

Bond Hall Emergency Action Plan

November 1, 2023

An emergency action plan describes the actions employees should take in case of fire or other emergency situations.

I. SCOPE

The University is committed to comply with all emergency regulations and protect faculty, staff, and students in emergency situations.

II. EMERGENCY PLAN COORDINATOR (EPC) FOR BOND HALL

The Emergency Plan Coordinator (EPC) for Bond Hall is **Belinda Thompson, Director of Operations and Communications for the Graduate School**. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up to date. Supervisors, Principal Investigators, or their designees are responsible to train people within their area of responsibility on this plan when they are assigned to a job, when their responsibilities under the plan change, or when this plan changes. This plan is available at <http://graduateschool.nd.edu/bond-hall-eap>.

The Emergency Plan Coordinator (EPC) can be reached at:

110 BondHall | thompson.134@nd.edu | 574-631-7470

III. REPORTING PROCEDURES

Dial 9-1-1 from any campus phone or 574-631-5555 from a cell phone to report any emergency.

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. 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.

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 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 on Bond Hall Quad to the EAST of the building’s front steps.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency responders and vehicles.

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. The situation may dictate or emergency instructions may be given 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.

Campus Safety personnel have been trained and are responsible to assist in a safe and orderly emergency evacuation.

B. Bond Hall Office Emergency Contacts

The personnel below have been designated as emergency contacts for their respective units and as such are members of the Bond Resident Representatives email group.

Office	Name	Contact	Work Area
Academic Services for Student Athletes	Chad Grotegut	cgrotegu@nd.edu 1-3004	220 Bond
Center for Study of Language and Culture	Alessia Blad-Miller	ablad@nd.edu 1-1781	334 Bond
Flatley Center for Undergrad. Scholarly Engagement	Jeff Thibert	jthibert@nd.edu 1-0372	G01 Bond
Galvin/STEM Scholars	Dan Gezelter	gezelter@nd.edu 1-7595	G09 Bond
Graduate School	Belinda Thompson	thompson.134@nd.edu 1-7470	110/117 Bond
Institute for Latino Studies	Paloma Garcia-Lopez	sgarcial@nd.edu 1-4881	315 Bond
Registrar	Linda Martellaro	lmartell@nd.edu 1-5133	Classrooms
Univ. Advising	Robin Hoepfner	rhoepfne@nd.edu 1-7364	319 Bond

C. Employee Accountability Procedures after Evacuations

Supervisors, emergency contacts, and/or designated persons in charge must ensure all personnel evacuate. Check all areas e.g. walk-in coolers, locker rooms, restrooms, remote spaces, etc. Provide assistance to faculty, staff, and students as needed 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. The names and last known locations of anyone not accounted for should be passed on to the official in charge. 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 System

The alarm system provides warning for necessary emergency action. The alarm is generally capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions are distinctive and include horn blasts, sirens, and public address systems.

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

E. Severe Weather/Tornado

When a tornado warning is announced, all employees and guests should immediately go to their designated tornado refuge area. This is the main stairwells and the lower level interior hallways. Move away from windows. All employees and guests should stay in the tornado refuge area until given the all clear sign. The designated tornado refuge areas are the ground floor hallways near CUSE and classrooms.

F. Training

Training is accomplished by an employee reading this document or by instruction from an immediate supervisor or department leadership:

1. For employees when the plan is initiated, substantive changes are made to the plan and/or facility;
2. When an employee’s responsibilities substantively change involving safety related activities; and
3. For new employees (new hires or transfers)

V. 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. Training can be completed on-line via ComplyND.

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.

VI. 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 Security Police Department provide these services. The Wellness Center is an additional resource for staff and faculty. University Health Services is an additional resource for students.

VII. PROCEDURE FOR REPORTING EMERGENCIES

To report any emergency including fire, medical, and 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.

VIII. CONTACTS

For more information about the University's emergency plan, visit <https://emergency.nd.edu>.