EXTENSION

NOTE: Please retain the Red Font when adding local Emergency Action Plan Information

Nebraska Extension
[County Name] County Office Emergency Action Plan

Facility Name: [Here]

Facility Address: [Here]

Date Updated: [Here]

Engagement Zone [#]

Table of Contents

1. Overview – This is the [County Name] County Office Emergency Action Plan
    [In this section, describe the office: city, how many individuals' office here, affiliations to county government/other agency who owns the building, etc.]

2. Office Description
    [In this section, describe the office: location/address, affiliation with another entity, how to access the office, office/building entries/exits, etc.]

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 a number of Assistant Coordinators within their facility, if necessary.
    - Response Functions:
        o Maintains direct communication with Engagement Zone Coordinator during an incident.
        o Determines, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
        o As it becomes available, provides information to the assembly area about the nature and status of the incident.
        o Serves as point of contact for Nebraska Extension and local police for information about the location, nature, and status of the incident.
        o 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:
        o Maintains direct communication with Engagement Zone Coordinator during an incident, if necessary.
        o Provides directions to occupants.
        o Ensures anyone needing assistance is being helped.

- o 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	[Here]	[Here]	[Here]	[Here]
Office Emergency Coordinator/Unit Leader/Lead Educator	[Here]	[Here]	[Here]	[Here]
Assistant Coordinator	[Here]	[Here]	[Here]	[Here]
Assistant Coordinator	[Here]	[Here]	[Here]	[Here]
Assistant Coordinator	[Here]	[Here]	[Here]	[Here]
[Add additional rows, as necessary]	[Here]	[Here]	[Here]	[Here]

Additional Faculty and Staff Roster

Name	Location	Office Phone	Cell Phone
[Here]	[Here]	[Here]	[Here]
[Here]	[Here]	[Here]	[Here]
[Here]	[Here]	[Here]	[Here]
[Here]	[Here]	[Here]	[Here]
[Add additional rows, as necessary]	[Here]	[Here]	[Here]

4. Emergency Actions

For additional information about emergency types and actions to be taken for emergency see: http://emergency.unl.edu online and the Section 9 in this document.

Evacuation Planning

An evacuation is the quick exit of occupants from a building. While evacuating, it is everyone's responsibility to make sure no one is left behind.

- Identify Exit Routes
    - Two for the office
    - Are Exits clearly marked?
- Identify Assembly Areas with Addresses and Descriptions.
    - Outside the affected office in a safe and convenient location
    - Alternate assembly areas - the emergency may dictate changes in the assembly areas

Shelter-in-Place Planning

There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, sheltering-in-place may be necessary. Examples of emergencies where the shelter-in-place option may be preferred include:

- Severe weather
- Active shooter/active threat situations
- Outside hazardous materials release

Shelter Locations

Emergency	Potential Shelter
Example: Tornado	[Here]
[Here]	[Here]

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
[Here]	[Here]	[Here]	[Here]	[Here]
[Add additional rows, as necessary]	[Here]	[Here]	[Here]	[Here]

6. Assembly Areas

List assembly area (or evacuation) locations. Use addresses and descriptions.

Assembly Area	Location
Primary:	[Here]
Alternate:	[Here]
Alternate:	[Here]

7. Office Warning Systems

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

Device	Location	Coverage Area
[Here]	[Here]	[Here]
[Here]	[Here]	[Here]
[Here]	[Here]	[Here]

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
[Here]	[Here]
[Here]	[Here]

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 [local emergency number]**
- Give the 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:
  - [Local alert system, i.e. CodeRed]
  - Local radio [station name(s)]
  - 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
- [Local police phone number]

10. Attachments [Additional procedures specific to this building, i.e. office drawing/plan]

11. Plan Submission

Do not email your plan. Please use the Qualtrics Form - Submit the Office Emergency Plan and any attachments (building maps/floor plans, safety plans and more) to https://go.unl.edu/countyofficeeap

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