

# ASUDPS BUILDING EMERGENCY PLANNING TEMPLATE



FROM THE OFFICE OF THE CHIEF OF POLICE  
10/15/15  
NOTIFICATION AND INFORMATION DRAFT

**PURPOSE:**

**Building Emergency Plan Template – The template is designed to provide students, faculty, and staff basic emergency information, to include shelter-in-place and building evacuation procedures for natural and human-caused events, All building occupants should review and understand their Building Emergency Plan information and procedures.**

## **Instructions for the Building Emergency Plan (BEP) Template**

The Building Emergency Plan (BEP) template was created utilizing the OHIO UNIVERSITY EOP. The BEP is a tool to help you identify the specifics of your building and provide information for your occupants and first responders. If you need assistance or have any questions contact:

Jim Graboys, Chief of Police

[jgraboy@alasu.edu](mailto:jgraboy@alasu.edu)

334-229-8602

334-517-8529

### **Instructions**

List your building's specific information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document and any additional information that makes your BEP more effective!

After you have completed your Building Emergency Plan (BEP), and it has been reviewed by your safety committee and department head, please send a copy to:

**Alabama State University, Office of the Chief of Police**

**1452 Carter Hill Rd.**

The next step is to put the program into action. Distribute the BEP to appropriate members of your department. Please Note: You need to review the BEP at least annually and revise it when there are changes. Please forward a copy of the revised plan or annual review documentation to the Campus Emergency Preparedness and Planning Office. Completion and review of your BEP are required.

**Each Plan should include the following information:**

**1. Building Emergency Plan**

**2. Date Adopted:**

**3. Date Revised: (added to any subsequent plans)**

**4. Prepared By:**

## **SECTION I: Plan Development and Validation**

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. An individual designated by the department head will develop the BEP and submit it to the Chief of Police's Office for review and posting to the (ASUDPS) Emergency Operations building binder.

2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Chief of Police's Office.

3. If you have any questions about this plan, or process, please contact the Chief of Police at 334-229-8602.

## **SECTION II: Your Building Emergency Plan**

### **Introduction**

- The Building Emergency Plan (BEP) is designed to provide students, faculty, staff and visitors basic emergency information to include shelter-in-place and building evacuation procedures for natural and human-made events.

- All building occupants need to review and understand their Building Emergency Plan information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. Emergency warning notification, evacuation, and shelter-in-place procedures need to be understood by all building occupants.

- As a member of the ASU Community, you should also be familiar with the ASU Department of Public Safety Emergency Preparedness Guide. The guide describes the procedures to follow in a variety of emergencies. The guide may be obtained from the Police Department web page and has been e-mailed out to the campus community for download.

## **Responsibilities**

### Department Head or designated representative

- Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents
- Review the plan prior to submission to the Chief of Police's Office.

### BEP Developer (building safety coordinator or an individual designated by the department head)

- Prepare, coordinate, and distribute the BEP to department and building employees
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current.
- Report to emergency assembly area (EAA) and assist with accounting for evacuated personnel.
- Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

### Department Employees

- Know the evacuation routes and EAA location(s).
- Participate in annual exercises/drills.

- Attend department training sessions.
- Be familiar with:
  - o The ASU University Emergency Warning Notification System— Presently [ASUPUBLICSAFETY@alasu.edu](mailto:ASUPUBLICSAFETY@alasu.edu) (Emergency Texting, and phone calls forthcoming)
  - o Evacuation routes, exit points, and location to report for roll call after evacuating the building.
  - o When and how to evacuate the building.
  - o Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
  - o Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).
  - o Additional building specific procedures and requirements.

### **SECTION III: Notification Procedures**

#### **Include Department/ building specific:**

Emergency Notification Procedures

As well as any information for alerting emergency services

Any building occupant that needs emergency assistance should immediately dial 911 from any public or campus telephone

### **SECTION IV: Factors to ensure the viability of your BEP.**

#### **IV. YOUR PLAN:**

Describe the EAA location(s) in your plan. This should include specific procedures in what to do if you are with a client.

- Include, an Evacuation Assembly Location
- Include, an Employee/Student Roster

#### **LIST : Floor Plans if available**

NOTE: The creation of a simple map to place into the plan where possible is helpful to both occupants and responding emergency workers, it can show Assembly locations and evacuation routes.

The following pages are included to assist you in the formulation of your BEP. It is an appendix of information related to Evacuation procedures

## APPENDIX:

### Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area. Insert your building specific evacuation procedures here. You can enter as much information as needed.

#### EVACUATION PROCEDURES

A building evacuation will occur when a fire alarm sounds and/or upon notification by Police officials or the Building Safety Coordinator.

Be aware of all marked exits from your areas and building. Know the routes from your work area. Building Safety Coordinators should know emergency exit routes for your building.

If necessary or directed to do so by Police officials or the Building Safety Coordinator, activate the building fire alarm. **CAUTION: Building Fire Alarms May Stop Ringing. If it stops, continue evacuation.**

Police officials may set up an emergency command post near the emergency site. Keep clear of the command post unless you have important information to report.

**DO NOT RETURN** to an evacuated building unless the “**ALL CLEAR**” has been announced by Police officials or the Building Safety Coordinator.

## **EVACUATIONS – Action Steps**

- Remain calm.
- Walk quickly—DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when:
  - Evacuation is urgent;
  - Use of an elevator is necessary; or
  - An elevator is operated by Fire Department personnel
- Gather at a predetermined location so your supervisor can account for personnel
- QUICKLY check restrooms, copy rooms, and storage rooms for people unaware of the evacuation.
- Only take essential items with you.
- Close doors behind you as you leave.
- Assist and accompany persons with disabilities.
- Move to designated area at least 300 feet away from building.
- Follow instructions by Police or Fire personnel.

## **CAMPUS WIDE EVACUATIONS:**

- LEAVING BY VEHICLE: Follow traffic instructions.
- LEAVING BY FOOT: Leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location.
- PERSONS WITH DISABILITIES: Call 229-4400 for assistance

**Emergency Assembly Area** Location Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

It is recommended that you have at least two locations (some buildings will require multiple locations). One location should be outside, in an area away from the building. A second location should be inside a nearby building in case of inclement weather.

### **Evacuation Guidelines for People Requiring Additional Assistance**

- Check on people with additional needs during an evacuation. A “buddy system,” where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel
- Always ask someone requiring additional assistance how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Faculty and staff who have mobility impairments should let the Department Head or designated representative know the location of their usual work area and additional needs.

## **Shelter in Place**

**Shelter in Place** means to **seek shelter immediately** in a safe location inside the closest facility/building. This course of action may need to be taken during a tornado, hazardous materials incident, or a civil disturbance. When you hear the announcement to “shelter in place” immediately do so and use any/all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional instructions or tell you it is safe to leave. You may be required to Shelter In Place for events such as:

- Tornado warning or other severe weather events.
- Hazardous materials release.
- Active shooter, building intruder, or civil disturbance.
- As directed by police personnel for any other situation that requires you to find protection within a building.
- Additional warning notifications may be issued using [ASUPUBLICSAFETY@alasu.edu](mailto:ASUPUBLICSAFETY@alasu.edu) , loudspeakers, alarms, and WWAS radio.(Text and Phone system forthcoming)



## **SECTION V: Shelter in Place Tornado warning or other severe weather events**

- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. Public Safety communications, WVAS, TV, radio, etc.)

## **Hazardous materials release**

If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

- Close all windows and doors.
- Move to the shelter in place location.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. Public Safety communications, WVAS, TV, radio, etc.)

## **Active shooter, building intruder, or civil disturbance**

If you are “sheltering” due to an active shooter, building intruder or a civil disturbance on campus, immediately go to a safe location in your building.

- If possible, take refuge in a room that can be locked.
- If possible, close and lock the building’s or room’s door (s). If unable to lock the door secure it by any means possible.

- The room should also provide limited visibility to anyone that is outside of it.
- Hide under a desk, in a closet, or in the corner.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Public Safety communications, WVAS, TV, radio, etc.)
  - Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

### **Building Specific Shelter in Place Procedures and Location**

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter in place procedures here.

Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. You can enter as much information as needed.

**Compiled by Chief of Police, James N Graboys on 10/015/15 utilizing the EOP/Action Plans of the OHIO UNIVERSITY Basic Plan Emergency Operations Plan Version 1.0, and the ASU DPS Emergency Preparedness Plan.**