Cedar Grove Cemetery Maintenance Building

Emergency Action Plan

September 8, 2025

An emergency action plan describes the actions employees should take in case of fire or other emergency situations.

I. SCOPE

The University is committed to comply with all emergency regulations and protect faculty, staff and students in emergency situations.

II. EMERGENCY PLAN COORDINATOR (EPC) FOR CEDAR GROVE CEMETERY COTTAGE

The Emergency Plan Coordinator (EPC) for Cedar Grove Maintenance Garage is Jon Adamson, Director. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up to date. Supervisors, Principal Investigators, or their designees are responsible to train people within their area of responsibility on this plan when they are assigned to a job, when their responsibilities under the plan change, or when this plan changes. This plan is available at https://cemetery.nd.edu/contact/emergency-action-plans/.

The Emergency Plan Coordinator (EPC) can be reached at:
100 Cedar Grove Cottage/aadamso1@nd.edu/574.631.9993

III. REPORTING PROCEDURES

Dial 9-1-1 from any campus phone or 574-631-5555 from a cell phone to report any emergency.

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

Event management staff should brief guests of emergency exit locations at the beginning of the event. If event manage staff are present at the event, the staff are responsible to direct guests to the nearest safe exit should an evacuation be necessary.

DURING AN EVACUATION

Emergency Exits are marked by signage. Find the closest available exit to your location and proceed there. If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, DO NOT open it.
- Walk, DO NOT run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.

- Unless otherwise instructed, move quickly away from the building towards the designated assembly point which Cemetery Cottage.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency responders and vehicles.

If you have relocated away from the building, DO NOT return until notified that it is safe.

Evacuation may not be appropriate for all emergency situations. The situation may dictate or emergency instructions may be given to **shelter in place**. Shelter in place means selecting an interior room(s) within your facility, or ones with no or few windows and taking refuge there. For example this may be appropriate for active violence, severe weather, and hazardous material release.

Campus Safety personnel have been trained and are responsible to assist in a safe and orderly emergency evacuation.

B. Procedure for Faculty/Staff Who Remain to Operate Critical Operations Before They Evacuate

Some faculty, students or staff may need to not immediately evacuate in order to secure critical operations before evacuation. Critical operations may include the monitoring of power supplies, water supplies, and other essential services which cannot be shut down for every emergency. They may also include those persons conducting research or other work which must be shut down in stages or steps.

The following lists the people who may be responsible for critical operations and their duties:

Name	Title	Work Area	Responsibilities
Jon Adamson	Director	Cemetery	Research
Leon Glon	Sexton	Cemetery	Research
Donald Keen	Assistant Sexton	Cemetery	Research

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet at All Souls' Chapel which is the department's ***designated assembly area***.

C. Employee Accountability Procedures after Evacuations

The supervisors or designated persons in charge must ensure all personnel evacuate. Check all areas e.g. restrooms, remote spaces, etc. Provide assistance to faculty, staff and students as needed to leave the building. Accounting for all students, faculty and staff following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. Consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge. No one is to re-enter the building for any reason until the emergency responders or other responsible agency has notified us the building is safe for reentry.

D. Alarm System

The alarm system provides warning for necessary emergency action. The alarm is generally capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions are distinctive and include horn blasts, sirens, and public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Alarm system	Action to be taken
ND Alert System – Public Address System	Follow instructions
Fire Alarm - Audible Horn and Visual Strobe Light	Evacuate building

E. Severe Weather/Tornado

When a tornado warning is announced, all employees and guests should immediately go to their designated tornado refuge area. Move away from windows. All employees and guests should stay in the tornado refuge area until given the all clear sign. The designated tornado refuge area is All Souls Chapel crawl space/lower level (west entrance). (See diagram).

F. Training

Training is accomplished by an employee reading this document or by instruction from an immediate supervisor or department leadership:

1. For employees when the plan is initiated, substantive changes are made to the plan and/or facility;
2. When an employee's responsibilities substantively change involving safety related activities; and
3. For new employees (new hires or transfers)

V. FIRE EXTINGUISHERS

In most cases employees are at less risk if they evacuate rather than use fire extinguishers. Fire extinguishers are available yet we do not have an expectation that people utilize fire extinguishers in the event of a fire. If you are going to use a fire extinguisher, you must be trained annually and they should only be used for small fires. Training can be completed on-line via ComplyND.

Fight the fire only if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- An escape route is available.
- The fire extinguisher is in working condition and personnel are trained to use it.

VI. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Generally the Notre Dame Fire Department and Notre Dame Police Department provide these services. The Wellness Center is an additional resource for staff and faculty. University Health Services is an additional resource for students.

VII. Procedure for Reporting Emergencies

To report any emergency including fire, medical, crime/violence contact the emergency dispatch center by dialing 9-1-1 from any campus phone or 574-631-5555 from a cell phone. Fire Alarm Pull Stations are also available to activate in-building fire alarms and notify the emergency dispatch center.

VIII. CONTACTS

For more information about the University's emergency plan, visit emergency.nd.edu