

Phoenix School of Law
Emergency Preparedness
and
Disaster Recovery Manual

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Introduction

Phoenix School of Law's expressed purpose in compiling this manual is to provide an emergency preparedness plan. The manual attempts to provide a comprehensive overview of potential emergency situations and possible responses to them.

This plan will be available online at the InfiLaw Back Office site www.infilaw.com/backoffice . Printed copies of the Plan are located in the following locations:

1. Dean's Office
2. Human Resources/Facilities Manager's office
3. Circulation and Reference Desk in the Information Resources Center (IRC)
4. Phoenix Law Reception Desk
5. Offices of all Emergency Preparedness and Disaster Recovery Planning Committee Members

Protecting the health and safety of employees, students, and guests is the primary concern of Phoenix School of Law. All employees and staff must visually wear their ID badges at all times.

This disaster plan will be reviewed annually by the Emergency Preparedness and Disaster Recovery Planning Committee.

Reasonable attempts will be made to continually update this manual. Suggestions for improvement of the manual are always welcome. Please make suggestions to the Emergency Preparedness Committee.

Updates to the ER plan will occur in both online and print formats.

Emergency Preparedness and Disaster Recovery Planning Committee Members Directory

<u>Name</u>	<u>Office Location</u>
Becky Gremes (Assistant Chair).....	Tower, 1 st Floor
Law Library Assistant	
Arlene Hougland (Chair)	Building C
Faculty Administrative Assistant
Jennifer Doty	(Student Representative).....

Emergency Telephone Numbers

<u>Type of Service</u>	<u>Firm/Contact Person</u>	<u>Telephone</u>
All Emergencies	Phoenix Police Dispatch	911
Ambulance	911
Fire Department	911
Hospital	911
Police	911
Building Security	ProGuard Security Guard Station	9+602-274-1021
	ProGuard Security Guard Cell	9+602-290-9843
School of Law Security.....	Allegiance / Guard's Cell.....	9+602-757-4556
	Allegiance / Guard's Cell.....	9+602-757-4879
4041 Emergency	Property Management , Fire Safety Director	9+602-279-1587
	Building Engineering, Fire Safety Administrator...	9+602-796-8292

Fires—Reporting and Evacuation

- A. If the following is reported to you, or **if you see smoke or flames, IMMEDIATELY:**
1. Activate the Fire Alarm Pull Station – If the alarm is not already sounding.
 2. Call the Fire Department – Dial **9-1-1**.
 3. Call Building Management, or Building Engineering or Security
 4. Report any change in conditions to the Fire Department and Building Management as Fire Safety Director.
- B. If you think you smell a peculiar or unfamiliar odor, **IMMEDIATELY:**
1. Call the Fire Safety Director – Building Management, (602) 279-1587.
- C. Information to be given to the Fire Department:
1. What is the emergency? (Alarm, smoke, flames, etc.)
 2. Address: 4041 N. Central Avenue; Closest cross streets: Indian School Road & Central Avenue (Southeast corner).
 3. Type of occupancy: Tower = 20 Story High Rise Office Building
Building C = 2 Story Office Building North of Tower
 4. What Floor, Room Number and Telephone # Calling From
 5. **Let the dispatcher hang up first!**

Emergency Procedure Priorities

A. If the following is reported to you, or if you see smoke, or flames, or smell something burning:

1. **Isolate** the fire – close the door if you can do so safely.
2. **Notify the Fire Department**, Fire Safety Director and activate the fire alarm pull station, if the alarm is not sounding.
3. **Evacuate** – using exit stairwells to a safe area.
4. **Fire Extinguishment** – if the fire is small and you can do so safely.

NOTE: Staff members are not expected to use a fire extinguisher. A staff member should only attempt to extinguish a fire if the fire is small, if he/she is trained in the use of a fire extinguisher and confident that one extinguisher will put out the fire, there is an exit behind the staff for escape and the fire department has been called. **DO NOT** put yourself at risk.

Using a Fire Extinguisher: If you decide the fire is small enough to fight safely, remember the **PASS** acronym. To use your extinguisher effectively:

Pull the safety pin at the top of the extinguisher.

Aim the nozzle, horn, or hose at the base of the flame.

Squeeze the handle of the extinguisher.

Sweep the nozzle from side to side until the fire goes out.

DO NOT ALLOW THE FIRE TO COME BETWEEN YOU AND THE EXIT!

B. Evacuation Procedures:

Emergency Response Team immediately grab your orange vests, flashlights, and two way radios.

1. Staff assigned to duties should go to the designated area of assignment. The Tenant Fire Warden(s) will assist in clearing the building.
2. When a staff member discovers a fire or when a fire alarm is activated **REMAIN CALM.**

3. Direct people toward the nearest emergency exits. The goal is to get people out of the building as quickly and calmly as possible.
4. **DO NOT LET ANYONE USE THE ELEVATORS.**
5. If a person refuses to leave, do not argue. Proceed to the assembly point and give the police or fire department a description of the person so that they can deal with the situation once they are in the building.
6. Follow established evacuation routes.
7. Identify any mobility-impaired individuals who require special rescue efforts. Ask them to stay calm and reassure them that help is on the way. Notify those in charge of the location of such people. The creation of an internal "Buddy System" is being developed.
8. Go directly to the assembly point on **2nd Street and Indianola Avenue.**
9. If there is a fire or drill in the Tower, staff, students and faculty in Building C should remain in their building. If there is a fire or drill in Building C, staff, students and faculty in the Tower should remain in the Tower.

Reporting Fires & Fire Alarms After Hours

If you see flames or smell smoke:

1. **ACTIVATE** the fire alarm, if not already activated.
2. **CALL** the Fire Department: **911**, and the Fire Safety Director, Building Management.
3. **ISOLATE** the fire by closing the door, if you can do so safely.
4. **EVACUATE** the floor you are on; using stairs only.
5. **NEVER** assume someone else has called the Fire Department.

Important Things To Know

1. The roof is not an approved exit.
2. When the Fire Department arrives, they are in charge.
3. Most critical areas for immediate evacuation are the fire floor, one (1) floor above, and one (1) floor below.

Weapons on Campus

Phoenix School of Law prohibits the use, possession, display or storage of any weapons, explosive device, or fireworks on all land and in all buildings owned or under the control of Phoenix School of Law. Additionally, all students and employees with knowledge of violations of the weapons policy are required to report these violations to a PhoenixLaw employee who will then report to a Dean, Associate Dean, or Human Resources. If in your judgment you feel there is a threat to your safety, call 911.

This prohibition extends to all:

- Land and buildings owned, leased, or under control of Phoenix School of Law.
- PhoenixLaw vehicles
- Non-PhoenixLaw vehicles present on any property owned or controlled by PhoenixLaw
- PhoenixLaw sponsored events.

If any person requests an exemption from this policy the Dean/Building Manager has been empowered to review and grant any such requests.

Definitions

For the purpose of this policy the following definitions will apply.

- **Weapon:** Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches or longer and chemicals such as mace, tear gas, but excluding normally available over-the-counter self-defense repellents. Chemical repellents labeled “for police use only” or “for law enforcement use only” may not be possessed by the general public.
- **Fireworks:** Any fireworks, fire crackers, sparklers, rockets or any propellant-activated device whose intended purpose is primarily for illumination.
- **Explosive:** Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150 degrees F or less and has a wick or similar device capable of being ignited.

Violations

The Dean, or an employee designated by the Dean to maintain order, may have an individual or group removed from the premises if the employee believes the person is committing an act or has entered the premises with the purpose of committing an act that disrupts the lawful use of the property by others.

Enforcement

Violations of this policy by students, faculty and staff will be considered misconduct and subject to disciplinary action in accordance with policy. Violations may also result in arrest according to applicable Arizona state statutes.

Violation of this policy by members of the public may result in ejection from the school and/or confiscation of the weapon, dangerous instrument used, displayed or possessed. Violations may also result in arrest according to applicable Arizona state statutes.

Exceptions

Exceptions to this policy include:

- Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency performing official duties.
- Peace officers certified by the State of Arizona in an off-duty capacity and currently employed by an Arizona law enforcement agency.
- Any law enforcement officer working under their color of authority.
- Weapons used in authorized academic programs for which prior approval has been obtained from the Dean.

Reporting Other Types of Emergencies

Medical Emergencies

If there is a "medical emergency" within your office or observed by you, we recommend that you call an ambulance immediately by dialing **911**.

Give the Operator the following information:

1. Nature of the "Medical Emergency"
2. Location: 4041 North Central Avenue, Phoenix, Arizona
3. Floor and Location (Suite #) of the Emergency
4. Advise Ambulance to go to the SOUTH OR WEST ENTRANCE of the Tower.

Notifying the 4041 Central Plaza Management Office and/or the Security Desk with the above information can provide additional assistance. 4041 Central Plaza's personnel will meet the ambulance crew at the SOUTH OR WEST ENTRANCE of the Tower and place the freight elevator on Independent Service for their use.

Elevator Entrapment

If a staff member is aware that another staff member or student is trapped in the elevator, try to communicate with those in the elevator and tell them to STAY CALM.

1. Tell them to use the emergency push button phone in the elevator that will connect them directly with Centric Elevator (602) 470-0208.
2. Tell them not to pry the doors open or to try to leave the elevator.
3. Stay by the elevator or assign someone to do this and talk with the person trapped in the elevator.
4. Assure the person help is on the way.
5. If you have a cell phone, you may also call the ProGuard Security number (602) 290-9843, posted above the emergency phone.
6. In case no one recognizes that the elevator is stuck or responds to the emergency phone, continue to press the elevator alarm.
7. If a medical emergency arises, use the emergency push button phone and tell Centric Elevator you need 911 assistance.

Bomb Threat

It has been proven that a large majority of bomb threat calls are false alarms meant to disrupt the normal work of a person or company. However, at no time should any threat be regarded as just another false alarm. The following guide will be useful. When a bomb threat is received, there are several things to do:

1. STAY CALM and keep your voice calm.
2. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
3. Obtain as much information from the caller as possible, such as:

- NOTE**
- a) Time of call
 - b) Exact words of caller
 - c) Male____ Female____ Approximate age_____
 - d) Does the caller have an accent?
 - g) Is the caller intoxicated?
 - h) Background noises_____
 - l) Is the voice familiar?
 - j) Emotional state _____
 - k) Time the call is terminated

- ASK** Try to secure the answers to the following questions without placing undue pressure on the caller:
- a) **When** will the bomb explode?
 - b) **Where** is the bomb?
 - c) What does the bomb look like?
 - d) What type of bomb is it?
 - e) Who placed the bomb in its location?
 - f) Did you place the bomb?
 - g) When was the bomb placed in its location?
 - h) What is the reason the bomb was placed there?
 - i) Who is the target?
 - j) What is your address/name?
4. Try to notify another staff member by a motion, signal, or note so that they can notify a supervisor of the situation. If this can be accomplished, the Administrator should call the emergency number **911** and must be ready to give the extension number on which the threat is being received so that an attempt to trace the call can be made.
5. Tell the caller the building is occupied and it might cause the deaths of many innocent people.
6. At the conclusion of the call, **DO NOT hang up the phone**, even if the caller has hung up. By keeping your line open the chances of the authorities being able to trace the call is greater.
7. On another line immediately notify:
- Phoenix Police DepartmentDial 911**
- 4041 Central Plaza Management Office(602) 279-1587**
- After Hours Security(602) 290-9843**
8. **Immediately cease any operation of radio equipment such as paging systems, walkie-talkies, CB's, and cell phones.** Such equipment can cause premature bomb detonation.

9. Notify your supervisor about the "Bomb Threat Call." DO NOT discuss the bomb threat with anyone other than building management, police, and your supervisor or courtesy personnel.
10. Quickly and thoroughly search your area for suspicious, unusual or foreign items. **DO NOT TOUCH**, move, jar, disturb, or cover any suspicious items that are found. Leave the area and report any finds to the Police and the Property Management office.
11. In the event of a bomb threat, PhoenixLaw will make the decision if and when to evacuate your floor/s. Staff and students will be notified immediately when the decision has been made.
12. If relocation is necessary, as determined by the above parties, the Property Management office will notify you to relocate using the Emergency Plan.

Following the conclusion of the "Bomb Threat Call" emergency, prepare a brief written report of your efforts and actions in response to the emergency including any special problems or incidents that you experienced. Submit the report to the Management Office.

Suspicious Object / Letter Threat Emergency

How to Identify Suspicious Packages and Letters

A suspicious letter or parcel might have some of the following:

1. Smell – Particularly almond or other suspicious odors.
2. Origin – Postmark or name of sender is unusual, unknown or no further address is given.
3. Postage – Excessive or inadequate postage.
4. Balance – The letter is lopsided or unusually thick.
5. Weight – The letter or package seems heavy for its size.
6. Contents – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains a powdery substance.
7. Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received.
8. Misspelling of common words or names.
9. Rub-on block lettering.
10. Excessive security material such as masking tape, string, etc.

Bio-Hazardous Mail or Package

1. Call 911
2. Call a member of the Emergency Preparedness Committee member personnel or other staff member as listed in the section on **Emergency Telephone Numbers**.
3. If you receive a suspicious package or letter do not open the package or letter.
4. Do not shake, empty or otherwise disturb the contents.

Explosions

If an explosion occurs, call 911 to report the explosion to the management office. Give the Manager the following information:

1. Your name, location & phone number
2. Exact location of the explosion
3. Probable cause of the explosion
4. Any reasons you have to believe the explosion was caused by a bomb.
5. Extent of casualties and number and type of injuries.
6. Whether explosion caused a fire, if so, location of fire.

You should move or evacuate employees and visitors from your tenant area(s) if necessary.

Within 24 hours prepare a brief written report describing the emergency including any special problems or incidents experienced. Submit the report to the Management Office.

Tornadoes, Sand Storms or Funnel Clouds

In most cases advance warning in the event of a tornado is not possible. Therefore, if a tornado is sighted approaching the building, notify the management office and begin moving your people towards core area rooms, including rest rooms and stairwells in the building. The greatest danger will be that of flying glass and objects, therefore, attempt to locate where the maximum number of walls are between you and the exterior of the building.

Action to Be Taken During Tornadoes:

1. Move away from the perimeter of the building and all exterior glass.
2. Leave your exterior office and close the door.
3. Go to an interior place without windows or glass.
4. Sit down and put your head as close to your lap as possible.

If You Are Trapped In An Outside Office:

1. Seek protection under a desk. **Keep Calm**
2. Keep your radio tuned to a local station for information.
3. Do not use the telephone to get information or advice. Keep the lines open for emergency calls only. Public Address announcements will be made when it is safe to do so.
4. Information and directions will be broadcast via the building Public Address System when it is safe for building personnel to do so.

Electrical Power Outage

4041 Central Plaza is equipped with an emergency generator system, which will power certain building systems during a power outage. These systems include all alarm and fire safety systems, limited emergency lighting on each floor and one elevator in each elevator bank. All other elevators will be automatically lowered to the main lobby and the doors will open. If an outage is of short duration, it should cause little concern. If it is of longer duration, however, you may desire to leave the building. If so, you should utilize the available stairways.

Demonstration/Civil Disturbance Procedures

Notify authorities immediately of any information received, factual or rumored, of a demonstration or other form of civil disorder which is planned or in progress within the vicinity of the facility.

Most demonstrations are peaceful and if one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call Police for assistance.

If protestors enter your building, let them. Try to carry on business as usual. If the noise becomes too great, or the crowd too large, feel free to close and lock your office doors and/or windows – this is a departmental decision.

Criminal or Violent Behavior

Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them.

Workplace Violence

In the event of an Act of Violence:

1. Try to evacuate the area and call for help. If this is not possible the following steps are suggested:
2. Your goal is to help defuse the person's anger. This will enable them to calm down and talk rationally.
3. Remain composed. You can't calm someone down if you are upset.
4. Try to signal for help from a coworker who can contact help.
5. Listen attentively. Hostile people who feel that they have your undivided attention are less likely to act out physically.
6. Keep eye contact. This will help calm the person down because they will feel that they have your attention.
7. If you are being threatened with a weapon, follow their instructions and stall for time.
8. Never try to grab the weapon or act aggressively against the individual. DO NOT risk harm to yourself or others around you.

[Topics still under development]

Pandemic Flu

Hostile Intruder

Campus-wide Emergency Notification