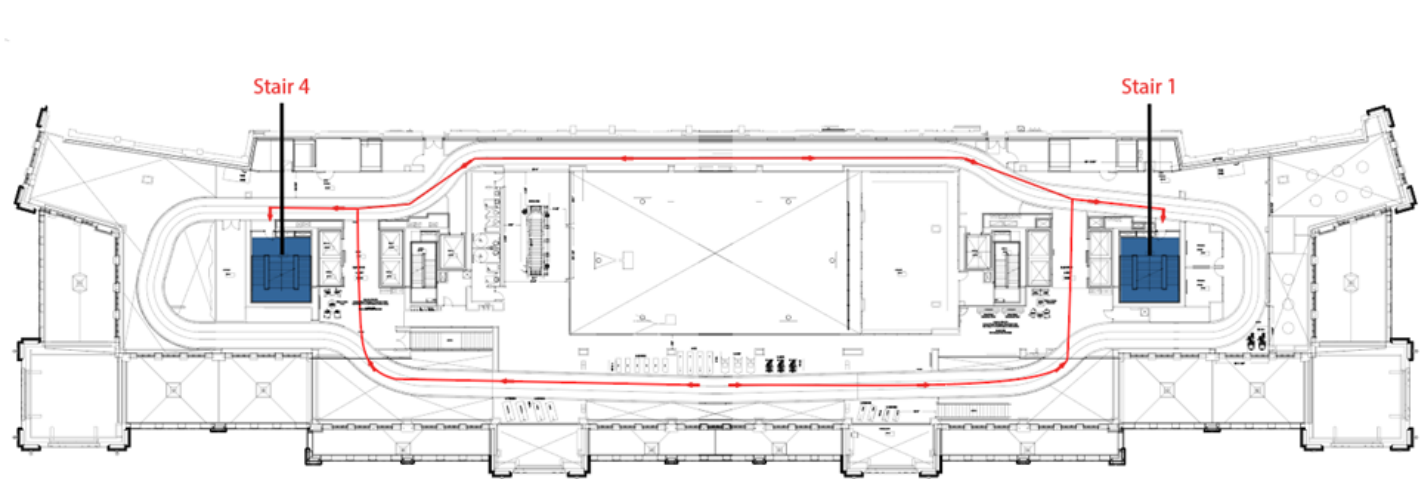
Duncan Student Center (West Building)



3rd Floor



4th Floor



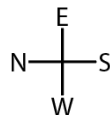
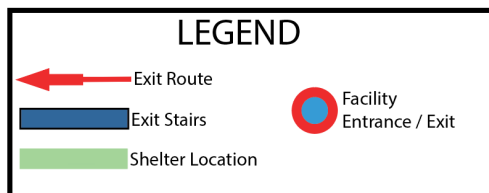
5th Floor



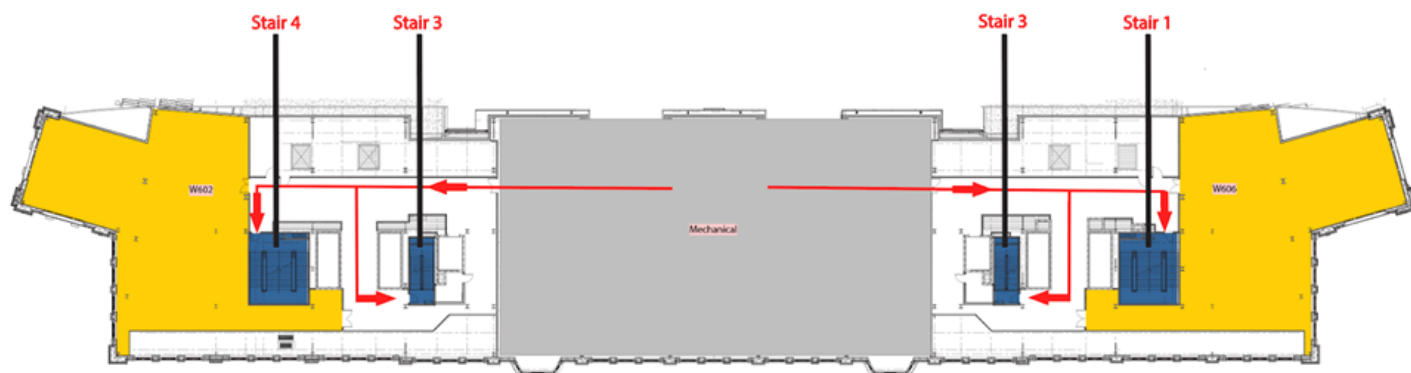
Duncan Student Center Emergency Action Plan

Emergency Exits and Severe Weather Shelter Locations

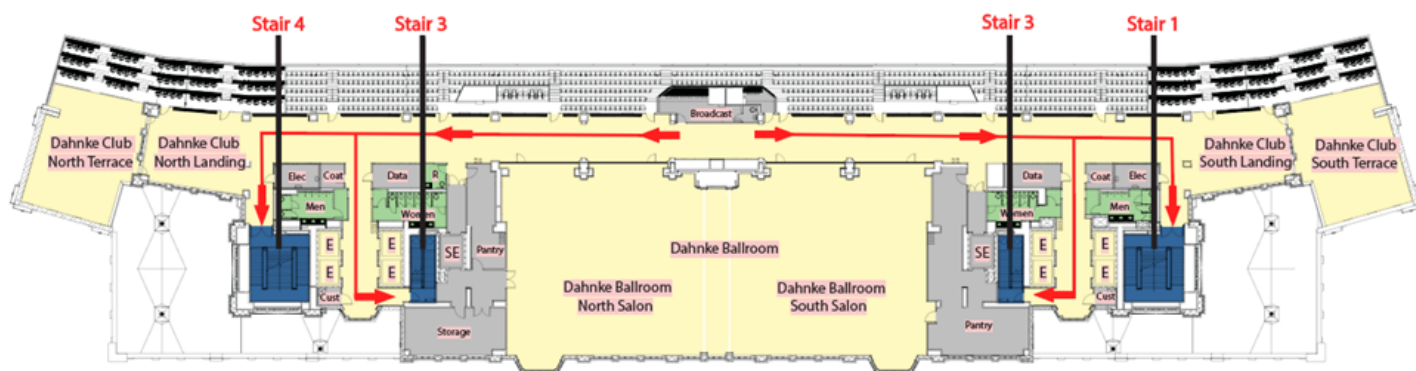
Duncan Student Center (West Building)



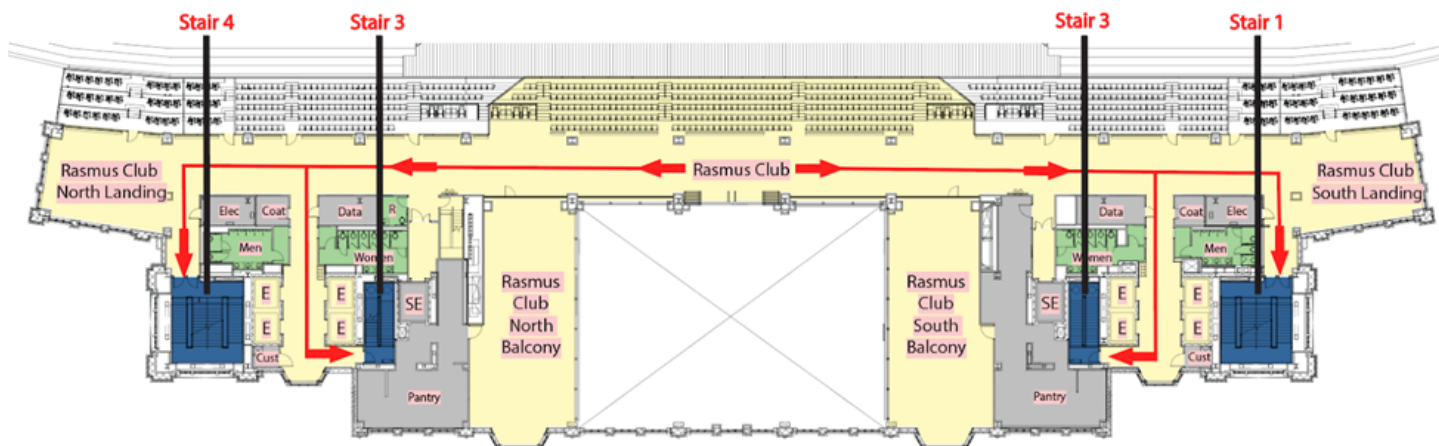
6th Floor



7th Floor



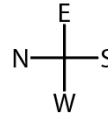
8th Floor



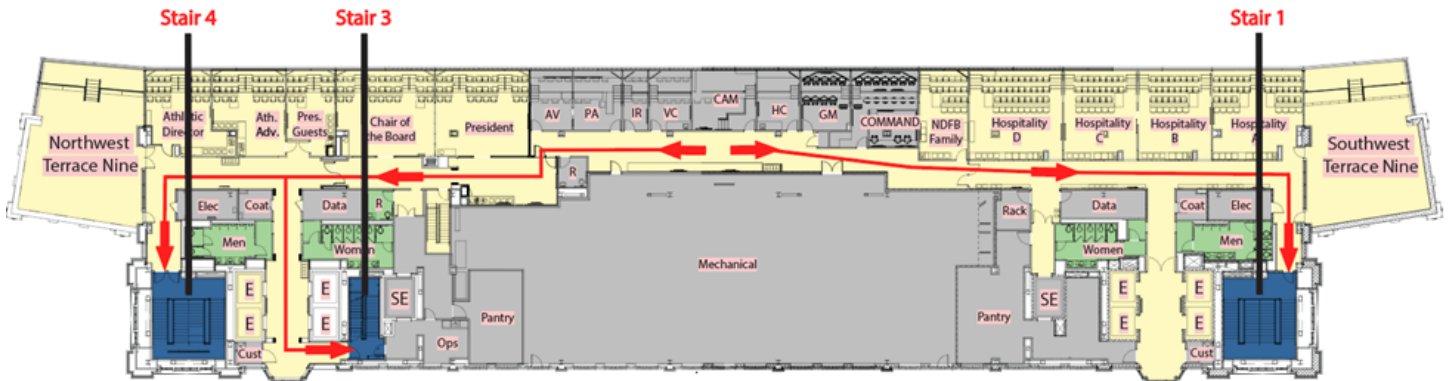
Duncan Student Center
Emergency Action Plan

Emergency Exits and Severe Weather Shelter Locations

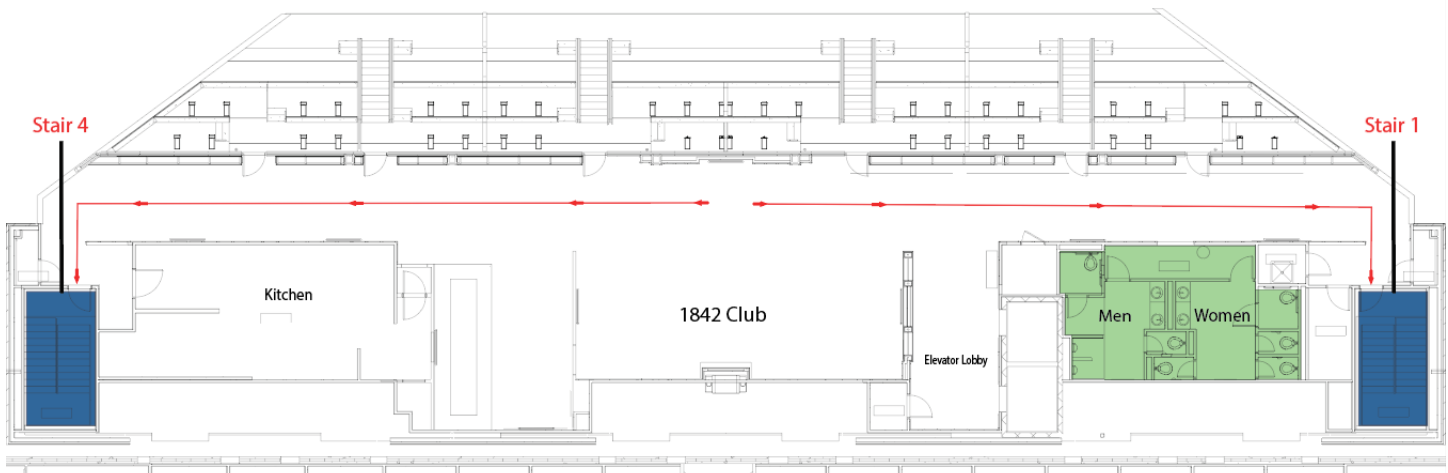
Duncan Student Center (West Building)



9th Floor



1842



XII. DESIGNATED ASSEMBLY POINT

