

**Chancellor's University Safety Committee (CUSC) Meeting**  
**November 19, 2024 - 3:00-4:00 p.m.**  
**EHS Training Room & Zoom**

**AGENDA**

1. Introductions & Welcome (3:00 – 3:05 p.m.) Martha Morton
2. Old Business
  - A. Update on request for \$200 for Heads Up! signs (3:05-3:10)
  - B. Recap of October Wellness Fair (3:15 pm-3:20 pm) Elizabeth Howe
  - C. Other Old Business (3:20 – 3:25 p.m.)
3. New Business
  - A. Emergency planning & preparedness (3:25 – 3:30 p.m.) Abby Schletzbaum
  - B. Resource: SNR Emergency Preparedness (3:30 pm – 3:40 pm) Dennis Ferraro
  - C. 1st Qtr. Injury Incidents/Near Misses (3:40– 3:45 p.m.) Elizabeth Howe
  - D. Other new business (3:45 – 3:50 p.m.)
4. Reminder of next meeting date & Adjourn Martha Morton

**Meeting Schedule for 2024-2025** (EHS training room, Warehouse 1, East Campus and Zoom)

- January 21, 2025 (Injury/Illness report October-December 2024)
- March 25, 2025 (4<sup>th</sup> Tuesday to avoid spring break) - Open Forum
- May 20, 2025 (Injury/Illness report January-March 2025)
- July 15, 2025 (Injury/Illness report April-June 2025)

**Goal FY 2024-2025:**

*Develop, review, and maintain lines of safety communication while fostering a culture of safety awareness, where everyone is encouraged to report “near misses” and unsafe practices. Use safety reports as lessons learned to share anonymously throughout the university to prevent reoccurrences/similar incidents.*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes – November 19, 2024**  
**3:00 - 4:00 p.m.**

The November meeting was convened at 3:00 p.m. by Chair, Martha Morton.

## **INTRODUCTIONS**

All attendees introduced themselves by name and the department/facility they represent.

**Members In Attendance:** Abby Schletzbaum (UNLPD), Kyle Hansen (CREC), Samantha Link (ARD Greenhouse), Jingjie Hao (Nutrition & Health Science), Lindsey Chizinski (SNR), Stacie Ray (School of Education & Human Sciences), Jacob Sharrer (HEP), Jon Shields (NE Unions), Barb McCain (Dining Services), Mike Livingston (Agronomy & Horticulture), Darren Johnson (ENREEC-Mead), Marla Nissan (UNOPA), Alan Boldt (BSE), Zach Sun (NCMN), Deb Royal (Vet Diagnostic Center), Sharleen Roth (Housing), Elizabeth (Betsy) Howe (EHS liaison).

**Safety Committee Chairs/Contacts:** Adam Eakin (State Museum) and Kim Eischeid (UNMC)

**Visitors:** Grace Lewis (Daily Nebraskan)

## **OLD BUSINESS**

### **Update on Funds for Heads Up! Signs**

When Heads Up! yard signs were made by Printing Services for distribution a while ago, apparently the account EHS is holding for the CUSC was not charged. Therefore, there are funds for a new set of yard signs. Martha Morton will check with Eileen Bergt, previous chair of the Heads Up! sign committee, as to the cost at the last printing.

There was discussion that perhaps it was time to work with UCOMM on updating the graphics to stay current with colors and themes of relevance. Jacob Sharrer volunteered to work on this project. Betsy Howe will facilitate as before.

### **October Wellness Fair Recap**

The CUSC booth at the recent Wellness Fair was well attended. Martha thanked all members who participated in staffing the CUSC booth.

There were 48 fair attendees who signed up for the EHS listserv and many attendees who took one or more hard copies of the four posters available (Battery Disposal, Glass Disposal, Near Miss...Near Hit?, and Too Many Wires Cause Electrical Fires). There were 7 attendees who signed up to receive digital files of the four posters. One person requested digital files for all categories of safety poster available.

Elizabeth suggested that members could promote safety in their spheres of influence by identifying their building coordinator for digital signage and ask that coordinator to send an email to [ehs@unl.edu](mailto:ehs@unl.edu) to get digital files for display. Members in attendance suggested that the three EHS Winter Walking digital files should be the first emphasis.

Anecdotally, many passing the booth indicated they already receive the EHS safety listserv and said it was well worth reading. In at least one case, a fair attendee convinced those hesitating to sign up!

### **Other Old Business**

There was no other old business.

## **NEW BUSINESS**

### **Emergency Planning & Preparedness**

Abby Schletzbaum noted that the hazard mitigation planning team is reconvening. They will be reviewing potential hazards on all campuses, natural and man-made. She will be encouraging all areas to have an Emergency Action Plan. A template is online at the [safety.unl.edu](http://safety.unl.edu) website for download.

Abby offered training for active threat and other emergencies either for information or to develop department/area procedures.

Question: Will Abby be asking departments to submit their Emergency Building/Action Plans in the fall? This process is ongoing; emergency plans can be sent at any time to [preparedness@unl.edu](mailto:preparedness@unl.edu). These documents are uploaded into Police GIS so they can be accessed in the event of an emergency situation.

### **Power Outages on Campus**

Martha Morton informed the group that Hamilton Hall was affected by a mid-October power outage that occurred on parts of City Campus. Hamilton Hall has an emergency generator, but their generator does not provide power to operate fume hoods. Due to the nature of chemical research, it would be expected that at any given time there would be a number of fume hoods in Hamilton Hall venting volatile chemicals. In consultation with emergency personnel and UNL administration, a

policy resulted to evacuate Hamilton Hall if power is out for 10 minutes by pulling the fire alarm.

Jacob Sharrer noted that Husker Energy and Power experienced a number of problems. Their internal controls identified the power outage.

A question arose about the absence of a UNL Alert. Abby said that the partial power outage was not considered a life safety event, the reason for no UNL Alert despite the dispatchers coordinating elevator rescues. Once a building fire alarm is pulled Lincoln Fire and Rescue would become involved. Once the fire department is on campus the event elevates to a fire/life safety level so a UNL Alert would be issued.

### **Resource: School of Natural Resources Emergency Preparedness**

Lindsey Chizinski shared an overview of the Hardin Hall Emergency Action Plan. She noted that this plan is evaluated semi-annually or if there are staff/faculty changes that impact the plan. A redacted version without specific names and including only some of the facility maps and class schedules is provided as part of the Minutes.

### **Injury Incident Reporting for 1st Quarter 2024-2025**

Elizabeth Howe noted that from July 1, 2024, through September 30, 2024, there were sixty-one (61) First Reports of Injury (FRIIs). 44.3% were classified as OSHA-Recordable, considered more serious injury incidents. 1.6% of the injury incidents required workers to be off work or resulted in restricted duty for the worker.

21.3% of the injury incidents this past quarter were Report Only (no medical treatment sought). There was one near miss reported during this reporting period. Report Only and Near Miss reports are used to raise awareness of potential hazards across the university.

These reports were sent to CUSC membership for review prior to the meeting. Elizabeth Howe asked those in attendance if there were any questions. There were none.

### **Other New Business**

#### **Lithium-Ion Battery Concern**

Casadi Johnson was in contact with the CUSC leadership about lithium-ion battery concerns. An article referenced was <https://www.nfpa.org/news-blogs-and-articles/Blogs/2024/11/01/missouri-battery-plant-fire>. Rick Campos noted that a few years ago a lithium-ion battery in a cell phone caught fire in the Husker Tech store. Martha noted that in the College of Arts & Sciences office a few years ago a lithium-ion battery stored in a wooden desk drawer caught fire even though the battery was



separated from a computer. It was suggested that at the next meeting we talk about perhaps making changes to the Plan Ahead graphics.

There was no other new business.

### **CLOSING REMARKS**

Martha Morton, Chair, adjourned the meeting at 3:55 pm. The next meeting will be on January 21, 2025.



University of Nebraska–Lincoln

## Building Emergency Action Plan

Facility Name: Hardin Hall

Date Prepared: 11/11/2024

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.

## Contents

1. Overview .....	3
2. Building Description .....	3
3. Building Emergency Action Personnel .....	9
Deans/Directors .....	9
Building Emergency Action Coordinators .....	9
Floor Coordinators .....	9
Duties of Building Emergency Coordinators and Floor Coordinators: .....	9
4. Emergency Hazards and Actions .....	12
Evacuation Planning .....	12
Shelter-in-Place Planning .....	12
Hazard – Action .....	<b>Error! Bookmark not defined.</b>
5. Persons Needing Assistance Roster .....	14
6. Assembly Areas .....	15
7. Building Warning Systems .....	16
8. Secure or Hazardous Locations .....	16
9. General Emergency Action Personnel Guidance for Incidence Response .....	17
Evacuation, Ambulance, Notification, Tornado .....	17
10. Evacuation Plans for Classrooms and Conference Rooms .....	18
HarH 23 & 24 (south wing basement) .....	19
HarH 49 (North wing basement) .....	20
HarH 107 (South) .....	21
HarH 162 & 163 (North) .....	23
HarH 202, 207, 209 (South) .....	24
HarH 228 (South) .....	25
HarH 354A (North) .....	26
HarH 901 (South) .....	27
11. Class Schedule for the Semester .....	28
HARH 023 South (basement) Fall 2024 .....	28
HARH 024 South (basement) Fall 2024 .....	29
HarH 049 North (basement) Fall 2024 .....	30
HARH 107 South (Auditorium) Fall 2024 .....	31
HARH 141 North Fall 2024 .....	32
HARH 142 North Fall 2024 .....	33
HARH 162 North Fall 2024 .....	34
HARH 163 North Fall 2024 .....	35
HARH 207 South Fall 2024 .....	36
209 HarH South Fall 2024 .....	37
228 HARH South Fall 2024 .....	38
354A HARH North Fall 2024 .....	39
901 HARH South Fall 2024 .....	40
12. Plan Submission .....	41

## 1. Overview

**This document has been customized to fit the needs of Hardin Hall.**

These plans are a component of UNL's Emergency Operations Plan, which is an "all-hazards" plan for responding to and recovering from incidents. University Police is responsible for coordinating UNL's Emergency Operations Plan. Assistance with Building Emergency Plan development, training, and drills is available through University Police.

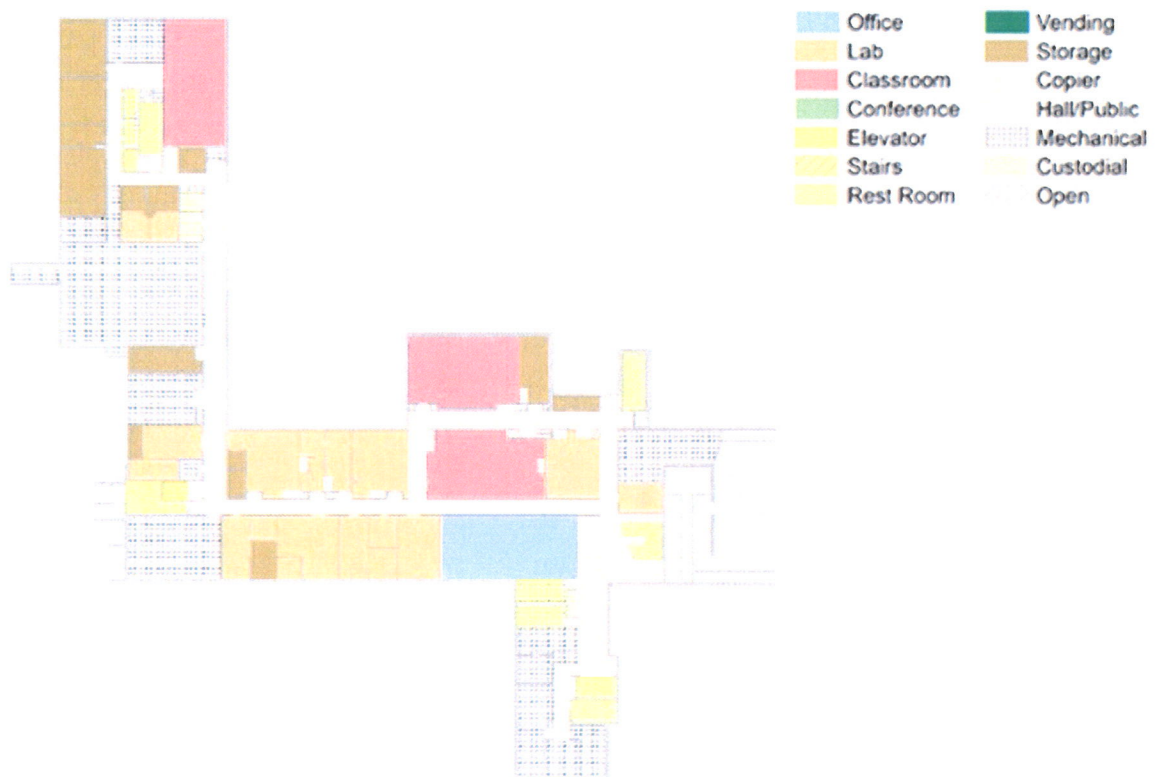
## 2. Building Description

Hardin Hall houses the Department of Statistics, School of Natural Resources, and the Natural Resources Business Center. The tower basement rooms and roof space have been leased to cellular providers.

The building has 2 wings (north and south)

- North wing – basement plus 3 floors, 1 passenger elevator
- South wing – east-west section with basement plus 2 floors and freight elevator; a tower with a basement plus floors 2-9 and 2 passenger elevators

BASEMENT- north and south

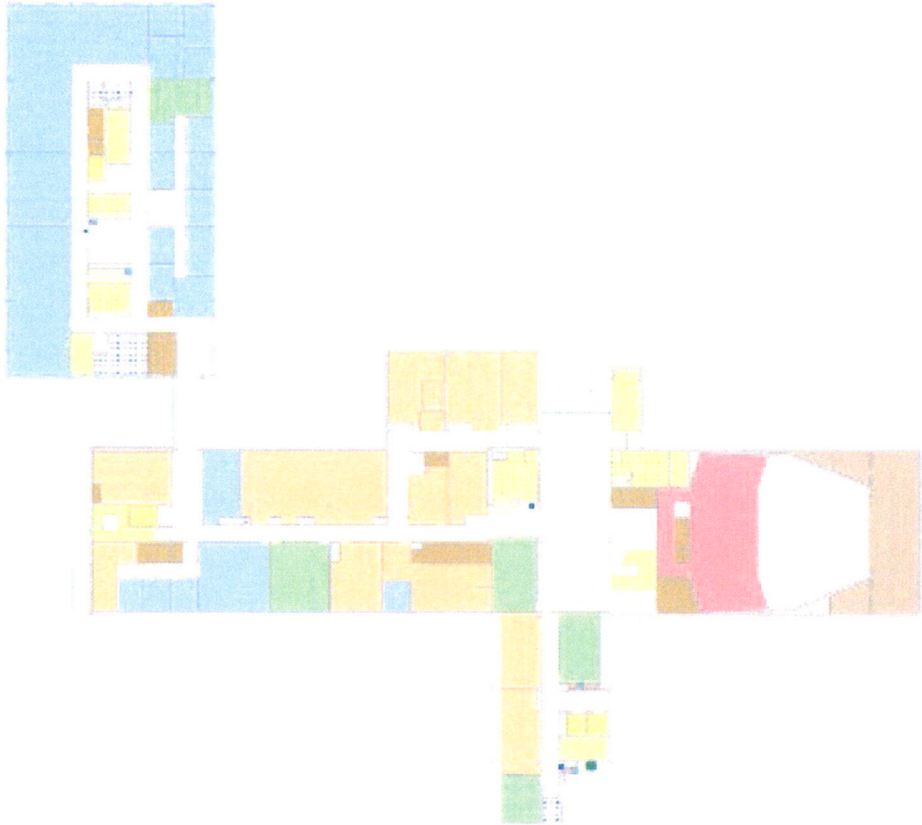


1<sup>st</sup> floor north and south

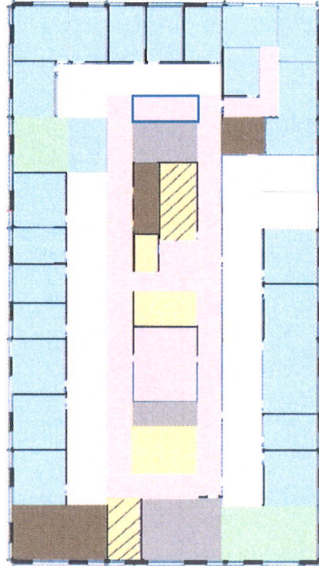
Sample page #1  
Maps of all floors included



2<sup>ND</sup> FLOOR – north and south

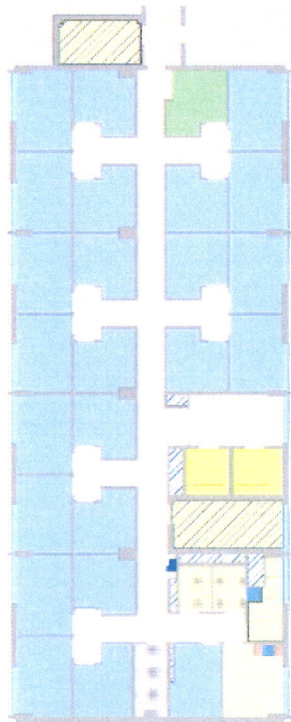


3<sup>RD</sup> FLOOR – north



Sample page #2

3<sup>RD</sup> FLOOR – south (tower)



Office	Vending
Lab	Storage
Classroom	Copier
Conference	Hall/Public
Elevator	Mechanical
Stairs	Custodial
Rest Room	Open



### 3. Building Emergency Action Personnel

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research, and property. For this reason, UNL has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your building.

#### Deans/Directors

- Deans/Directors select a Building Emergency Coordinator (BEC) and give them the authority to implement all phases of the plan.
- For shared buildings, Deans/Directors should decide who is best suited to be the Building Emergency Coordinator.
- Building Coordinators coordinate a number of Floor Coordinators within their facility.
- Identify alternative coordinators if the BEC is away from campus

#### Building Emergency Action Coordinators

- Implement this plan with the assistance of University Police
- Ensure that building occupants receive training in the emergency plan
- Conduct periodic emergency drills
- Revise plan as necessary
- Response Functions:
  - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
  - As it becomes available, provide information to the assembly area about the nature and status of the incident.
  - Serve as point of contact for UNL 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.

#### Floor Coordinators

- Floor (or Area) Coordinators will assist in the evacuation and shelter-in-place of their assigned floor, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each floor should have multiple floor coordinators
- In the absence of the Building Emergency Coordinator, a floor coordinator can be designated a building emergency coordinator.
- Response Functions:
  - Provide direction to occupants.
  - Ensure that anyone needing assistance is being helped
  - Share information with UNL Police about the location, nature, and status of the incident

#### Duties of Building Emergency Coordinators and Floor Coordinators:

- Take charge in assisting building occupants to follow appropriate procedures for all building alarms or incident alerts
- Be aware of their surroundings. Know floor layouts. Know where 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.
- Sign up for UNL Alert to receive incident alerts via email and text messages.

HarH building policy is that all occupants are expected to check neighbors to make sure they are aware of the situation and know the appropriate action.

Title	Name	Location	Office Phone	Cell Phone
Building Emergency Coordinator	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Information Redacted</div> Name (Position)      Office # (other identifying e.g. TOWER)			
Building Emergency Action Coordinator				
Building Emergency Action Coordinator				
Building Emergency Action Coordinator				
Floor/Area Coordinator (1 <sup>st</sup> floor South)			Office Phone if applicable	
Floor/Area Coordinator (1 <sup>st</sup> floor South)				
Floor/Area Coordinator (1 <sup>st</sup> floor North)				
Floor/Area Coordinator (2 <sup>nd</sup> floor north)				
Floor/Area Coordinator (3 <sup>rd</sup> floor tower)				
Floor/Area Coordinator (3 <sup>rd</sup> floor tower)				
Floor/Area Coordinator (3 <sup>rd</sup> floor north)				
Floor/Area Coordinator (3 <sup>rd</sup> floor north)				
Floor/Area Coordinator (4 <sup>th</sup> floor)				
Floor/Area Coordinator (4 <sup>th</sup> floor)				
Floor/Area Coordinator (5 <sup>th</sup> floor)				
Floor/Area Coordinator (6 <sup>th</sup> floor)		More re: rest of floors		



#### 4. Emergency Hazards and Actions

For additional information about emergency types and actions to be taken for emergency see <http://emergency.unl.edu> online and the Building Emergency Personnel Guidance for Incidence Response in the back of 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 each floor
  - Exits are clearly marked
- Identify Assembly Areas
  - Outside the affected building in a safe and convenient location
  - Alternate assembly areas - the emergency may dictate changes in the assembly areas

**Exit routes and assembly areas are posted on each floor in the tower, in all conference rooms and classrooms.**

##### 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

Hazard	Action
Active shooter	<p>If you think you hear gunshots, call 911.</p> <p><b>Classroom and conference room doors <u>cannot</u> be locked from the inside.</b></p> <p><b>Lecture classrooms doors 107, 162, and 163 open outward to ensure speedy evacuation in the event of a fire. Rooms 162 and 163 have Ncard readers.</b></p> <p><b>SNR Safety &amp; Facilities Committee is looking into options available to us.</b></p> <p><b>For rooms in which doors open inward:</b></p> <ul style="list-style-type: none"> <li>• If the door has a window cover the window, turn off lights, pile tables/chairs against the door, and hunker down.</li> <li>• If the door does not have a window and there are no exterior windows – exit if you can safely. If you cannot exit safely, pile tables/chairs in front of door and hunker down away from view of someone who might open the door.</li> </ul> <p><b>Conference rooms on 2<sup>nd</sup> floor tower (202, 207, 209)</b></p> <ul style="list-style-type: none"> <li>- Barricade the doors by piling tables/chairs in front</li> <li>- break open the window and move out onto the ledge.</li> </ul> <p><b>Auditorium (107)</b></p> <ul style="list-style-type: none"> <li>- exit the building</li> <li>- lock doors and move underneath the balcony</li> </ul> <p><b>Rooms with interior locks.</b> If you cannot exit the building safely, lock the door and stay inside.</p> <p><b>Graduate Student Cubicles (243, 244, 248, 249) –</b> exit the building if you can safely. Remove items from desk that look like you are there and hide under the desk.</p> <p><b>Tower offices</b> - all have interior locks. Lock the door, turn off lights, and be quiet.</p> <p><b>Labs and rooms</b> may have Ncard readers for access. Make sure you know whether the door is locked.</p>
Bomb	Contact UNL Police
Earthquake	Shelter-in-place underneath reinforced object
Fire/Explosion	Exit the building as per the fire evacuation plan.
Flash Flood	Move to a higher location, e.g., 2 <sup>nd</sup> floor or higher
Hazardous	Surround spill with items in spill kit and call EHS

Hazard	Action
Lightning	Shelter-in-place away from electrical devices and windows
Medical Emergency	First Aid Kits (023, 024, 101, 121, 131, 229, 239, 3 <sup>rd</sup> floor tower credenza, 427, 528, 627, 728, 827, 923) AEDs (basement south lobby, 1 <sup>st</sup> floor south lobby, 1 <sup>st</sup> floor north lobby, 4 <sup>th</sup> floor south, 4 <sup>th</sup> floor south, 9 <sup>th</sup> floor south) Call 911
Natural Gas Leak	Evacuate the building
On-the-job injury or event	Submit forms to HR Worker' Compensation Administrator ( <a href="mailto:workerscomp@unl.edu">workerscomp@unl.edu</a> or fax to 402-472-9040). Student death, hospitalization, over-exposure to toxic chemicals, radioactive materials, or etiologic agents are to be reported to EHS (402-472-4925)
Radiation	Evacuate the building
Tornado	HarH Basement, single-stall restrooms in tower, and tower south stairwell—just inside the landing door. <b>Basement rooms with chemicals or hazards that CANNOT be used during tornado: 27, 32, 59B.</b>
Toxic Chemical Spill	Try to collect. If you cannot, pull the fire alarm and occupants will evacuate the building.
Weather	Check UNL website

#### 5. Persons Needing Assistance Roster

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

Students are asked to notify their instructor. Employees in SNR will notify staff on the 1st floor at NE Maps & More; employees/students in Statistics will notify the Unit Head's office.

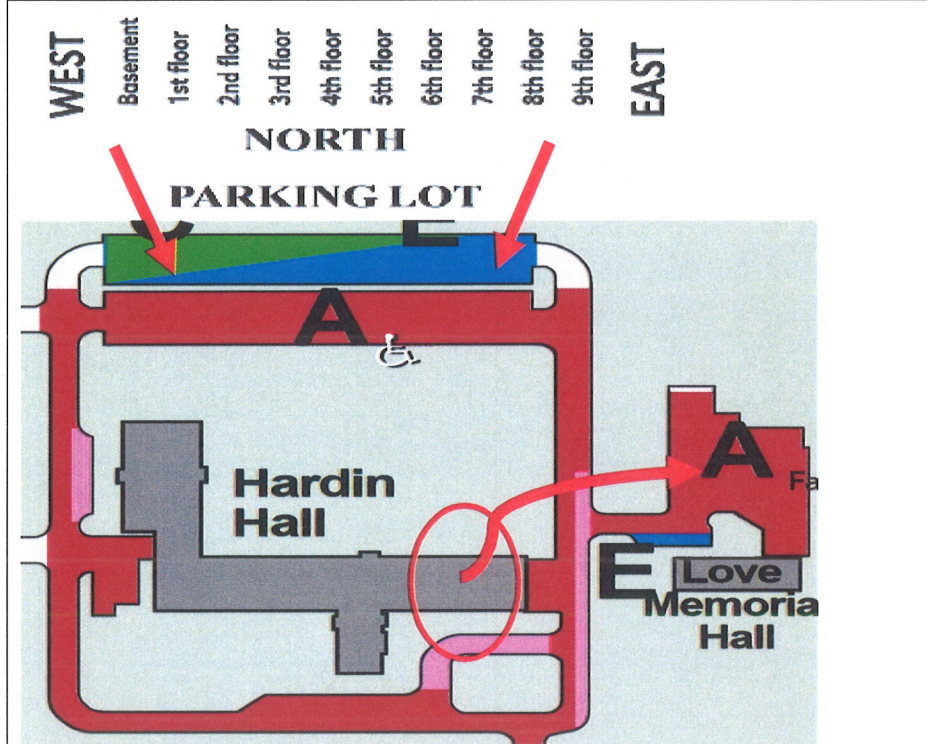
If you are in the tower and need assistance, place yourself near the south stairwell door.

Name	Room #	Phone	Type of Assistance	Volunteer(s) & Phone



## 6. Assembly Areas

Assembly Area	Location
Primary: All but Auditorium	North parking lot (basement to the west, 9 <sup>th</sup> floor to the east)
Auditorium	Parking lot up the hill to the east
Auditorium Alternate:	Parking lot to the north



## 7. Building Warning Systems

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

Device	Location	Coverage Area
UNL Alert notification system. Signup at <a href="http://unlalert.unl.edu">unlalert.unl.edu</a>	Every phone that has signed up	unlimited
NOAA Weather Radio	NE Maps & More (HarH 101) Statistics (HarH 340)	1 <sup>st</sup> floor tower 3 <sup>rd</sup> floor north
Building Fire Alarm/Public Address System	Each floor	Entire building
Fire Alarm panels	By 1 <sup>st</sup> floor north elevator and 1 <sup>st</sup> floor south tower elevator	Only immediate area
Monitors	Lobbies - 1 <sup>st</sup> floor north, 1 <sup>st</sup> floor south, 2 <sup>nd</sup> floor south, 9 <sup>th</sup> floor south	People within site of monitor

## 8. Secure or Hazardous Locations

List locations in building 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
59B	Equipment with radiation source for operation
27	Xray Defractor – radiation source for operation
32	Hydrofluoric acid
136A	Custodial Disposal Room
217	<i>N,N</i> -Dimethylformamide

## 9. General Emergency Action Personnel Guidance for Incidence Response

### Evacuation, Ambulance, Notification, Tornado

#### Evacuation

##### *(Fire, Hazardous Materials Release)*

- In the event of an evacuation, quickly gather your personal belongings (purse, keys, cell phone NCard 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 to first responders the location of those unable to evacuate.
- Be ready to be guided by additional instructions.

#### Ambulance

- **911, 2-2222, or 402-472-2222**
- Give the exact location where an ambulance is needed. HarH is east campus building A65, north or south wing, floor, room.
- Give brief description of emergency, if able, 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 on campus are sent using the following methods when available:
  - UNL Alert (unlalert.unl.edu)
  - UNL main Web site: unl.edu
  - Campus radio KRNU 90.3
  - Social, Public, and private media
- If you receive a UNL Alert, immediately share the information with those around you.

#### 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:**

- UNL Alert will be activated
- Lancaster County will sound sirens based on confirmation of a tornado
  - University personnel 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 one of the following methods:
  - Amplified voice announcements over the public address system
  - unl.edu and social media

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

#### **University Police**

- 2-2222 (from campus phone)
- 402-472-2222 (from cell phone)
- 911 (any phone)

#### 10. Evacuation Plans for Classrooms and Conference Rooms

##### Classrooms:

1. HarH 049, seats 98
2. HarH 023, seats 30
3. HarH 024, seats 30
4. HarH 107, seats 128 on the main floor, 200 in balcony
5. HarH 141, seats 23
6. HarH 142, seats 24
7. HarH 162, seats 40
8. HarH 163, seats 63
9. HarH 209, seats 14 (conf room, used as classroom during the day as needed)
10. HarH 228, seats 32 (seminar conf room, used as classroom as needed)
11. HarH 354A, seats 30 (conf room, used as classroom as needed)
12. HarH 901, seats 20 (conf room, used as classroom in evenings as needed)

##### General-use Conference Rooms:

1. 202, seats 10
2. HarH 207, seats 20
3. HarH 209, seats 16
4. HarH 354A, seats 30 (Department of Statistics)
5. HarH 901, seats 24 (plus 30 around perimeter)



# HarH 23 & 24 (south wing basement)



Sample #1

Red designates fastest route  
Green is alternate/slower route  
Pickup belongings  
Walk immediately to the stairs  
Go to first floor, exit building,  
walk to the north parking lot,  
and gather with your class

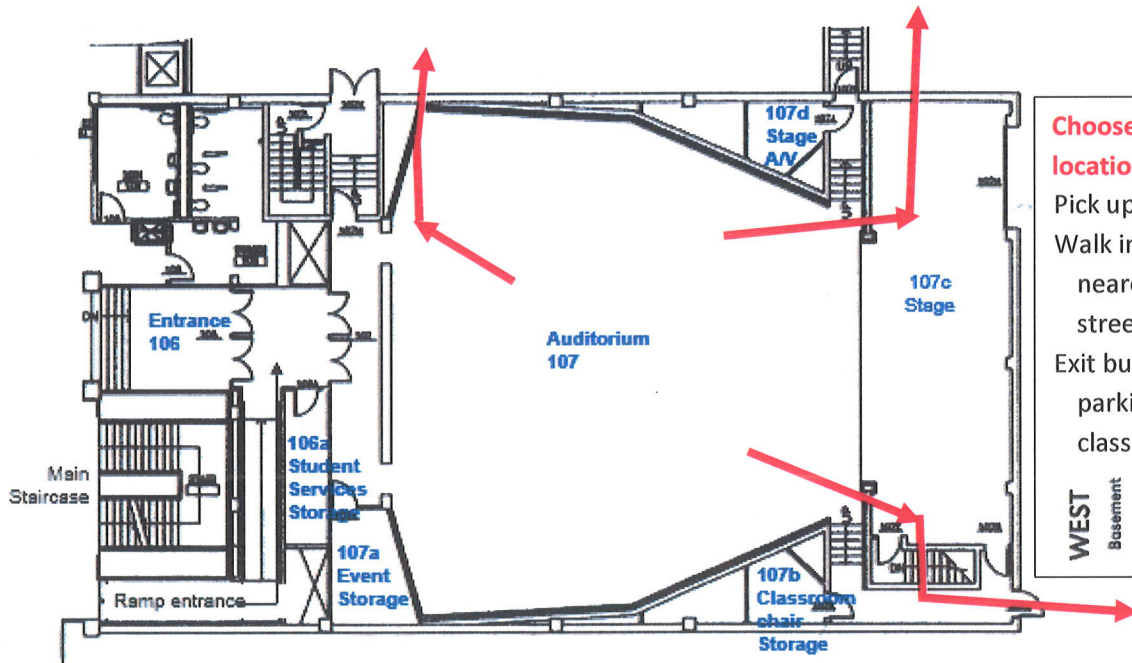
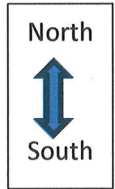
WEST  
Basement  
1st floor  
2nd floor  
3rd floor  
4th floor  
5th floor  
6th floor  
7th floor  
8th floor  
9th floor  
EAST

NORTH  
PARKING LOT



HarH 107 (South)

Sample #2



**Choose exit based on your location in the room**

Pick up belongings

Walk immediately to the nearest stairs and go to street level

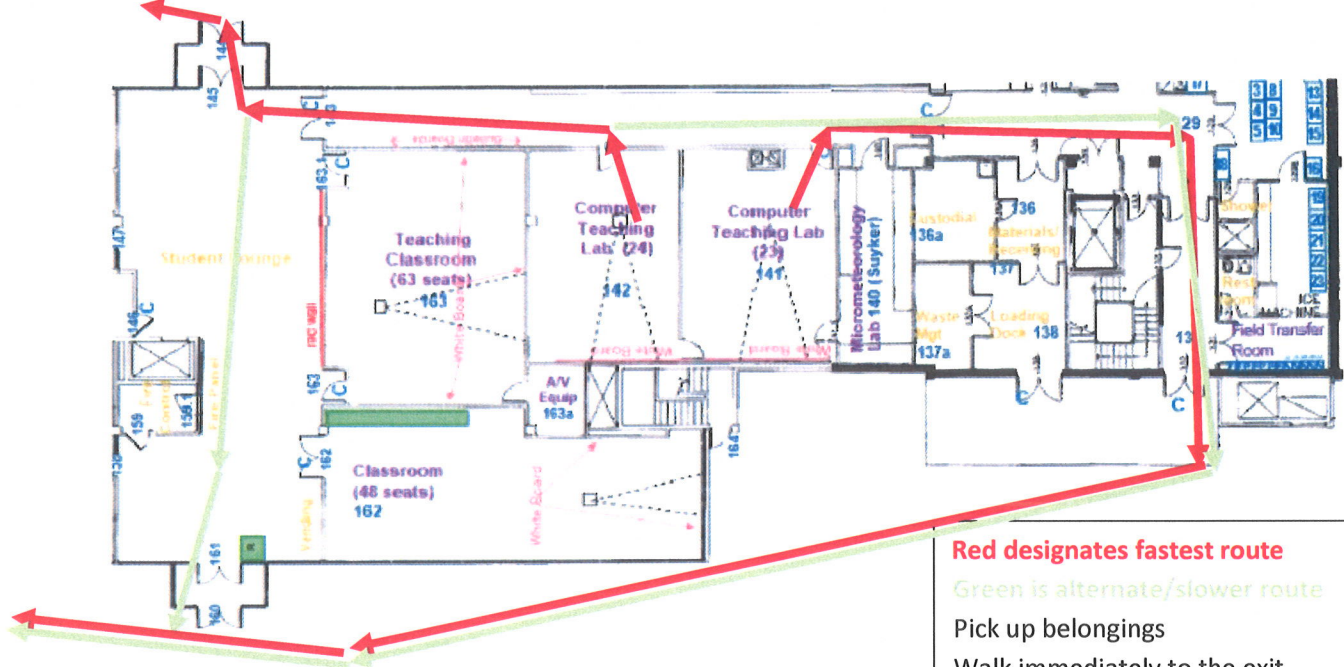
Exit building, walk to the north parking lot, gather with your class

WEST	Basement	1st floor	2nd floor	3rd floor	4th floor	5th floor	6th floor	7th floor	8th floor	9th floor	EAST
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Sample #3

HarH 141 & 142 (North)

To north parking lot



To north parking lot

**Red designates fastest route**

**Green is alternate/slower route**

Pick up belongings

Walk immediately to the exit

Exit building

Walk to the north parking lot

Gather with your class and wait for all-clear before returning

**WEST**  
 Basement  
 1st floor  
 2nd floor  
 3rd floor  
 4th floor  
 5th floor  
 6th floor  
 7th floor  
 8th floor  
 9th floor  
**EAST**

Sample

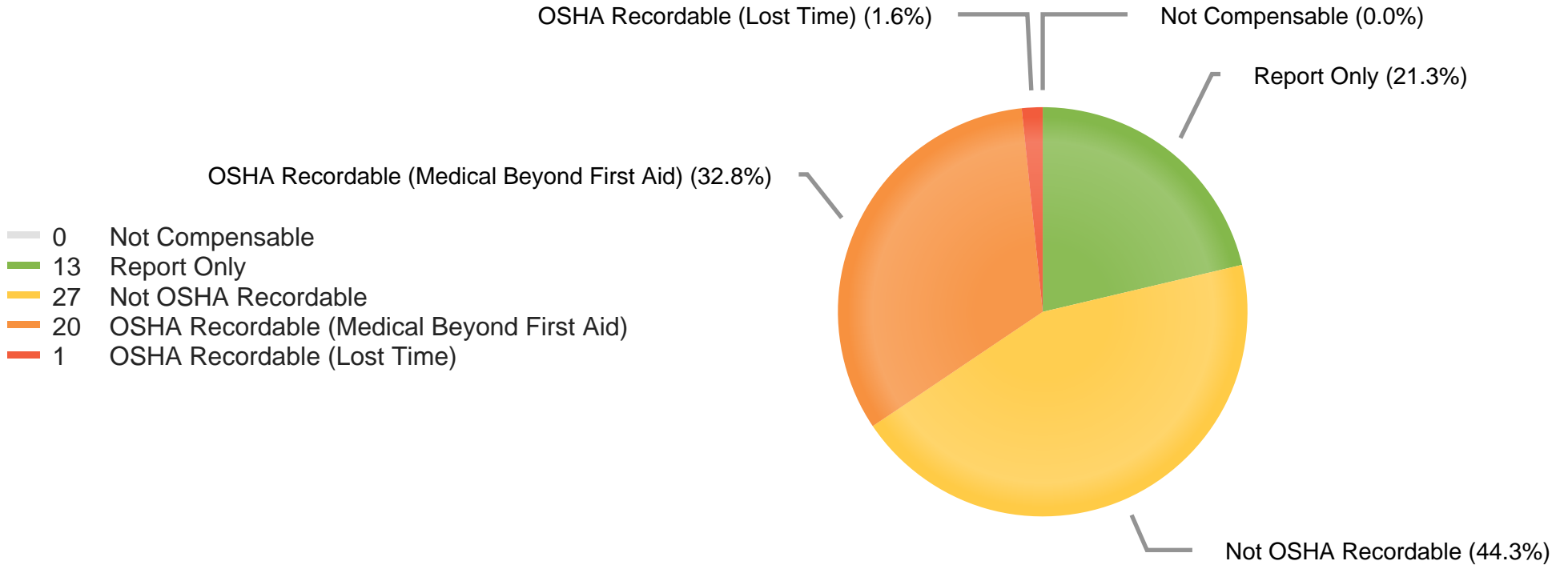
	HARH 024					X
	Mon	Tue	Wed	Thu	Fri	
	16	17	18	19	20	
8 AM						
9 AM						
10 AM						
11 AM		NRES 222-001 L. Chizinski (1)		NRES 222-002 L. Chizinski (1)		
12 PM						
1 PM	NRES 474/87 <sup>EC</sup> ↻		NRES 474/87 <sup>EC</sup> ↻		NRES 474/87 <sup>EC</sup> ↻	
2 PM	NRES-255 -001 (C. Cordova) HARH 024 HARH 024		NRES 474/874- 150 D. Ferraro (2) ↻	NRES 222-003 L. Chizinski (1) ↻	NRES 476/876- 151 Benson (2) ↻	
3 PM						
4 PM						

### 13. Plan Submission

Send completed Building Emergency Plans and updates to [preparedness@unl.edu](mailto:preparedness@unl.edu).

Date submitted: 11/11/2024

Severity (Total : 61)  
Start Date: 7/1/2024 - Stop Date: 9/30/2024



Event/Exposure By Employment Type (Total : 60)  
Start Date: 7/1/2024 - Stop Date: 9/30/2024

