

## *SECTION XII*

### **EMERGENCY DISASTER PLAN BUILDING INSPECTION PRIORITY PLAN PHYSICAL PLANT DEPARTMENT**

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## **EMERGENCY DISASTER PLAN BUILDING INSPECTION PRIORITY PLAN PHYSICAL PLANT DEPARTMENT**

### **I. GOAL**

The goal of this plan is to provide for an emergency inspection of all buildings on campus immediately following an emergency situation.

### **II. OBJECTIVE**

Teams of Physical Plant personnel will inspect every building on campus for structural integrity and utility damage that may lead to injury of campus personnel or additional building damage. Teams seek to stabilize utilities or provide information so that a qualified crew that can stabilize the utility can be directed to the problem.

Any injuries encountered during this inspection will be addressed by Physical Plant personnel, to the best of their ability, until an emergency medical crew can be directed to the location of the injury.

### **III. THE PLAN**

We have developed various teams with the goal of having one team member from the following shops, or expertise in the following areas, on each team: carpenter, electrician, mechanical maintenance.

The *Grounds Shop and Custodial Services* also play key roles in this plan with all other Physical Plant employees on emergency standby for call as needed.

A. *Carpenter Shop* personnel are the backup members of each group. Their other major duty will be to work with the College architect to further assess structural damage to the buildings they are directed to.

B. *Grounds Shop* personnel will be responsible for delivering and manning barricades on campus streets, as directed by Campus Safety, to ensure that unauthorized people do not enter dangerous areas. They will also be available to remove debris from streets, sidewalks, or other campus areas to allow the flow of traffic to return to normal. The actual plan is time sensitive. During the day and class hours, our primary focus will be towards academic and auxiliary buildings with residence halls and houses quickly to follow. During the evening and night hours our initial response will be to the residence halls and houses with the auxiliary and academic buildings inspected as quickly as we can get to them.

Campus Center Room 111 is our center of operations, with the heating plant as our

designated backup location.

Our plan is initiated by either radioing or phoning each member of the teams. Each team member reports to the operations center, where they wait until at least one additional member of their team is present. Never is a team member allowed to begin inspection procedures alone.

Each team is assigned a radio with which to report from every building inspected, the status of the building and the utilities, and when they are proceeding to their next assigned building to inspect.

Information is gathered and compiled at the operations center and other trades persons are directed to respond as each situation dictates.

#### **IV. BUILDING INSPECTIONS**

A building inspection list is provided below.

A. Area Responsibilities:

1. Mechanical - HVAC: Chief Operating Engineer
2. Mechanical - Plumbing: Plumbing Shop Supervisor
3. Carpentry: Lead Carpenter
4. Custodial: Custodial Supervisor
5. Grounds: Grounds Shop Supervisor
6. Environmental Health and Safety: Manager of Environmental Health and Safety

B. Instructions:

The prime objective is to stabilize the utilities and provide information so the overall impact on the campus can quickly be determined. This will enable manpower to be properly committed.

- a. Check the structural integrity of the building. Enter the building only if it is definitely sound.
- b. If the condition is questionable, shut off utilities and do not enter the building.
- c. If the building appears sound, enter and check for broken water mains and natural gas leaks were applicable. Shut off as needed and move on.

- d. Report conditions and followup needs while proceeding to the next building.

**Inspection List Key:**

Structural	None = no observable damage
	Some = damaged
	Dangerous
Gas	On or Off
Electricity	On or Off
Water & Steam	Follow-up Needed (FUN) = leaking interior or exterior

Building	Structural	Gas	Electric	Water	Steam
<b>RESIDENTIAL</b>					
Adolphson House					
Arborview Apts					
College View Apts					
Guest House					
International Center					
Gibbs					
Lundgren House					
Norelius Hall					
North Hall					
Peterson House					
Pittman Hall					
Prairie View Hall					
President's House					
Retreat Center					
Rundstrom Hall					
Sjostrom House					
Sohre Hall					
Sorensen Hall					
Ten-O-Nine House					
Uhler Hall					
Southwest Hall					
Walker House					

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Structural	None = no observable damage
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Building	Structural	Gas	Electric	Water	Steam
<b>ADMINISTRATIVE/ ACADEMIC</b>					
Administration Building					
Campus Center					
Christ Chapel					
Confer-Vickner Hall					
Faculty Center					
Fine Arts – A					
Fine Arts – BCD					
International Center					
Interpretive Center					
Johnson Student Union					
Library					
Lund Center					
Nobel Hall					
Old Main					
Olin Hall					
Physical Plant Shops					
Social Science Center					
Stadium					

