



EXAMPLE TEMPLATE - 2025

Nebraska Extension
Big Red County Office Emergency Action Plan

Facility Name: UNL Extension – Big Red County

Facility Address: 404 W Hickory Ave, Anytown, NE 68600

Date Updated: 3/1/25

Engagement Zone 22

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1. Overview – This is the Big Red County Office Emergency Action Plan

The Big Red County Extension Office is located in Anytown, NE. The building and contents, except for technology resources, are owned by Big Red County. The technology resources are the property of Nebraska Extension. The Big Red County 4-H Council owns a storage shed located on county property directly out the east doors of the office. There are five full-time employees and a summer intern (May – August). A part-time custodial staff member is shared with the Big Red County Roads Department and may be in the office after 5 p.m. CT and on the weekends.

2. Office Description

The office is in the Big Red County Complex just north of Highway 32 on W Hickory Ave. There is one main entry/exit for the public located on the south side of the building facing W. Hickory Ave. There is a staff entry/exit on the east side of the building that is locked and can be accessed with staff keys or a passcode. There is also an exit on the north side of the building used primarily for accepting deliveries. The southwest conference room has an additional exit into a courtyard. All exits can be used in the event of an emergency/evacuation. The office building includes two conference rooms that can be reserved by the public with a maximum occupancy of 50 in each room. Other building features include a storage and utilities area, reception area, staff offices, workroom, kitchen/breakroom, and diagnostic lab. The storage shed has a door on the north side and a roll-up door on the south side – both doors are locked. (See attached map)

3. Building Emergency Action Personnel

Nebraska Extension and the University of Nebraska-Lincoln are committed to protecting the welfare of its faculty and staff and safeguarding our vital interests – reputation, research, and property. For this reason, Nebraska Extension and UNL have established guidelines for Office Emergency Planning. As Office Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your office.

Engagement Zone Coordinator

- Selects an Office Emergency Coordinator (OEC) and gives him/her/them the authority to implement all phases of the plan.
- Identifies alternative coordinators if the OEC is away from the office.

Office Emergency Coordinator/Unit Leader

- Implements this plan with the assistance of Nebraska Extension's Disaster Education Coordinator and local emergency management staff.
- Ensures office occupants receive training in the emergency plan.
- Conducts periodic emergency drills.
- Revises plan as necessary or coordinates revisions to the plan.
- Coordinates Assistant Coordinators within their facility, if necessary.
- Response Functions:
 - Maintains direct communication with Engagement Zone Coordinator during an incident.

- Determines, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
- As it becomes available, provides information to the assembly area about the nature and status of the incident.
- Serves as point of contact for Nebraska Extension and local police for information about the location, nature, and status of the incident.
- Once the incident has been made safe by emergency responders, notify occupants they may safely re-enter the building/office.

Assistant Coordinator(s)

- Assistant Coordinator(s) assists in the evacuation and shelter-in-place of their assigned office area, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each office area should have multiple coordinators.
- In the absence of the Office Emergency Coordinator, an Assistant Coordinator can be designated an Office Emergency Coordinator.
- Response Functions:
 - Maintains direct communication with Engagement Zone Coordinator during an incident, if necessary.
 - Provides directions to occupants.
 - Ensures anyone needing assistance is being helped.
 - Shares information with Nebraska Extension and local police about the location, nature, and status of the incident.

Office Emergency Personnel Information

Title	Name	Location	Office Phone	Cell Phone
Engagement Zone Coordinator	Jesse Smith	Anywhere	308-xxx-xxxx	308-xxx-xxxx
Office Emergency Coordinator/Lead Educator	Dakota Doe	Anytown	402-xxx-xxxx	605-xxx-xxxx
Assistant Coordinator	Kelsey James	Anytown	402-xxx-xxxx	402-xxx-xxxx
Assistant Coordinator	Kai Loo	Anytown	402-xxx-xxxx	402-xxx-xxxx
Assistant Coordinator				
<i>[Add additional rows, as necessary]</i>				

Additional Faculty and Staff Roster

Name	Location	Office Phone	Cell Phone
Piper Lee	Anytown	402-xxx-xxxx	402-xxx-xxxx

Cody Main	Anytown	402-xxx-xxxx	402-xxx-xxxx
Student Intern	Anywhere	402-xxx-xxxx	N/A

5. Persons Needing Assistance Roster

The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

Name	Office Location	Phone	Type of Assistance	Volunteer(s) & Phone
Cody Main	Reception area	402-xxx-xxxx	Wheelchair	Kai Loo 402-xxx-xxxx
<i>[Add additional rows, as necessary]</i>				

6. Assembly Areas

List assembly area (or evacuation) locations.

Assembly Area	Location
Primary:	St. Mary's Catholic Church Courtyard – Exit the office, cross W Hickory Ave to the church courtyard. Church address 412 W Hickory Ave.
Alternate:	Big Red Community Center. Assemble in the main parking lot at the Intersection of Hwy 32 and W. Hickory Ave
Alternate:	

7. Office Warning Systems

List communication devices in office used to notify occupants of emergencies.

Device	Location	Coverage Area
Panic / Emergency Buttons	Receptionist Desk – under center drawer	Whole Building

Phone Intercom System	Each office and Diagnostic Lab	Whole Building
NOAA Weather Radio (4 radios)	Conference Rooms, Office area	Whole Building
Individual Cell Phones	With staff members	With staff members
Emergency Alert Sirens	Big Red Fairgrounds as well as 3 Sirens located in Anytown.	Outdoor Emergency Alert System covering the greater Anytown area.

8. Secure or Hazardous Locations

List locations in office that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take.

Location	Critical or Hazardous Operation
Storage area and diagnostic lab in the building (see map)	Potentially hazardous chemicals are in a locked cabinet and stored in these areas.
Propane tank located north of the building.	Fuel storage for heating

9. General Emergency Action Personnel Guidance for Incidence Response

Evacuation

(Fire, Hazardous Materials Release)

- Assist in evacuation if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, N Card etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.

- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

Ambulance

- **911 or 402-XXX-XXXX**
- Give exact location where ambulance is needed.
- Give brief description of emergency, including number of victims, conscious/unconscious, breathing on their own, and CPR in progress.

- If a heart condition is suspected, be sure to advise the dispatcher.

Notification

- Notifications about serious incidents in the community may be sent by the local emergency management office when available:
 - Code Red Alert System
 - Local radio – KRVNT-1111 AM and 98.9FM
 - Social, Public, and private media
- If you receive an alert, please share the information immediately.

Tornado

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

Tornado Watch means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise others to do the same.

In the event of a National Weather Service issued tornado warning:

- Community/county alerts may be activated.
- Local emergency management may sound sirens based on confirmation of a tornado.
 - Nebraska Extension faculty and staff are directed to seek shelter for one or more of the above
 - It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.
- Where available, the University may provide supplemental notification tornado warnings through social media

More information about community and county emergency procedures can be obtained from the local emergency management office.

More information about UNL emergency procedures: <http://emergency.unl.edu>

Office Emergency Personnel should:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts.
- Be aware of your surroundings. Know your office layout. Know where office and/or building exits are located. Know alternate routes to reach exits. Know where you can shelter in place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide building occupants with general information about evacuation and shelter-in-place movements.
- Know how to report an incident in your building.
- Assure that persons with disabilities have the assistance they may require during an incident.
- Contact local the emergency management office to receive incident alerts via email and text messages.

Call Local Police

- 911

- 402-XXX-XXX
- 800-XXX-XXX

10. Attachments - Office Map, Big Red County Complex Emergency Plan

11. Plan Submission

Submit the Office Emergency Plan and any additional resources to the Qualtrics link provided....

Direct any questions to Soni Cochran, Disaster Education Coordinator, scochran2@unl.edu. The plan will be filed and shared with the UNL Emergency Management Office and your Engagement Zone Coordinator.

It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion, or political affiliation.