

College of Agriculture Emergency Preparedness Action Plan

(updated 8/26/14, links updated 8/15/17, 9/4/18)

Preamble

A small committee representing faculty, administrative/professional staff, clerical/service staff, and department heads were charged by the Dean to address emergency preparedness in the College of Agriculture. The committee proposed college-level directives to make sure our faculty, staff and students recognize an emergency situation when it happens, and understand appropriate actions to take given the circumstances of the situation. The group drafted an action plan. They then met with the Director of Emergency Planning and Preparedness, to receive feedback on the plan. Below is the plan of action that resulted from this work.

A. College-Level Actions

- a. The Dean's Office will update the Dean's emergency contact list in early August each year to include the home and mobile telephone numbers for all agriculture administrators. This emergency contact list will be distributed to each of the administrators.
- b. An *In Focus Safety Issue* will be sent before classes start each semester reminding faculty, staff and students of the following:
 - i. Faculty, staff and students are encouraged to sign up to receive emergency text alerts via the quick links section of the [Campus Emergency Preparedness Web Site](http://www.purdue.edu/epps/emergency_preparedness) (http://www.purdue.edu/epps/emergency_preparedness). They can also sign up to receive Twitter alerts, even without a Twitter account. Sign up instructions are on the [Emergency Preparedness Web Site](#) which contains useful information regarding emergency preparedness on campus.
 - ii. Faculty, staff and students should read and follow the emergency preparedness guidelines in their Building Emergency Plan (BEP). The BEPs are posted on the [Emergency Preparedness Web Site](#) and/or are available from the building deputy.
 - iii. Faculty, staff and students should understand appropriate actions associated with sirens/alarms. **When an alarm sounds inside (e.g., fire alarm), go outside. When an alarm sounds outside, go inside. Immediately seek shelter in a safe location within the closest facility/building (Shelter-In-Place).** Different emergencies require different actions within a building during a Shelter-In-Place alarm. Obtain information regarding the type of emergency by Purdue text alert, Purdue home page, Twitter feed-@purdueemergency, Purdue email alert, television, etc.
 - A. In the event of a tornado, go to the lowest floor of the building away from windows and doors.
 - B. In the event of a release of hazardous materials, go to higher floors of the building with few or no windows or vents. Close all windows and doors. Do not use elevators.
 - C. In the event of an active shooter in the building, escape the premises if this can be done safely. If escape is not possible, seek a secure place in

which to hide, preferably behind a locked door. Note that this location may not necessarily be your office. Try not to restrict options for movement. If a class is underway when news is received of a shooter nearby, and escape is not possible, faculty should lock or barricade classroom doors. Situational awareness is important when considering what action to take. The *Get Ready, Get Set, Go* poster on the [Emergency Preparedness Web Site](#) emphasizes that faculty, staff and students should adjust their actions based on the situation.

- D. Faculty, staff and students should reflect on where they generally spend their time on campus and develop individual emergency plans for these locations so they know where to go in the event of an emergency.
 - E. Faculty and staff cannot force students to shelter in place, but they should encourage them to do so.
 - F. Because people are to go inside buildings during a shelter-in-place situation, outside doors of buildings should *not* be locked.
- iv. Purdue policy requires immediate evacuation when a fire alarm sounds inside a building. Follow your Building Emergency Plan (BEP). The university requires that each department/unit have an evacuation plan that identifies their Emergency Assembly Area (EAA). In the event of a building evacuation, individual faculty and staff are accounted for in their EAA.
 - v. For questions regarding campus emergency preparedness, visit the [Emergency Preparedness and Planning Office Web Site](#).
- B. Department/Unit-Level Actions (early in the fall semester)
- a. Training video, “Shots Fired on Campus: When Lightning Strikes” - linked to the [Emergency Preparedness and Planning Office Web Site](#)
 - i. Department heads/unit leaders in the College of Agriculture should strongly encourage (not require – the video may be deeply disturbing to some) all faculty and staff to view the “Shots Fired...” shooter awareness training video every fall.
 - ii. New employees who start during the academic year should be encouraged to view the video as part of their orientation.
 - iii. A representative from the Purdue Police Department will attend an early AGR 101 class each fall to discuss the broader issue of campus safety, including issues with assault, personal safety, alcohol, and what to do in the event of an active shooter. Links to the “Shots Fired...” video will be made available to all incoming undergraduate students during this presentation and they will be strongly encouraged to view the video.
 - iv. All graduate students in the College of Agriculture should be strongly encouraged to view the video during their departmental graduate student orientation.
 - v. All undergraduate students with teaching responsibilities (e.g., lab assistants) should be strongly encouraged view the video at least annually and as part of their teaching orientation.

- b. All-Hazards Awareness Training
 - i. All department heads/unit leaders in the College of Agriculture should encourage their faculty and staff to attend the All-Hazards Awareness Training session annually either in person or via Blackboard Learn or WebCert. Sign-up procedures for all three options are on the [Emergency Preparedness Web Site](#). The Emergency Preparedness Office will also come to individual departments to present the one-hour training when requested.
 - c. While the department head/unit leader will make every effort to ensure alarms can be heard within all offices and classrooms in their department/unit, there may be remote space within large buildings where outside alarms may not be heard. Department heads/unit leaders may find it necessary to assign someone near remote spaces to alert occupants of an emergency. This person may or may not be the building deputy. Different people may need to be assigned to this task depending on the location of these remote zones. Note that staff must not put themselves at risk while alerting others of an emergency. In addition to personal notification, a new system of pop-up information boxes will display emergency information on most active university computers. Alert beacons, newly installed in many of the large classrooms on campus, will alert occupants in these classrooms of emergencies.
 - d. Department heads/unit leaders must make sure their faculty and staff are familiar with the specific plans identified in their BEP (e.g., where to meet after evacuating the building). Check with the building deputy for BEP specifics. The BEPs are posted on the [Emergency Preparedness Web Site](#) and are available from the building deputy.
- C. *Academic Department Actions* (early each fall and spring semester):
- a. Every Agriculture academic department's schedule deputy will make sure the [Emergency Quick Reference Guide](#) is posted on the doors in all College of Agriculture building classrooms.
 - b. During the beginning of each semester, department heads will meet with faculty and teaching assistants (TAs) to discuss emergency preparedness. Below are items that must be included in this discussion.
 - i. Faculty and TAs must take emergency warnings seriously. When sirens go off, they are required to take appropriate action, especially if they are with a classroom of students.
 - ii. Faculty and TAs must be aware of their surroundings, including when they are teaching in a non-College of Agriculture building. They must know where to go in the event of an emergency.
 - iii. Faculty and TAs must remind students when appropriate about other safety issues that apply, including in labs, on farms, etc. These discussions will be targeted to issues related to their specific areas.
 - iv. The university requires that faculty and TAs present the customized two-page [Emergency Preparedness Classroom Safety Briefing](#) to students on the first day

of class each semester. See [this site](#) for this briefing and additional information and excellent resources regarding communicating classroom safety to students.

- v. Faculty and TAs should be made aware of the university weapons policy, below and in section 2.B of the [University Policy on Facilities and Safety \(IV.B.1\)](#)

The possession, use, or distribution of any explosives, guns, or other deadly or dangerous materials or weapons reasonably calculated to cause bodily injury is prohibited in University Facilities, unless specifically authorized by the EVPT or authorized representative or required by or used in the course of a University activity and under the supervision of a University representative. The EVPT or authorized representative may make reasonable search of patrons, fans, or visitors for any explosives, guns, or other deadly or dangerous materials or weapons as deemed necessary for the protection of the University Facility and its occupants.

- vi. During the course of work responsibilities, faculty and TAs are required to evaluate student performance, monitor ethical conduct (e.g., cheating) and provide grades as appropriate. In those cases where students dispute their grade or other actions taken by faculty/instructors, faculty and TAs must be mindful of potentially volatile students and take action to defuse or prevent dangerous incidents. Meeting one-on-one with an angry student is discouraged. Instead, faculty could meet with the student, his/her advisor, the department head, and/or the course instructor as a small group to discuss the circumstances surrounding the grade/action taken by the faculty member/instructor, and to advise the student regarding the appeal process. Identifying troubled students before situations get dangerous may save lives. The "Shots Fired..." video describes such students as angry, argumentative, failing to take responsibility for their own actions, blaming others for their problems, and perceiving everything as a slight toward them. They are described as injustice collectors. Faculty must be aware of these warning signs in students. The Purdue University Behavior Intervention Team (BIT) is managed through the Office of the Dean of Students. The BIT focuses on prevention and early intervention for any students who have raised concerns and may be at risk of harming either themselves or others, or who pose a significant disruption to the living, learning or work environment. When in doubt about a given circumstance, contact the department head, the Office of the Dean of Students, and/or the Purdue Police Department to ask for advice on how to best resolve the situation. If it is an emergency situation where there is an immediate threat, call 911.

College of Agriculture Emergency Preparedness Action Plan Checklist (updated 8/14/14)

This checklist supplements the College of Agriculture Emergency Preparedness Action Plan. Please refer to the plan for detailed information.

√	When	Action by	Action
	Early August	Dean's Office	Updated Dean's emergency contact list sent to heads/unit leaders. (A.a)
	August, before classes start	Dean's Office	In Focus Safety Issue sent from the Dean. The issue is forwarded to the undergraduate students as well. (A.b)
	August	All Heads/Unit Leaders	If applicable, assign someone to notify occupants of 'quiet zones' in the event of an emergency. (B.c)
	August	Academic Heads	Ensure department schedule deputy posts the Emergency Quick Reference Guide on all doors in agriculture building classrooms. (C.a)
	Aug/Sept		Encourage viewing of "Shots Fired..." shooter awareness training video by: (B.a)
		All Heads/Unit Leaders	all faculty and staff
		Academic Heads	all graduate students during departmental graduate student orientation
		Academic Heads	all undergraduate students with teaching responsibilities
	ongoing	All Heads/Unit Leaders	all new employees who start during the year
	Aug/Sept	All Heads/Unit Leaders	Ensure faculty and staff are aware of specifics in the BEP (e.g., meeting place after fire evacuation). (A.b.ii)
	Aug/Sept	All Heads/Unit Leaders	Encourage faculty and staff to participate in All-Hazards Awareness Training annually. (B.b)
	Aug/Sept	Academic Heads	Discuss emergency preparedness with all faculty and TAs. (C.b)
	Aug/Sept	Office of Academic Programs	Ensure representative from police department attends AG 101 class early in the semester. (B.a.iii)
	Dec/Jan-ongoing	All Heads/Unit Leaders	Reminder to ensure "Shots Fired..." video is viewed by all new employees who start during the year. (B.a)
	Dec/Jan	All Heads/Unit Leaders	Reminder to encourage faculty and staff to participate in All-Hazards Awareness Training annually. (B.b)
	Dec/Jan	Academic Heads	Discuss emergency preparedness with all faculty and TAs. (C.b)
	January, before classes start	Dean's Office	In Focus Safety Issue sent from the Dean. The issue is forwarded to the undergraduate students as well. (A.b)