

Building Emergency Action Plan Model

Building Emergency Action Plan (BEAP):

The creation of a specifically tailored building emergency action plan is a versatile process that takes all aspects of your building into consideration. To create a document that can become an integrated tool for the buildings occupants the document must be easily interpreted, functional, and practical.

The following Building Emergency Action Plan Model is a versatile tool that allows for any building to create a plan tailored specifically for their environment.

Building Assessment:

The building assessment will evaluate all the risks and vulnerabilities in the building. It is important to note unique risks to the specific building, in doing so the building occupants will be prepared not just with an overall knowledge, but a personalized familiarity of their specific building. During this assessment it is necessary to asses all aspects of the building.

Items to note during the Building Assessment

- Hazardous Materials
- ADA accessible entrances
- Fire Alarm Pull Stations
- Standpipes
- Signage
- Unique Hazards
- Areas of Safe Refuge
- Types of elevators installed
- Fire Extinguishers
- AEDs
- First Aid Kits/Supplies
- Evacuation Routes

Contact Information

All contact information for the building should be listed here. This includes the name of the building, address, and emergency coordinator(s) contact information.

In buildings with a variety of committees or representatives, ones with relevance to this document should be listed.

Emergency Coordinator

The person appointed by the department or college that is responsible for assisting in the building in the event of an emergency.

The following are the responsibilities expected of an Emergency Coordinated:

- Staying current on protocol and training
- Serving as communication liaison between University officials and building occupants during an emergency
- Determining the type of emergency
- Ensuring the appropriate emergency and University services are contacted
- Assessing the situation and implementing emergency procedures within an assigned area of control
- Starting an evacuation of the area if necessary or in doubt
- Requesting other staff to assist with the implementation of procedures if necessary
- Searching for persons who may be injured or left behind, only if it is safe to do so
- Coordinating use of any emergency supplies
- Assisting with post-emergency building assessments

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Building Description

It is important for the Building Emergency Action Plan to include a detailed description of the building. It is important to describe the main use of the building, floor plan, architecture, and location on campus. This description will become invaluable to rescue personnel that are not familiar with the building.

EAA Location

The EAA Location refers to the *emergency assembly area*. This is the section where the buildings assembly areas or rally points will be listed. A brief description of the locations or how/why the locations were chosen might be a good addition to this section. This location will also be referred to in the Emergency Evacuation portion of this plan.

Building Specific Information

A list or table of departments and critical operations that are represented in the building should be listed in this section. The information should include, but is not limited to, the specific title of the department or operation, location, and contact information for the person who represents the specific listed item.

Emergency Notification

Add all emergency contact numbers here. The list that follows is an example:

Department Phone Number	Insert your contact number here
Fire	911
University Police or Security	Insert your contact number here
Ambulance	911
Building Emergency Contacts	Insert your contact number here
Emergency Coordinator	Insert your contact number here
Alternative Emergency Coordinator	Insert your contact number here

Building Safety Systems

List all safety systems in the building. This list should include a brief description of the function and/or role the safety system plays in your building.

Example:

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the Office of Public Safety.

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Building Emergency Evacuation Plan (EEP):

In an emergency, every second counts and a coherent evacuation plan minimizes confusion, chaos and fear. Your building might already have some procedures in place, but it is important to continually revise during this process. If there is no procedure in place it is exceedingly important to create one. The process to build the evacuation portion of this plan can be easily broken down into four sections.

Section I:

The first step in creating the buildings EEP is to establish the most direct routes to the exits. This is done by breaking the building into floors. It can also be beneficial depending on the size and layout of the building to break each individual floor into sections. A standard floor plan should have all stairwells labeled with a specific labeling system (examples are labeling with letters, numbers, or directional descriptions). This creates a solid structure for moving building occupants from inside the danger zone to a place of safety.

Section II:

The EEP should include general guidelines, as well as, the guidelines to which your building emergency coordinator is expected to adhere. The roles and responsibilities of faculty and staff in the building during an emergency should be outlined. These protocols are unique to every institution and in some cases to each building. They should highlight the designated people who ensure all occupants have made it out of the building, including individuals with disabilities, and people who perform any accountability tasks.

Section III:

It is important to have a plan for evacuating a building regardless of an individual's physical condition. In the event that a building occupant has a disability, either temporary or permanent, that limits their ability to easily use the built environment, a section should be devised specifically for these individuals. An excellent resource for assistance with this section would be Disabilities Support Services (298-2512).

Section IV:

If deemed necessary or applicable for the specific building an evacuation assembly area should be established. This area should be agreed upon by the building emergency coordinator and be located a safe distance away from the building. This area should also serve as a site for occupant accountability if the building emergency coordinating team decides occupant accountability is possible.

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Hazard-Specific Procedures

List each hazard that could potentially affect your building and provide the necessary procedures to follow.

Such Hazard-Specific procedures could include, but are not limited to:

- Fire Procedures
- Medical Emergencies
- Tornado
- Explosion, Airplane Crash, Similar Incident
- Earthquake
- Criminal and Violent Behavior
- Robbery/ Theft
- Psychological Crisis
- Bomb Threat
- Chemical Radiation Spill
- Utility Failure
- Assault
- Civil Disturbance or Demonstration
- Active Threat
- Hostage Situation

General Information

A section entitled, "General Information" may contain any information that is deemed necessary for the BEAP, but not already included in any other section.

Acronyms

A list of all acronyms used throughout the document should be compiled and defined here.

Definitions

All words that need to be defined should be defined and placed here.

Appendices

When the main portion of the plan is complete the building may still have unique characteristics that need to be addressed in the document. Each one of these characteristics can have a section developed to fit the specific needs of the document. They will be placed at the end of the document in and referred to as appendices.

An example of an appendix might be, "*Conservation and Preservation of Archives and Special Collections*" for a library. This is unique to the building and does not fall into any specific category listed above.

Checklists can also be added as appendixes for easy access. A bomb threat checklist would be an example of an addition that may be included as an appendix.

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Floor Plans

If possible, adding floor plans or building maps to the document can be beneficial. Floor plans that have easily interpreted graphics of hazardous materials, room numbers, and safety equipment can become a tool the rescuer and building occupants can utilize to effectively navigate the building.

Update, Train, Update

Keep the plan up-to-date. Whenever any type of information changes the plan must change to accommodate it. This is essential in keeping the plan working and always functional.

It is important to train all building occupants in real life scenarios so that the plan can be put into use. This will allow for the weaknesses and unpractical elements of the plan to be magnified. Once these items are discovered they should be immediately addressed to ensure the plan is always functional.

Finalized Plans

After adopting a plan a copy should be sent to the office of the Vice President for Administrative Services for approval. Any subsequent changes to the plan should also be submitted to that office.