



EMERGENCY ACTION PLAN

2 North Meridian Street July 2021

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I. Purpose

The purpose of the Emergency Action Plan (EAP) is to assist in the protection of Indiana Department of Health (IDOH) staff and visitors from serious injury, loss of life, or loss of property in the event of an emergency event. An emergency event is defined as a fire, severe weather or tornado, earthquake, hazardous material spill, bomb threat, Active Shooter or a similar event. The EAP outlines responsibilities and appropriate response actions of individuals and programs.

II. Responsibilities

All staff shall:

- Be knowledgeable of the EAP and its provisions for emergency situations, e.g., evacuation routes, sheltering locations, bomb threat, etc.
- Report an emergency situation by pressing the Security button on a desk phone or dialing **317-233-1234**, your Supervisor, or the Agency Safety Officer via cell phone at **317-605-8435**.
- In cases of a life-threatening emergency, a staff member shall call 911 or instruct other staff to do so. Then immediately call the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234**.
- Immediately report any known false alarms using the Building Emergency Phone Number by pressing the security button on a desk phone or dialing **317-233-1234**.
- Follow instructions given by the Agency Safety Officer or Safety and Building Management Liaisons in implementation of this plan during emergencies or practice drills at 2 N. Meridian.
- Staff shall report all existing or potential hazards, with suggested remedies, to the Agency Safety Officer, their Safety and Building Management Liaison, or their immediate supervisor.

III. Safety and Building Management Liaisons

The Safety and Building Management Liaisons are a group of trained employees who assist Administrative Services with the application of procedures and protocols in the areas of employee safety and building services.

Safety duties include:

- In the event of any drill or actual emergency, the Safety and Building Management Liaison will direct all persons within his/her floor or area and assist with the overall implementation of the Emergency Action Plan.
- In any emergency event, SBMLs should put on their orange vest, pick up their flashlight and safety radio turning it to channel 8 for emergency communications.

A listing of the Safety and Building Management Liaisons can be found at the following link: [Safety and Building Management Liaisons](#)

IV. Emergency Actions

A. Fire Evacuation Procedures

Evacuation Plan Maps are posted in the Elevator Lobbies of each floor, including those in the Selig Building.

DO NOT PANIC! WALK--DO NOT RUN! DO NOT USE THE ELEVATORS!

1. If a fire alarm box or detector is activated in the building, the fire alarm system will function to alert people in appropriate areas to evacuate the building with an announcement over the speakers and flashing strobe lights. Staff must immediately leave their work areas. If the alarm is not sounding or flashing on your floor, you may choose to remain in that area.

In the unlikely event all electrical communication systems should fail in a fire situation, staff that are aware of the situation shall notify all other area employees who may not be aware of the fire condition and all shall immediately leave the building.

2. Detailed plan for fire evacuation is below.

WHEN DO YOU EVACUATE?

IDOH STAFF AND VISITORS MUST EVACUATE WHEN THEY HEAR THE ANNOUNCEMENT FROM PUBLIC ADDRESS SYSTEM AND SEE THE STROBE LIGHTS ARE "FLASHING" ON THEIR RESPECTIVE FLOOR.

THE STANDARD OPERATING PROCEDURE (SOP) IS TO EVACUATE THE FLOOR THAT IS THE SOURCE OF FIRE OR INCIDENT AND THOSE FLOORS IMMEDIATELY BELOW AND ABOVE IT. THE STROBE LIGHTS ON THESE FLOORS WILL BE "FLASHING".

If the strobe light is not flashing on your floor, but on another floor, remember that every IDOH staff member has the "choice" to evacuate if he/she feels it is unsafe to stay inside the building during a building evacuation incident.

1) Building Exits During Evacuation:

The four main building exits, which consist of the east, center and west stairwells and the north fire escape stairs off the Selig building, all exit onto the Court St. alley directly north of the building.

• **2 North Meridian Street FLOORS 1-6 & 8** - There are three ways to exit

- WEST STAIRWELL
- EAST STAIRWELL
- CENTER STAIRWELL

• **2 North Meridian Street LOWER LEVEL** - There are three ways to exit

DO NOT USE THE CENTER ATRIUM STAIRS

- STAIRWELL BY SNACK BAR
- EAST STAIRWELL
- WEST STAIRWELL IN VITAL RECORDS

• **SELIG FLOOR 2 AND 2nd Floor Lieber** - There are three ways to exit

- NORTH FIRE ESCAPE STAIRS
- CENTER STAIRWELL DOOR
- SOUTH DOOR

• **SELIG FLOORS 3, 4, 5, 6 and 7** - There are two ways to exit

- NORTH FIRE ESCAPE STAIRS
- CENTER STAIRWELL DOOR

Once in 2 North facilities, building occupants from the Selig and Lieber Buildings should use the west stairwell exit as first option, unless blocked or inaccessible, in which case they should use the center stairwell exit as second option, or east stairwell exit as third option.

2) Assembly Area:

Supervisors or their designated safety coordinators will ensure that:

- All IDOH Staff are all properly evacuated and accounted for at the south side of Monument Circle.
- All IDOH Staff are assembled by program areas, and staff should look for their safety liaison and standby at that location.
- Please be quiet when at the assembly area, whether during a drill or an actual emergency, to aid in emergency communications.

3) Directions to Evacuation Assembly Area:

• **First Option:**

All building occupants coming out to Court Street should turn east or right to Meridian Street and then north to Monument Circle. Employees should then locate their supervisor and remain at that location until further instruction is received from Administrative Services Division Staff, Police or Fire officials.

• **Second Option:**

All building occupants coming out to Court Street will be directed west or left to Illinois Street. They will proceed north or right on Illinois Street, to east or right on Market Street, and to Monument Circle. Employees should then locate their supervisor and remain at that location until further instruction is received from Administrative Services Division Staff, Police or Fire officials.

4) Alternate Assembly Area

- When Monument Circle is not available as an assembly area, IDOH staff will be directed to the designated alternate assembly area at the southeast corner of the Capitol Building lawn situated at the corner of Washington Street and Capitol Avenue.

5) Directions to Alternate Assembly Area

- Upon exiting the building into the Court St. alley, turn left and proceed to Illinois St. Head north on Illinois to Washington St. Turn right on Washington St. and proceed to Capitol Ave. Cross Capitol Avenue and proceed to the Capitol Building lawn using the steps located at the southeast corner of the lawn
- All IDOH Staff are assembled by program areas and staff should look for their supervisors and standby at that location. Do not assemble on the sidewalks as this blocks pedestrian traffic.

IMPORTANT:

- IDOH EMPLOYEES SHOULD OBSERVE THE POSTED EMERGENCY EVACUATION DIAGRAMS LOCATED IN THE ELEVATOR LOBBIES.
- IDOH EMPLOYEES NEEDING ASSISTANCE DURING EVACUATION SHOULD GO OR BE BROUGHT TO ELEVATOR LOBBY IN THE MAIN BUILDING. FIREFIGHTERS WILL TAKE THESE EMPLOYEES TO SAFETY.
- IDOH EMPLOYEES MUST EVACUATE THEIR RESPECTIVE AREAS IF STROBE LIGHTS ARE FLASHING ON THEIR FLOOR.

B. Severe Weather Sheltering Procedures: In the event of a severe weather and/or a tornado warning, all employees shall:

1. Proceed to the nearest designated tornado shelter area identified with a green 1 ¼" dot on the doorframe at your floor level. Close, but do not lock, the door. If all designated tornado shelters at your floor level are fully occupied go to the next lower level and seek shelter.
2. The first floor, 7 Selig, and floor 8 must evacuate. Go to the next lower level and

seek a designated tornado shelter.

3. Call the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234** for assistance or to report safety concerns.
4. Stay inside your shelter area. Close the door but do not lock it and listen carefully to any public address system announcements.
5. If possible, get under a table or desk. Crouch and protect your neck and head.
6. Wait until “all clear” instruction is given by authorities before you leave your shelter area.

D. Earthquake Response Procedures:

At the first indication of an earthquake episode, all employees shall seek shelter under a sturdy table or desk and hold on to the furniture. Employees with disabilities who are unable to get under furniture should protect their head with their arms or a pillow. After the earthquake, all employees shall help restore calm and report any injuries requiring treatment. Other emergency procedures will be initiated if conditions require it.

E. Hazardous Materials Evacuation Procedures:

Hazardous materials include substances such as cleaning supplies, paint thinner, and gasoline. If a hazardous material has been spilled or released to the atmosphere, the person discovering the incident shall:

1. Direct the evacuation of the immediate area.
2. Report the incident by calling the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234**.
3. Do not attempt to clean up the spill. The Fire Department Hazmat team will be contacted for assistance if required.

F. Mail Emergency Procedures

If an employee receives a suspicious letter or package at any IDOH location, the affected employee shall:

REMAIN CALM

1. Call the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234**.

2. Indicate there is a **“MAIL CONCERN”**
3. Provide name and work station number, building and room number (if applicable).
4. **If you have opened a piece of mail that contains an unknown substance, sit quietly until help arrives**

Suspicious letters or packages are those with the any or all of the following characteristics as noted on USPS poster below or viewed at the following link: <http://www.usps.com/cpim/ftp/posters/pos84.pdf>

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

The poster features two examples of suspicious mail. The top example is a letter with the following characteristics: 'PERSONAL!' written in large, slanted letters; 'CHIEF EXECUTIVE OFFICER' and '222 N. HARVIE ST. PHILADELPHIA' handwritten in cursive; 'Restrictive markings' pointing to the word 'PERSONAL!'; 'No return address' pointing to the absence of a return address; 'Sealed with tape' pointing to the top flap; 'Misspelled words. Badly typed or written.' pointing to 'OFFICER'; 'Unknown powder or suspicious substance.' pointing to a small white powder-like substance on the letter; 'Possibly mailed from a foreign country. Excessive postage.' pointing to four US postage stamps.

The bottom example is a cardboard box with the following characteristics: 'Operations Manager 122 M st. Saville, MD' and 'Operations Manager 5032 D 1ST Annapolis, MD' on the address labels; 'DO NOT X-RAY TAPE ENCLOSED' on a white label; 'Excessive tape.' pointing to the top and bottom flaps; 'Oily stains, discolorations, crystallization on wrapper.' pointing to a stain on the side; 'Strange odor.' pointing to the box; 'Incorrect file or addressed to title only.' pointing to the address labels; 'Rigid or bulky.' pointing to the box's shape; 'Lopsided or uneven.' pointing to the bottom; and 'Protruding wires.' pointing to wires sticking out from the bottom.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

To order this poster, call 1-800-322-0311. Poster 84, September 2005, PSA 700-01-000 (R01)

G. Bomb Threat Procedures

CAUTION: WHEN IDOH STAFF ARE INFORMED OF A BOMB THREAT IN ANY IDOH FACILITY, THEY SHOULD IMMEDIATELY CEASE OPERATION OF CELL PHONES AND OTHER REMOTE FREQUENCY DEVICES SUCH AS REMOTE DOOR OPENERS AND EMERGENCY BUTTONS AT FRONT DESK. BOMBS ARE OFTEN TRIGGERED BY REMOTE FREQUENCY DEVICES.

- **By Phone**

1. When a bomb threat call is received, fill in the Bomb Threat Form furnished by the Indiana State Police (ISP). Form is available at the following link: <https://forms.in.gov/Download.aspx?id=11122>.
2. After the call is completed, immediately call the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234** and relay all information collected.
3. Safety Officer will contact law enforcement and implement a complete building evacuation.
4. IDOH employees will return to their work area only after law enforcement personnel have cleared the building.

- **By Other Means**

If the threat is received by other means or if a suspicious letter or package is received, immediately call the Building Emergency Phone Number by pressing the Security button on a desk phone or dialing **317-233-1234**, indicating you have a Mail Concern.

H. Power Outage Protocol

In the event of a power outage all staff shall:

1. Remain quiet and in work area while reason for outage is investigated.
2. All announcements will be conveyed thru the Safety and Building Management Liaison via radio communication (channel 8) and/or by PA system or bull horn if PA is not functional.
3. During the investigation the landlord or Administrative Services management will request information to determine cause of outage and the projected time for service restoration.
4. Based on the outage timeframe, HR will contact State Personnel to determine if emergency conditions status has been met.

5. If emergency conditions status has been met HR will advise Administrative Services management. Administrative Services will make announcements.
6. All staff needing assistance to evacuate shall take elevator four to exit the building. Administrative Services staff will “man” elevator during this time. (Elevator four is the fourth from the left). Once staff needing assistance is evacuated, the elevator will be returned to normal service.
7. All Selig staff needing assistance to evacuate Selig floors five, six, and seven shall take the stairs to Selig four and enter into 2N via Long Term Care and proceed to the elevator lobby to utilize elevator four to exit the building.
8. Safety and Building Management Liaisons will assist in an orderly evacuation.

J. Active Shooter Procedure

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

An Active Shooter *may* be a current or former employee.

If you hear gun shots or observe someone firing a gun please observe and follow these steps.

REMAIN CALM

1) IF YOU CAN DO SO SAFELY, CALL 911, THEN CALL BUILDING EMERGENCY PHONE NUMBER BY PUSHING THE SECURITY BUTTON ON YOUR DESK PHONE OR CALLING 317-233-1234. IF THE FRONT DESK IS UNABLE TO ANSWER THE EMERGENCY PHONE, CALL THE SAFETY OFFICER CELL PHONE AT 317-605-8435. IF YOU ARE IN IMMEDIATE DANGER, PROCEED TO STEP 2.

A. Provide the following information, if known.

- Location of shooters
- Number of shooters
- Identification of shooter
- Number of persons involved

2) QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE.

A. Shelter

- Go to a yellow dot room.
- Lock the door behind you or secure with device provided.

- KEEP QUIET. Talking or loud noises could draw the attention of the shooter.
- Turning off the room lights can also aid in concealment.
- If possible, position yourself behind furniture or other items in the room.
- Only allow others to enter that you recognize through the door viewer. The staff member approaching attempting to enter a secured Active Shooter shelter should display their badge and ensure both of their hands are visible.
- Remain in room until law enforcement personnel indicate it is safe to come out. Use door viewer to verify the identity of the officer before opening door by requesting they show their badge.
- Some employees may choose other hiding places, such as under their desk at their workstation. Of primary importance is to be out of the line of sight.

B. Evacuate

- Ensure the shooter(s) are not nearby.
- Avoid the east stairwell.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible as you may encounter police during your exit.
- Gather at the south side of Monument Circle.

3) When law enforcement arrives:

A. If outside, provide the following information, if known.

- Location of shooters
- Number of shooters
- Identification of shooter
- Number of persons involved

B. If evacuating building and you encounter law enforcement:

- Slowly raise your hands and spread your fingers.
- Keep hands visible at all times.
- Remain calm and follow officers' instructions.
- Do not attempt to stop officers for help or direction. They are taking immediate action to stop the shooter(s).

C. If in Shelter Room

- Remain in room until released by law enforcement. Use door viewer to verify identity of law enforcement personnel before opening door by requesting they show their badge.

- Yellow dot rooms will be checked and **unlocked** by law enforcement personnel to ensure all employees are notified.

4) After the event

- Law enforcement will evacuate the entire building and direct our staff to a designated location. Staff at Monument Circle will be directed to the same location.
- Staff must report to the designated location as they are part of the crime scene and must be available for police interviews.
- Law enforcement will inform our staff when they are allowed to leave the designated area.

V. Safety Procedures

A. Fire Safety

1. All staff shares the responsibility of fire prevention. All work shall be performed so as to minimize the possibility of fire. Safe practices, such as avoiding unnecessary accumulations of combustible materials and keeping all combustible material separated from sources of ignition, shall be utilized at all times.
2. Special care should be taken to keep combustible items, including cords and clothing, away from the wall heating units during the heating season.
3. Smoking is prohibited in any building occupied by IDOH. See IDOH Cigarette and Tobacco Use Policy: IDOH-OSC-002-10

B. Materials Storage and Handling Safety

1. Virtually all staff members are exposed to materials which might cause an injury, whether it is a finger cut from paper or a serious burn from a flask of acid. Identifying the potential hazards is the first step in developing and maintaining a safe work environment. This responsibility is shared by the supervisor and those supervised.
2. Supervisors shall be responsible not only for staff being properly trained in the safe storage and handling of materials, but that their staff regularly utilizes those techniques. Supervisors should designate the use of personal protective equipment such as gloves if merited by the hazards of the task.
3. Appropriately designated loading areas, traffic lanes, aisles, corridors, and stairways must be maintained in a clean, unobstructed condition. Stored materials must be arranged safely to prevent tipping, falling, rolling, or any

other unsafe condition.

C. Tool and Equipment Safety

These items shall be maintained in a safe condition and used according to safe procedures.

D. Other Safety Considerations

1. Employees shall be aware of the hazards associated with the type of work they are performing and the actions they shall take when an emergency incident occurs. Caution and warning signs shall be utilized to assist in reminding employees of potential hazards.
2. First aid kits are located throughout the building to supply employees with materials to treat minor personal injuries. The location of the First Aid Kits is posted on the Emergency Floor Map in the elevator lobby on each floor. It is the policy of IDOH, however, to utilize local emergency medical personnel to treat serious, life-threatening emergencies. In such a case, **the 911 number shall be used to summon help and then call the Building Emergency Number by pressing the Security button on a desk phone or dialing 317-233-1234. Any employee offering to perform first aid and/or CPR in an emergency situation, must be trained and qualified in the procedures.**
3. All employees shall drive safely, defensively, and not exceed the speed limit. Seat/shoulder belts shall be worn at all times, even if the vehicle is equipped with air bags. Employees shall legally park and lock vehicles in well-lighted areas at or near entrances to avoid damage and/ or loss.
4. Employees shall exercise caution in the use of telephones and other electrical devices in the following situations:
 - During an electrical storm;
 - During an emergency situation, the telephone shall only be used for calls directly related to handling of the emergency condition.
5. Employees shall **NOT** report to work under the influence of alcohol or a controlled substance (See State Personnel Department Drug and Alcohol Free Workplace Policy).
6. The Assist to Evacuate List will be updated annually at a minimum. This is a list of staff members who need assistance to evacuate the building if an evacuation is ordered. The list is maintained by the

Agency Safety Officer. If staff members need assistance getting to the elevator lobby, they shall provide names of a primary and secondary assistance.