

Building Emergency Action Plans

Emergencies of varying size, scope, and location have the ability to affect any or all facilities at Texas A&M University. In order to effectively manage such incidents, planning, regular testing, critique, and updating of plan is critical to ensure the safety of our campus community. To achieve this effort, Texas A&M University has written plans that address mitigation and prevention efforts, preparedness, response, and recovery efforts.

The *Texas A&M University Emergency Operations Plan (EOP)* was prepared to develop, implement, and maintain a viable all hazards response and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. This plan addresses emergency response activities at the Texas A&M University – College Station campus, and the Texas A&M University Health Science Center campus sites.

- ❑ <https://www.tamu.edu/emergency/documents/EOP.pdf>

One critical implementation component of the *EOP* is ensuring that all campus buildings have developed a written and regularly exercise a Building Emergency Action Plan (BEAP) as required by TAMUS Policy <http://policies.tamus.edu/34-07-01.pdf>.

To assist with the development of these plans Environmental Health and Safety has developed a template that may be used as a guideline. The use of this template is not required and other departmental or agency plan/templates may be utilized. If other templates are used the following elements shall be included as a part of each plan:

- ❑ Procedures for reporting of emergencies
- ❑ Occupant and staff response to emergencies
- ❑ Evacuation, relocation and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards
- ❑ Appropriateness of the use of elevators
- ❑ Design and conduct of fire drills
- ❑ Type and coverage of building fire protection systems
- ❑ Purpose of plan
- ❑ Appointment, organization, and contact details of designated building staff to carry out the emergency duties
- ❑ Building description, including certificate of occupancy (if available)
- ❑ Identification of events (man-made and natural) considered life safety hazards impacting the building
- ❑ Responsibilities matrix (role-driven assignments)
- ❑ Policies and procedures for those left behind to operate critical equipment
- ❑ Specific procedures to be used for each type of emergency
- ❑ Requirements and responsibilities for assisting people with disabilities
- ❑ Procedures for accounting for employees
- ❑ Training of building staff, building emergency response teams, and other occupants in their responsibilities
- ❑ Documents, including diagrams, showing the type, location, and operation of the building emergency features, components, and systems
- ❑ Practices for controlling life safety hazards in the building
- ❑ Inspection and maintenance of building facilities that provide for the safety of occupants
- ❑ Conducting fire and evacuation drills
- ❑ Interface between key building management and emergency responders
- ❑ Names or job titles of persons who can be contacted for further information or explanation of duties
- ❑ Post-event (including drill) critique/evaluation, as addressed in Chapter 9 of NFPA 1600
- ❑ Means to update the plan, as necessary

Additional emergency planning information may be found at the following:

- ❑ Environmental Health and Safety (EHS) – <https://ehs.tamu.edu>
- ❑ TAMU Emergency Preparedness Website – <https://www.tamu.edu/emergency>
- ❑ University Police Department (UPD) – <https://upd.tamu.edu>