

DISASTER RECOVERY PLAN

FOR

**UNIVERSITY
HALL**

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INTRODUCTION

At the direction of the University of Missouri System Administration, the Disaster Planning Committee was formed to write a Plan to prepare for, respond to, and mitigate emergencies affecting University Hall.

This Disaster Recovery Plan has been prepared to inform University Hall Staff about how to prepare for disasters, the actions to take during an emergency, and the resources available for recovery. This Plan is intended to reduce risk in order to avoid injury to staff, and minimize loss or damage to records, equipment and the facility.

The members of the Disaster Planning Committee hope each member of the University Hall community will read and understand the contents and keep a copy readily available for reference. The plan is available at the following website:

<http://www.umsystem.edu/ums/disaster/>

It is hoped that this Plan will serve as a model for other University of Missouri facilities.

If you have questions or comments about this plan, please contact:

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UM Business Services
225 University Hall
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RESPONSIBILITIES OF UNIVERSITY HALL STAFF

The Disaster Recovery Committee

The Committee is responsible for developing the Disaster Recovery Plan, distributing it, promoting its use, and keeping it up to date. The Committee will name new Coordinators, Alternate Coordinators and Team Leaders when vacancies occur. The Committee will meet annually to review and update the Plan.

Disaster Recovery (DR) Coordinator

The DR Coordinator is responsible for overseeing emergency preparedness, for directing activities to safeguard staff and the facility during emergencies, and for coordinating recovery activities. The DR Coordinator will:

- Serve as the focal point for receiving and dispersing information about emergencies from/to Team Leaders and University Hall staff, and serve as a liaison with emergency responders. The DR Coordinator should identify himself/herself to arriving emergency responders as soon as they arrive on the scene.
- Make evacuation decisions, with the advice of knowledgeable specialists when time permits.
- Determine when the “all clear” should be issued, or when the building may be re-entered. If Fire or Police respond to the emergency, this message will be communicated to the DR Coordinator by the emergency personnel in charge of the scene, the DRC will in turn communicate messages to the building occupants.
- Initiate contact with, and coordinate activities of other University staff, outside agencies, and service providers for ongoing disaster preparation, and for recovery efforts.
- Coordinate reporting and recordkeeping regarding emergencies.
- Advise the Disaster Recovery Committee about revisions to the Recovery Plan and selection of new Team Leaders when vacancies occur.
- Arrange for disaster preparation training, and promote participation.
- Coordinate with University Relations and/or MU News Bureau in responding to media queries regarding recovery operations.
- Arrange for the current plan to be available at a designated website.

Alternate Disaster Recovery Coordinator

The Alternate DR Coordinator will assist the DR Coordinator in the activities listed above and will assume those responsibilities when the DR Coordinator is not available.

Building Coordinator

The Building Coordinator is responsible for reporting maintenance and repair needs within the building to Campus Facilities, and is the primary contact for notification by Campus Facilities when there is a campus emergency. The Building Coordinator will work closely with the DR Coordinator and/or Alternate DR Coordinator to inform them about campus emergencies. She will inform the DR and ADR about any emergencies that come to her attention within University Hall, and they will keep her informed about their plans for dealing with the emergency and making the appropriate notifications to campus units. The Building Coordinator will assist the DR or ADR during emergency activities, and will serve as the Second Alternate Disaster Recovery Coordinator if they are unavailable.

Team Leaders

Each Team Leader is responsible for a designated area of University Hall but will also assist other areas when their Team Leader is not available. Team Leaders will:

- Obtain, maintain, use, and provide emergency supplies as needed. Twice a year, when Daylight Savings Time changes, check batteries and review supplies to be sure they are complete.
- Be knowledgeable about the location of vital records in their area and initiate and coordinate efforts to protect them when necessary.
- Annually review the list of vital records with staff in the area to assure it is up to date, and with a nearby Team Leader who would assist with the area in the absence of the primary Team Leader.
- Inform the DR Coordinator as soon as possible when an emergency occurs.
- Obtain or provide emergency medical assistance until professional help arrives.
- Understand the evacuation plan and direct evacuation activities for their area.
- After evacuation, account for staff in their area.

All Staff

- Read the Disaster Recovery Plan.
- Participate in disaster preparedness training.
- Report emergencies to the Team Leader or DR Coordinator.
- Follow the directions of the Team Leader or DR Coordinator during and after an emergency.
- After evacuation, go to the designated area.
- Keep the Team Leader informed about significant changes regarding vital records—particularly location, media type and the person responsible.

EMERGENCY PREPAREDNESS

Resources and Telephone Numbers

Name	Title	Work Phone
DR COMMITTEE		
TBD	DR Coordinator	
Mary Sapp	Alt. DR Coordinator	882-3385
Corliss (C.J.) Smith	2 nd Alternate DRC and Building Coordinator	882-2712
Michelle Blevins		882-3211
Cindy Cover		882-8279
Mary Ann Ihler		882-0629
Janet Meyer		882-7723
Kathy Miller		882-2388
David Russell		882-0600
Kandis Smith		882-6396
Ann Toellner		882-2968
OUTSIDE RESOURCES		
Campus Facilities	(days)	882-8211
	(after hours)	882-3333
Fire Department		911
Environmental Health & Safety		882-7018
ICS (Info. & Computing Services)	Tammy Trader	882-9210
	Ken England	882-9292
Media Relations	Scott Charton	882-9724
	David Russell	882-0600
Records Management	Willie Jones	882-5955
Risk & Insurance Mgmt.	Ed Knollmeyer	882-3735
	JoAnne Flowers	882-8577
University Hospital		911
Emergency Response		882-7979
University Police		882-7201

Disaster Recovery Teams

Name	Team	Team Leader	Room
Third Floor			
Academic Affairs	3A	Kandis Smith	309
Governmental Relations	3A	Kandis Smith	309
Restrooms	3A	Kandis Smith	3 rd floor
Pres. Inst. For Acad. Leadership	3A	Kandis Smith	309
President's Office	3B	David Russell	315
Board of Curators	3C	Kathy Miller	316
Second Floor			
Management Services	2A	Mary Sapp	225
Business Services	2A	Mary Sapp	225
Procurement Services	2A	Mary Sapp	225
Minority Business Development	2A	Mary Sapp	225
Information Systems	2A	Mary Sapp	225
General Counsel	2B	Michelle Blevins	227
Human Resources	2C	Cindy Cover	215
Finance and Administration	2C	Cindy Cover	215
Treasurer	2C	Cindy Cover	215
Restrooms	2C	Cindy Cover	2 nd Floor
First Floor			
Controller	1A	Janet Meyer	118
Accounting Services	1A	Janet Meyer	118, 121
Snack Bar and Equipment Room	1A	Janet Meyer	122
Mail room	1A	Janet Meyer	130
Planning & Budget	1B	Mary Ann Ihler	104, 105
Restrooms	1B	Mary Ann Ihler	1 st Floor
Treasurer	1C	Ann Toellner	118
Telephone and Server Room	1C	Ann Toellner	112, 124
Vault	1C	Ann Toellner	118

Evacuation Plan

Floorplans (Appendix B) are attached which show all exits, fire extinguishers and alarms.

All Staff and Visitors:

When directed to evacuate the building, proceed to the nearest accessible exit. If there is advance warning and sufficient time not to imperil anyone's health or safety, secure valuables before exiting the building. In situations where there is immediate danger, do not attempt to secure valuables.

Use the stairwell when moving to another floor. Do not use the elevator. Assist handicapped individuals into the stairwell and down the steps. Upon reaching an exit, move away from the building and avoid power lines and large trees. Assemble at the designated areas and inform the Team Leader about who was in the building. Remain at the designated area until Team Leaders advise you to leave the area or return to the building.

Team Leaders:

Notify staff in the area when evacuation is necessary. If there is time, use or provide emergency flashlights to staff. Direct staff to evacuate immediately to their designated areas. Check all offices and the nearest restrooms and when the section is clear, go to the designated area. Discuss with the staff assembled there who was in the building at the time and account for all staff. Report the results to the DR Coordinator. When word is given by the DR Coordinator, advise staff to leave the area or return to the building.

Disaster Recovery Coordinator:

When necessary, after consultation with Campus Facilities, Campus Police, or upon determining that staff members are endangered by remaining in the building, issue the evacuation order to Team Leaders. Stay at your designated area until all areas have reported.

Designated Areas after Evacuation:

Staff should go to the area designated for the floor on which they normally reside, regardless of where they are when an emergency occurs. Visitors should accompany the staff they are visiting.

First Floor -- Southwest corner of upper parking lot.

Second Floor -- Southeast corner of upper parking lot

Third Floor -- Center of upper parking lot

The DR Coordinator will be located in the center of the upper parking lot to receive Team Leader reports.

Checking An Ill Or Injured Person

(Adult, age 12 or older, appears to be unconscious)

(TIP: Wear disposable gloves and personal protective equipment)

1. CHECK scene, then CHECK person.
2. Tap shoulder and shout, "Are you okay?"
3. No response, CALL 911.
(TIP: If an unconscious person is face-down, roll face-up supporting head, neck, and back.)
4. Open airway (tilt head, lift chin), CHECK for signs of life (movement and breathing) for no more than 10 seconds.
5. If no breathing, give 2 rescue breaths.
(TIP: Irregular, gasping, or shallow breaths are NOT effective)
6. If breathing, place in recovery position and monitor Airway, Breathing, and Circulation (ABCs).

How To Give Rescue Breaths

(Adult, No Movement of Breathing)

After checking an ill or injured person

To give a rescue breath:

1. Tilt head and lift chin, then pinch the nose shut.
2. Take a breath and make a complete seal over the person's mouth.
3. Blow in to make the chest clearly rise.
(TIP: Each rescue breath should last about 1 second.)

Cardio Pulmonary Resuscitation

(Adult, No Signs of Life)

After checking an ill or injured person

1. Give cycles of 30 chest compressions and 2 rescue breaths
2. Continue CPR until-
 - a. Scene becomes unsafe.
 - b. You find a sign of life.
 - c. AED is ready to use.
 - d. You are too exhausted to continue.
 - e. Another trained responder arrives and takes over.

SEE PAGE 17 FOR REPORTING MEDICAL EMERGENCIES

SEE APPENDIX A FOR LIST OF CPR/FIRST AID QUALIFIED STAFF

Supplies

ITEMS AND LOCATIONS

Fire Extinguishers (See below)

Snack Bar

- Heavy Plastic Sheeting
- Radio and Batteries
- Blanket

Each Floor

- First Aid Kit (to be used ONLY for emergencies)
- Plastic Trash Bags

Team Leaders

- Flashlights and Batteries
- Employee Identification

Locations of Fire Extinguishers

FIRST FLOOR:

In each stairwell, snack bar, hallway by copy room/mail room, main corridor by restroom, east wall of 118, 104.

SECOND FLOOR:

In each stairwell, both ends of main corridor, copy room, 225, 227.

THIRD FLOOR:

In each stairwell, main corridor by Curator's Office and entrance to 309, President's Office kitchenette, copy room.

SEE MAPS (APPENDIX B) FOR LOCATIONS OF FIRE EXTINGUISHERS, EXITS AND FIRE ALARMS.

Training/Education

Environmental Health and Safety regularly offers courses at the Research Park Development Building, phone 882-7018. Classes that may be especially helpful are: Standard Adult First Aid/CPR, Fire Extinguisher Safety and Hazardous Materials Awareness. Visit their website at: <http://www.missouri.edu/~muehs/schedule.htm> for their class schedule.

The Fire and Rescue Training Institute, which can be contacted at 800 869-3476, offers courses in Fire Training, Hazardous Materials, Terrorism and Industrial Programs.

Photography

Periodically, at least every five years from the inception of this plan, or after a major change, the DR Coordinator should arrange to have photographs taken of the facility as a record of the status before a disaster. These photographs should be stored off site.

After a disaster, the DR Coordinator should consult with Risk and Insurance Management to determine what pictures are needed. The DR Coordinator should contact Records Management to arrange for the pictures to be taken.

Electronic Records Backup

IT has formed a committee UM IT Division of Emergency Management Planning and Recovery Coordinators Team to address security and backup issues for file servers and other computing equipment. Although any resulting IT plan will impact the Vital Records in University Hall, those efforts are beyond the scope of this plan.

Computers in University Hall that have Vital Records on their drives should be backed up on a regular schedule and copies of the data should be stored offsite.

SEE APPENDIX C FOR VITAL RECORDS INFORMATION

EMERGENCY RESPONSE

ASSAULT, HARASSMENT or PROBLEM VISITORS

All Staff:

1. Call University Police immediately at 882-7201.
2. Observe suspicious persons but **DO NOT ATTEMPT TO DETAIN THEM.**
3. Notify the Team Leader.

Team Leader:

1. Ask the victim to remain until the police arrive.
2. Obtain names, addresses and phone numbers of witnesses.
3. Inform the Disaster Recovery Coordinator.

BOMB THREAT

Any Staff:

1. Call University Police 882-7201. Provide any of the following information if known:
 - a. How discovery was made or notice received.
 - b. Location of the bomb
 - c. When due to explode
 - d. Appearance of the bomb
2. Ask University Police if the building should be evacuated.
3. Notify Team Leader.
4. Save evidence of notice if possible (do not erase voice mail or destroy or excessively handle a note).
5. If the threat was verbal, write down the exact words as soon as possible. Also note additional information that may be helpful such as: characteristics of the speaker's voice, attitude, background noise, etc.

Team Leader:

1. Notify Disaster Recovery Coordinator.
2. If necessary, assist in evacuating the building.

Disaster Recovery Coordinator:

1. If necessary, notify Team Leaders to evacuate the building.

SEE "**TERRORISM**" FOR GUIDANCE REGARDING SUSPICIOUS OBJECTS

DESTRUCTION OF PROPERTY, VANDALISM or THEFT

All Staff:

1. Call University Police immediately (882-7201).
2. Observe suspicious persons but DO NOT ATTEMPT TO DETAIN THEM.
3. Notify the Team Leader.

Team Leader:

1. Ask the victim of theft and/or witnesses to remain until the police arrive.
2. Obtain names, addresses and phone numbers of witnesses.
3. Identify items stolen, destroyed or vandalized.
4. Notify Disaster Recovery Coordinator.

EARTHQUAKE

All Staff:

1. Take cover under heavy furniture -- a table, desk, or bench, or within a doorway, and keep away from glass.
2. Wait for the tremor to subside and falling objects to come to rest.
3. For small quakes with no apparent damage, return to normal activities.
4. If injuries occurred which require medical attention, call 911.
5. After a large quake, evacuate the building when it is safe to do so.

Team Leaders:

1. After the quake determine if there were any injuries that require medical attention. If so, determine if 911 has been called for serious injuries, or assist those with minor injuries.
2. Assist in providing medical aid until emergency help arrives.
3. For large quakes with apparent damage to the structure assist in evacuating the building when it is safe to do so.
4. After evacuation, keep people away from buildings to avoid injuries from aftershocks. Keep people away from power poles or lines, or areas where falling debris could occur.

Disaster Recovery Coordinator:

After a small quake:

1. Assign someone to survey the entire building for possible damage, such as leaking pipes, fallen objects, etc.
2. Issue evacuation order if structural damage is suspected.
3. Notify Team Leaders to assist with evacuation.

After a large quake:

1. Do not inspect the building, call Campus Facilities (Days: 882-8211, Nights and Weekends: 882-3333)
Tell them:
 - a. your name
 - b. name/location of the building (University Hall , Carrie Francke Drive)
 - c. the nature of the damage
2. Issue evacuation order when it is safe to do so.
3. Notify Team Leaders to assist with evacuation.

FIRE

Any Staff:

1. Set off the fire alarm.
2. Dial 911
Tell them:
 - a. Your name
 - b. Name/location of the building (University Hall, Carrie Francke Drive)
 - c. What part of the building is affected
 - d. If people are trapped
3. Use a fire extinguisher if feasible to do so without jeopardizing personal well being.
4. Evacuate the building.
5. Follow evacuation procedures, gathering at the designated meeting place and accounting for staff and visitors.

Team Leaders:

1. Assist in evacuating their assigned areas.
2. Assist in evacuating other areas, as necessary.

Disaster Recovery Coordinator:

1. Dial 911 (Joint Communications) if they have not already been called. (Joint Communications will notify Campus Police.)
2. Notify Campus Facilities (Days: 882-8211, Nights and Weekends: 882-3333).

FLOODING/BROKEN PIPES OR WATER DAMAGE

Any Staff:

1. Post staff member at entrance to flooded area to keep out unauthorized persons.
2. For a minor leak, notify the Building Coordinator who will contact Campus Facilities. For urgent leaks, call Campus Facilities for assistance in having the main water valve shut off in the building or at the source of the leak (Days: 882-8211, Nights and Weekends: 882-3333).
 - Tell them:
 - a. Your name
 - b. Name/location of the building (University Hall, Carrie Francke Drive)
 - c. The source of the water and its location in the building
3. Turn the power off to computer equipment and other electrically powered equipment which may be inundated. Do not, and caution others not to, stand in damp area and touch electrical appliances.
4. Notify the nearest Team Leader.
5. Cover items in the order of their importance with plastic.

Team Leaders:

1. Notify Disaster Recovery Coordinator.
2. If possible, protect vital records from immediate water damage.

Disaster Recovery Coordinator:

1. Determine if vital records are involved.
2. Contact Records Management to initiate records recovery.

HAZARDOUS MATERIALS

Any Staff:

1. If a substance is suspected to be hazardous, call Environmental Health and Safety (882-7018) during regular work hours, at other times, notify University Police (882-7201).
2. Do not handle substance or attempt to move it.
3. Keep others out of the area.
4. Take action to contain the spill if it is possible to do so without jeopardizing personal well being.
5. Notify Team Leader.

Team Leader:

1. Assist in keeping people out of the area.
2. Identify anyone who may have come in contact with the substance.
3. Provide this information to EH&S and/or University Police.
4. Notify Disaster Recovery Coordinator
5. Assist in evacuation if necessary.

Disaster Recovery Coordinator:

1. Determine, with EH&S or University Police if evacuation of the area or building is necessary.
2. If evacuation is necessary, notify Team Leaders.

MEDICAL EMERGENCY

Any Staff:

1. Call 911 (Joint Communications) immediately. Tell them location (University Hall, Carrie Francke Drive, floor and room) and condition of the victim. (Joint Communications will notify University Police.)
2. Survey the area for safety before giving care to the victim.
3. If safe to do so, provide care until assistance arrives:
 - a. If victim is not breathing, immediately send for CPR trained staff.
 - b. Keep victim still. DO NOT MOVE the person.
 - c. If the victim is bleeding, apply pressure to the wound.
 - d. Keep victim warm, cover with coat or blanket
 - e. Keep area clear to provide adequate ventilation to victim and space for emergency workers.
 - f. Stay with the victim until medical staff arrive.
4. Respond to questions of University police.
5. Notify Team Leader.

Team Leader:

1. Notify Disaster Recovery Coordinator.

SEE ALSO:

CHECKING AN ILL OR INJURED PERSON
HOW TO GIVE RESCUE BREATHS
CARDIO PULMONARY RESUSCITATION

NATURAL GAS LEAK

NOTE: **DO NOT PULL THE FIRE ALARM**, AS THIS MAY PROVIDE AN IGNITION SOURCE.

Any Staff:

1. If an odor is detected, notify team leader or DR Coordinator.
2. If asked to do so, evacuate the building and follow the evacuation plan.
3. Do not use any appliance in the building that could cause a spark (e.g. cell phones, light switches or fire alarms.)

Team Leaders:

1. Notify DR Coordinator
2. Keep people away from the area.
3. If evacuation order is given by DR Coordinator, follow the evacuation plan.

Disaster Recovery Coordinator:

1. Dial 911 (Joint Communications) if they have not already been called. (Joint Communications will notify Campus Police.)
Tell them:
 - a. Your name
 - b. Name/location of the building (University Hall, Carrie Francke Drive)
 - d. What part of the building is affected
2. Notify Campus Facilities (Days: 882-8211, Nights and Weekends: 882-3333).
3. If the odor is detected inside, determine whether evacuation is necessary.
4. If so, issue the evacuation order and follow the evacuation plan

PANDEMIC OR WIDESPREAD ILLNESS

Any Staff:

1. Listen for public health announcements.
2. Consult with your doctor regarding immunizations.
3. Avoid large groups or unnecessary gatherings.
4. Wash hands frequently.
5. Maintain your resistance to illness through proper nutrition and exercise.
6. Do not expose others by coming to work when ill.

Team Leaders:

1. Be aware of public health announcements and communicate them to those in your area.
2. Have home phone numbers of staff in your area at your home so you can inform them if they are not to report to work.
3. Become knowledgeable about symptoms.
4. Provide information to your team about immunization opportunities.
5. Encourage those exhibiting signs of illness to leave the premises.
6. Inform the DRC if staff members in your area are ill.

Disaster Recovery Coordinator:

1. Communicate University and public health announcements to Team Leaders.
2. Inform Team Leaders about immunization opportunities.
3. Inform Team Leaders about symptoms of the illness and methods to prevent its spread.
4. If a University Pandemic Coordinator is named, be the liaison for University Hall.

POWER FAILURE

Any Staff:

1. Report power failure to Disaster Recovery Team Leader
2. Turn computers and peripherals off until power is restored and stabilized

Team Leaders:

1. Report power failure to Disaster Recovery Coordinator
2. If the outage occurs during regular working hours, locate flashlights and make them available to staff who need them

Disaster Recovery Coordinator:

1. Report the power failure to Campus Facilities (Days: 882-8211; Nights and Weekends: 882-3333) and to ICS Help Desk (882-4083)
2. Inform the Building Coordinator that the power failure has been reported

TERRORISM

Any staff:

1. Be alert for suspicious people, or activities.
2. If a suspicious letter, package, briefcase, purse, backpack, bag, or other container is found, question people in the area to determine ownership. If unable to establish ownership, contact the team leader.
3. Do not handle the item.

Team Leader:

1. Inform DRC of the situation.

Disaster Recovery Coordinator:

1. Inform other Team Leaders.
2. Contact University Police (882-7201).
3. If necessary, evacuate the building.

TORNADO/HIGH WINDS

All Staff:

1. Be alert to weather conditions which may result in tornados or high winds.
2. Respond to weather alert sirens or other emergency notification by going to the University Hall first floor interior corridor or the Snack Bar. Stay away from windows or glass doors.
3. Remain in the safe area until the All Clear is given by the Disaster Recovery Coordinator.

Team Leaders:

1. When dangerous weather is forecast, have emergency supplies at hand for your area.
2. Alert occupants to be prepared to move to the safe area.
3. When sirens sound or other emergency notification is received, assist those in your area to move to the interior corridor or Snack Bar on the first floor.

Disaster Recovery Coordinator:

1. When weather conditions are threatening, arrange for a radio or TV to be in operation in the Snack Bar, tuned to a weather station.
2. Alert DRT members to prepare their areas—assure that all areas are covered.
3. When the alert sirens or other emergency notification is given, assure that all employees move to the safe area.
4. Determine when emergency has passed and issue the All Clear for University Hall.

RECOVERY

The Disaster Recovery Coordinator and Alternates have authority to take whatever immediate action is necessary to assure safety of people using the facility and to preserve the facility and its contents.

Some of the available resources are:

Campus Facilities to reduce further damage to the structure and contents, and to temporarily secure, and repair the facility.

Records Management for preservation and salvage of papers, files, books, microfilm, or other media. University Hall staff, including Team Leaders will assist Records Management in mitigating damage to vital records.

Insurance and Risk Management to report on injury to building inhabitants, and/or damage to the facility, or contents.

Information and Computing Services to provide and obtain assistance in recovery of computing equipment and files.

Campus Police to secure the facility.

Media Relations to report on the nature of the emergency and outcome.

Emergency contracts may be issued immediately to prevent damage to the facility or contents. If time permits, **Procurement or Construction** can assist in putting contracts in place.

Environmental Health and Safety to assist in identifying environmental hazards, reducing risks to occupants, and providing training.

Appendices not included in the on-line version.