

**Building Emergency Action Plan**

**DEPARTMENT/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUILDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FLOOR/ROOM(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUILDING EMERGENCY COORDINATOR:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cellular Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVACUATION ASSEMBLY AREA(S):**

Building Assembly Area (Assigned by the Office of Environmental Health and Safety):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Assembly Area (Assigned by the UAHuntsville Department of Public Safety):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT / UNIT HEAD:**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLAN INFORMATION:**

Date of Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Plan Revision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Review and update plan annually)

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit completed Building Emergency Action Plan/annual updates for review to: **Office of Environmental Health and Safety**, Physical Plant Building Room 114.

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29. **INTRODUCTION**

UAHuntsville’s Emergency Preparedness Program depends upon the full support of its faculty, staff, and students in order to be successful. Building Emergency Action Plans (BEAP) are an integral part of the overall program.

Departments/units are expected to develop their own BEAP for practical reasons. They best understand the nature of their work, potential workplace hazards, the layout of their facility, and special needs specific to their department/unit (e.g., people with disabilities, research areas, animals, etc.).

The BEAP is a way for your department/unit to plan for potential emergencies: small accidents, city-wide disasters, power outages, hazardous material spills, fires, bomb threats, civil disturbance, or a tornado warning. Advance planning and a department/unit BEAP will help to reduce the risk of loss of life or serious injury. It is important that everyone working in the area be familiar with the BEAP.

While your BEAP should be tailored towards your department/unit, the development process should be collaborative and involve representatives from all departments/units who share the building with you. The sharing of information, best practices, and contacts among building occupants will help to provide for a more thorough action plan.

1. **IMPORTANT CONTACT NUMBERS**

**Emergency**: **6911** (from a campus phone) or **911** from mobile or off-campus phones

**Campus Police** (non-emergency): (256) 824-6596

**Environmental Health and Safety** (non-emergency)**:** (256) 824-2171

**Facilities Maintenance** (non-emergency): (256) 824-6490

**Office of Dean of Students** (non-emergency): (256) 824-6700

**University Housing** (non-emergency): (256) 824-6108

**Campus Emergency Information Hotline**: (256) 824-7777

1. **DEFINITIONS**

**Alternates:** Individuals assigned as back-ups to specific department/unit emergency response positions.

**Automatic External Defibrillator (AED):** A small, portable device that analyzes the heart’s rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the heart of someone suffering from sudden cardiac arrest.

**Building Coordinator (Coordinator):** An individual cooperatively selected by representatives from each department/unit within a building as the primary emergency contact for that building. This position is responsible for implementation of the emergency action plan. The Coordinator assists with the safe evacuation of the work area (with the assistance of floor captains), reports injuries and damage to the Emergency Operations Center, and assists with building-specific drills and exercises.

**Building Emergency Action Plan (BEAP):** An emergency response plan specific to each work area/building prepared by each campus department/unit in that area/building. The BEAP outlines various emergency responsibilities of faculty and staff, evacuation routes and assembly areas, emergency supplies, and emergency notification plans.

**Campus Emergency Information Sources:** Emergency information resources for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be available on the main UAHuntsville Web site ([www.uah.edu](http://www.uah.edu)), the campus emergency information Web site (emergency.uah.edu), the emergency information hotline (256-824-7777), and local media outlets.

**Emergency Operations Center (EOC):** The location where crisis management leadership gathers to coordinate the response to an emergency impacting the campus community, deploy crisis management teams, coordinate with emergency response agencies (fire, police, etc.), and communicate with external support services. The primary EOC location is in the Von Braun Research Hall M-50 conference room.

**Evacuation Assembly Area:** An area designated by the Office of Environmental Health and Safety (OEHS) where occupants of evacuated buildings assemble to await further instruction and all-clear notifications.

**Floor Captain:** An individual designated by department/unit leadership that assists the building coordinator during building evacuations, drills, and exercises. Floor Captains direct other building occupants out of the work area, make observations on injuries and damage, and assist with special needs. Floor Captains also participate in and provide subsequent evaluations of drills and exercises.

**Key Personnel:** Faculty and staff employees with special expertise or training (e.g., CPR/AED training, first aid training) who could offer assistance in emergency situations and those personnel identified as “buddies” to assist persons with disabilities during an emergency evacuation or drill.

**Material Safety Data Sheet (MSDS):** A compilation of data required under the OSHA Communication Standard that provides information relating to health and physical hazards, exposure limits, and precautions for dealing with hazardous chemicals. MSDS are specific to a given hazardous chemical.

1. **EMERGENCY PLANNING IMPLEMENTATION CHECKLIST**

The following checklist should be used to complete this section. Details of the unit/department plan implementation process should be recorded here. Responsibilities for each listed in parenthesis.

* Appoint a Building Coordinator and alternates for each building occupied by the department/unit (collaborative effort between all building units/departments)
* Appoint Floor Captains for each building floor or special work area occupied by the department/unit (collaborative effort between all building units/departments)
* Post Evacuation Assembly Areas within the work area(s) for each floor occupied by the department/unit (department/unit head or designee)
* Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a “buddy” to assist them in an emergency; “buddies” should be listed in the ‘Key Personnel’ section of this Plan (department/unit head)
* Monitor and report any non-structural safety hazards to OEHS at (256) 824-2171 (all building occupants)
* Monitor and report any structural safety hazards to Facilities Maintenance at (256) 824-6490 (all building occupants)
* Procure and maintain adequate emergency supplies for work area employees (department/unit head or designee)
* Post the UAHuntsville *Emergency Procedures Handbook* in work and classroom areas (all building occupants report missing or damaged handbooks to OEHS)
* Develop emergency notification, reporting, and call-back procedures for faculty and staff (department/unit head or designee)
* Annually review and update the BEAP (department/unit head or designee)
* Familiarize all faculty and staff with the BEAP (department/unit head or designee)
* Faculty provide a brief building/laboratory/classroom emergency procedures orientation to students at the beginning of each semester (faculty, GTA, TA, lecturers)
* Ensure that new faculty, staff, and students are oriented to workplace emergency procedures in accordance with OEHS policies and are oriented to this BEAP (department/unit head in conjunction with OEHS)
* Develop and implement an emergency action exercise program in coordination with OEHS and UAHPD – conduct at least two drills annually, such as building evacuation, shelter-in-place, or lockdown (department/unit head in conjunction with OEHS and UAHPD)

[Insert implementation process: When is plan implemented? By whom or under what circumstances?]

1. **POSITION ASSIGNMENTS**

**A. Building Coordinator and Alternate(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Location** | **Telephone** | **Email** |
| **Primary:** |  |  |  |  |
| **Alternate 1** |  |  |  |  |
| **Alternate 2** |  |  |  |  |

**B. Floor Captains**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Floor** | **Name** | **Location** | **Telephone** | **Email** |
| **1** | **Primary** |  |  |  |  |
|  | **Alternate** |  |  |  |  |
| **2** | **Primary** |  |  |  |  |
|  | **Alternate** |  |  |  |  |
| **3** | **Primary** |  |  |  |  |
|  | **Alternate** |  |  |  |  |
| **4** | **Primary** |  |  |  |  |
|  | **Alternate** |  |  |  |  |
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**C. Key Personnel Assignments** (Specialized skills/training, “buddys”, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Floor** | **Name** | **Location** | **Telephone** | **Skill/Assignment** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

1. **DEPARTMENT/UNIT EMERGENCY COMMUNICATION PLAN**

This following checklist in Section A should be used to develop a department/unit emergency communication plan. The communication plan should be included in detail within this section.

* 1. **Departmental / Unit Communications (Instructions)**

Include a plan to communicate emergency information and instructions to your faculty, staff, and students during regular and non-working hours. Suggestions:

* + - Identify department/unit personnel who will function as emergency information contacts and coordinators to receive and distribute information to faculty, staff, and students (include this information on unit/department notice boards and web site)
		- Consider establishing a departmental/unit telephone call tree
		- Consider establishing a departmental/unit hotline (voice mailbox) to provide information updates and instructions
		- Identify the campus hotline and UAHuntsville web site as sources for information updates (include this information on unit/department notice boards and web site)
		- Maintain up-to-date employee recall lists (see personnel roster) to ensure that personnel can be contacted in case of an emergency

[**Insert Department/Unit Emergency Communication Plan Here**]

* 1. **Status Reporting to the EOC**

Following a major disaster with significant operational impact to the campus or the unit/department, use the following form to provide status reports of damage and injuries and to request assistance from the EOC. This status report should be submitted as soon as is practicable following an incident, but not more than 24 hours after.



1. **EMERGENCY SUPPLIES AND EQUIPMENT**

Departments/units are responsible for maintaining emergency supplies and equipment at each work site. Recommended items include: first aid supplies, extra batteries, battery operated AM/FM radio, NOAA weather radio, water, cell phone chargers, non-perishable food. Assign someone to review and restock supplies annually.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Purchase/****Replacement****Date** | **Item** | **Location** |
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1. **SPECIAL NEEDS OF THE DEPARTMENT/UNIT**

List any special needs of the work area (security issues, electronic access control, persons with disabilities, on-site visitors, research animals, etc.) NOTE: The BEAP should include procedures for safety issues pertaining to students, faculty, staff, visitors, and other individuals with disabilities.

**[Insert special needs text here]**

1. **BUILDING-SPECIFIC SAFETY INFORMATION**
	1. **Location of Building Evacuation Maps**

(Insert additional rows as needed)

|  |  |
| --- | --- |
| **Floor** | **Map Location(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. **Location of Material Safety Data Sheets (MSDS)**

(Insert additional rows as needed)

|  |  |
| --- | --- |
| **Floor/Room** | **MSDS Location(s)** |
|  |  |
|  |  |
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* 1. **Location of Hazardous Materials Storage Areas/Hazardous Environments**

(Insert additional rows as needed) Departments/units should share hazard information with other departments/units located in the same building.

|  |  |
| --- | --- |
| **Floor/Room** | **Hazard Type** |
|  |  |
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* 1. **Location of AEDs**

|  |  |
| --- | --- |
| **Floor** | **Location** |
|  |  |
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1. **DEPARTMENTAL CONTINUITY OF OPERATIONS**

Departments/units should develop and maintain up-to-date continuity of operations plans (COOP) using the ChargerReady planning tool (<https://chargerready.uah.edu>). This BEAP should be included as an attachment/annex to the department/unit COOP plan and uploaded into the ChargerReady database. Printed copies of the COOP plan and this BEAP should be available in each work area.

In the event of an emergency situation that significantly impacts department/unit and/or campus operations, personnel responsible for implementation of COOP plans should know where and how to access both printed and electronic versions of the plan.

1. **COOP Key Recovery Personnel**

List key recovery personnel:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Location** | **Telephone** | **Email** |
|  |  |  |  |  |
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1. **Chain of Command**

Include a departmental leadership organizational chart with lines of succession in this section. This should be the same as published in the department/unit COOP plan.

1. **EVACUATION PLAN**

Employees, students, and visitors should know their evacuation routes and assembly area locations. There should be at least two different evacuation routes from the work/classroom area. The evacuation plan should be posted and should include:

* Location of emergency exits, fire extinguishers, and fire alarm pull stations
* Evacuation routes and assembly areas for each building occupied by the department/unit
* Location of the campus evacuation point for large-scale campus emergency evacuations

Contact OEHS immediately if your building evacuation plan is missing or out of date.

|  |  |  |
| --- | --- | --- |
| **Floor/Room** | **Emergency Exit Locations** | **Evacuation Assembly Area** |
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1. **PERSONNEL ROSTER**

List all unit/departmental faculty and staff assigned to each work area:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Work Location** | **Contact #** | **Alt. Contact #** |
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Following an emergency evacuation, Floor Captains should attempt to account for all faculty and staff regularly assigned to work locations in their area. Authorities at the scene should be alerted to any personnel known to have been in a building but who cannot be accounted for following an evacuation.

1. **EMERGENCY ACTION TRAINING, DRILLS, AND EXERCISES**
	1. **Training Requirements**

Unit heads are expected to develop programs in conjunction with OEHS, UAHPD, and the Emergency Management Coordinator to provide regular emergency action training and awareness for students, faculty, and staff. Programs should specifically address the contents of this Plan. Programs may additionally include, but are not limited to:

* Emergency action orientation meetings
* Emergency action topics as part of regular safety meetings
* Drills (such as building evacuation, shelter-in-place, lockdown)
	+ Minimum of two (2) drills per calendar year
	+ Drills should be both scheduled and unscheduled and involve significant numbers of students, faculty, and staff (i.e., conduct drills during regularly scheduled instructional times when large numbers of each group are typically present in the affected building or unit)
* Tabletop exercises (such as COOP activation, discussion of specific incident response scenarios)
	1. **Training Records**

Detailed training records should be maintained by each unit and should include the following:

* Date of occurrence
* Topic(s) of training or type of exercise
* Instructor(s) name(s)
* List of attendees or participants (with signatures)
	1. **Annual Training Summary**

Submit the training summary annually to the Emergency Management Coordinator

|  |  |  |
| --- | --- | --- |
| **Date** | **Training Topic(s) or Exercise Type** | **Instructor(s)** |
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1. **RECORD OF PLAN UPDATES**

Building Emergency Actions Plans should be reviewed and updated at least annually, and more frequently if significant changes in unit organizational structure occur or key personnel, building coordinators, and/or floor captains change. Unit/Department heads are responsible for ensuring plans are reviewed at least annually and are up-to-date.

|  |  |  |
| --- | --- | --- |
| **Date of Revision** | **Section(s) Revised and Reason for Change/Update** | **Revisions approved by:** |
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