Building Emergency

Action Plan

*Insert Picture of Facility or Department Logo Here*

*[Insert Building Name Here]*

*[Insert Building Address Here]*

Building # *[Insert Building Number Here]*

Prepared By:

*Insert the names of the Emergency Planning Committee*

*Drafted Date*

Last Revision:

*Last Revision Date Here*

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# **Introduction & Purpose**

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>.

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>

# **Section I - Emergency Situations and Common Threats**

There are many emergency situations that may arise on or around our campus community. The following is a list of the most common categories of threats, both natural and manmade that have the potential to impact our day to day operations. In addition to the threats listed below, hyperlinks to more detailed information is available on the TAMU Emergency Preparedness website.

<https://www.tamu.edu/emergency/index.html>

*Severe Weather*

Severe weather is defined as any aspect of the weather which can pose a threat to life and property. These threats include severe thunderstorms, lightning, tornadoes, hail, and severe winter weather.

<https://www.tamu.edu/emergency/procedures/severeWeather.html>

*Medical Emergencies*

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. Medical emergencies include but are not limited to airborne/foodborne illnesses, poisonings, injuries requiring first aid, and radiological or biological exposures.

<https://www.tamu.edu/emergency/procedures/medical.html>

*Fires/Hazardous Materials*

A fire, gas leak, chemical spill, or other similar type hazardous materials incident can occur whether an individual is inside or outside a building. Depending on location and type each incident may require different response procedures.

<https://www.tamu.edu/emergency/procedures/fire.html>

*Personal Safety*

While Texas A&M has done much to make our campus safe, safety ultimately becomes a personal responsibility. How safe you are depends on your preparation and how much attention you pay to your surroundings. Aspects of personal safety include active shooter situations, bomb threats (both specific and campus-wide), concerning behaviors, suspicious letter or packages, and others.

<https://www.tamu.edu/emergency/procedures/personalSafety.html>

*Shelter-in-Place*

When emergency condition do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

<https://www.tamu.edu/emergency/procedures/evacuation.html>

# **Section II - Building Emergency Action Plan (BEAP)**

This BEAP is intended to communicate the policies and procedures for all occupants of the [insert building name] to follow during emergency situations. Employees shall be familiar with this document and the role each member plays in an emergency situation. Transitional occupants not permanently housed in building such as course instructors or those having temporary office hours should be briefed on the plan and expectations during plan activation.

*Plan Implementation*

Emergencies in the [insert building name] such as fire, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building or to shelter in place. Planning and preparation are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Exercising the BEAP provides training that will be valuable to all occupants in an emergency situation.

Any fire alarm activation or other emergency involving the building and its occupants will automatically implement this BEAP.

*Drills*

To ensure that building occupants are prepared for an emergency evacuation, drills shall be conducted on a regular basis. Each drill shall be timed and evaluated for orderliness and effectiveness. An evacuation evaluation report is to be completed by the building proctor or designee upon the conclusion of each drill or actual event and submitted to EHS.

Evacuation drills shall be conducted at least twice each year at unexpected times. These evacuation drills will be scheduled by [indicate appropriate title: e.g., Building Proctor or designee] and EHS (845-2132) at least one week prior to the drill. It is important that only a minimum number of building occupants are notified of the upcoming drill in order to maximize the effectiveness of each drill. Based on specific code recommendations, requirements, or facility specific hazards, additional drills may be necessary.

Evacuation drills shall involve ALL occupants and everyone should leave the building when the fire alarm sounds. During the drills, emphasis shall be placed upon orderly evacuation of the building rather than the speed of the evacuation. A person may be exempt from an evacuation drill if it will cause undue hardship (e.g., interrupt operations, an experiment, or procedure that cannot be halted); however, exemptions are strongly discouraged. Any identified critical process operations or shutdown procedures that are able to be exercised is encouraged.

*Accountability*

Each building/floor proctor shall identify an accountability system to help ensure that building occupants are safe and accounted for. It is understood that due to the transient nature of our campus facilities total accountability may not be achievable, but efforts to account for normal occupants is encouraged.

*Review and Critique*

Following any drill or actual event, time should be taken by the building proctor or BEAP committee to review, critique, and validate the plan and update or make note of changes to incorporate during the next scheduled review. Additionally, this plan should be reviewed regularly (at least annually) with all employees, with all new employee onboarding, and as duties are assigned or change.

# **Section III - Building Life Safety Features Description & Emergency Contacts**

The *[insert building name]* is a *[X]* story*, X,XXX* gross square feet facility located at *[enter street address].*

The facility is equipped with the following fire and life safety features:

* *An Automatic Fire Detection & Notification System (fire alarm system)*
* *An Automatic Fire Sprinkler System*
* *A Fire Standpipe System (For fire department use)*
* *Self-Closing & Self-Latching Fire Doors on Stairway and other fire rated doors*
* *Portable Fire Extinguishers*
* *Automatic External Defibrillator(s)*
* *Stop The Bleed Kits*
* *Add any additional here….*

Occupants should be familiar with these features, procedures for activating the fire alarm system, and the location and proper use of portable fire extinguishers as appropriate. The use of portable fire extinguishers may be considered by trained occupants.

*Building Specific Hazards*

[Identify any building specific hazards that may exist, areas to avoid during particular evacuation, shelter-in-place, or lockdown]

*Elevator Usage*

The use of elevators during emergency situation varies based on the type, extent, and location of the threat. As an example, elevators should not be used by building occupants during a fire situation or other similar hazardous material situation. Certain smoke and heat detectors are programmed to recall and lock out elevators to prevent entrapment and injury during the fire situation. Use of elevators during other emergencies such as relocation to lower levels within the facility for severe weather threats may be acceptable.

*Building & Departmental Contacts*

Plan management, exercise, and regular updates are crucial to ensure an effective implementation during emergency situations. In such, the building proctor and designated employees play critical roles. Building proctors, floor proctors, and other identified positions within the plan should know and be comfortable with their responsibilities. Training on these roles is available through EHS.

**Building Proctor**

**Primary (P)/Alternates (A)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P/A | Name | Office Location | Office Phone | Alt. Phone | Title |
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**Floor Proctor Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P/A | Name | Office Location | Office Phone | Alt. Phone | Entrance Assignment |
|  |  |  |  |  |  |
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**Other Relevant Contacts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P/A | Name | Office Location | Office Phone | Alt. Phone | Role/Positon |
|  |  |  |  |  |  |
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# **Section IV - Building Occupant Guidelines**

*General Occupant Guidelines*

* All personnel shall be trained in safe evacuation procedures.
  + Refresher training is required when:
    - The employee's responsibilities or designated actions under the plan change
    - Whenever the plan itself is changed
* All occupants should be aware of potential hazards which pose threats and mitigate hazards under their control which pose such threats. Additionally, EHS will conduct annual inspections to identify and initiate corrective action for discrepancies identified during these inspections.

*Occupant Evacuation Procedures*

* Inform visitors of pertinent information about evacuation procedures
* Close but DO NOT LOCK doors as you leave
  + Items requiring security may be placed in a locking file cabinet/desk drawer on the way out
  + If possible, turn off any equipment which may create additional hazards
* Know the locations of primary and alternate exits
  + During an emergency, walk to the nearest exit and evacuate the building
  + Stairwells are the primary means for evacuation
    - Do not use the elevators during a fire related emergency! Elevators are to be used only when authorized by Fire or Police Department Personnel
* Go to your assigned area of assembly outside the building and wait
  + Do not leave the area unless you are told to do so
* Persons needing special assistance (not able to exit directly from the building) are to proceed to and remain in a protected (enclosed) stairwell
  + Inform evacuating occupants to notify the building proctor or designee of your location
  + Fire Department personnel will evacuate occupants needing special assistance from the building
* Employees should not re-enter the building until advised by the Fire Department, UPD, or EHS

*Emergency Reporting Procedures*

If the need for an evacuation is discovered:

* Locate and activate the nearest fire alarm pull station (pull stations should be located near building exits) to initiate a building evacuation
* Call 911 from any phone to report the emergency and provide any information such as:
  + Your Name
  + Emergency Location (Bldg. # , Floor # , Room # )
  + Size and Type of Emergency (Fire, smell of smoke, injured person, etc.)
  + Any additional information requested by the emergency operator
  + Stay on the phone until told to disconnect by the emergency operator
* If you are not in immediate danger, also notify the Building Proctor

*Evacuation Procedures for Individuals with Special Needs*

Persons with special needs or medical conditions may not be able to evacuate without special assistance. Prior to an emergency, employees may inform their building proctor of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment B). The building proctor will communicate the special needs with the floor proctor and emergency personnel as appropriate.

The building proctor should ensure that individuals with special needs are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

*The Buddy System*

Individuals with special needs may consider the “Buddy System” and inform a colleague of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.). This is completely up to the individual whether and to what extent they wish to inform others.

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person, then go outside and inform emergency personnel that a person needs assistance in evacuating the building. Emergency personnel will then enter the building and evacuate that person.

In lieu of the "Buddy System" individuals may relocate into an enclosed stairwell and away from the area of imminent danger and “shelter-in-place.” If danger is imminent, remain in a room with an exterior window and a telephone. Dial 911 (if this hasn't been done) from any phone. The operator will give emergency personnel the location of the person who needs evacuation assistance. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Coordinates the development and review of the BEAP | Act as primary contact for emergency response | Activate building fire alarm system if building is equipped & situation is appropriate | Call 911 | Coordinate floor evacuation and initiate employee accountability | Assist Occupants with relocation, notify the building proctor and/or first responders of the location of the buddy | Evacuate the building and go to the predetermined designated meeting site for accountability | Meet with the building proctor and relay information about the emergency situation | Meet with person initiating evacuation/identify the threat and convey threat and building specific information to first responders | Go to critical operation or task area and initiate shutdown operations as possible; wait for direction on evacuation |
| Building Proctor | X | X |  |  |  |  | X |  | X |  |
| Person Identifying/Discovering the Threat |  |  | X | X |  |  | X | X |  |  |
| Building Occupants |  |  |  |  |  |  | X |  |  |  |
| Floor Proctors |  |  |  |  | X |  | X |  |  |  |
| Occupants with Special Needs |  |  |  | X |  |  | X |  |  |  |
| Buddy(s) |  |  |  |  |  | X | X |  |  |  |
| Critical Operation Participants |  |  |  |  |  |  |  |  |  | X |

# **Section V - Responsibilities Matrix**

# **Attachment A - Emergency Evacuation Special Needs Notification**

This form is for employees of the (*Insert Department name here)*, Texas A&M University, to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will **NOT** be placed in any personnel files. The Building Proctor or designee will retain the completed forms, and may communicate special needs to the appropriate Floor Proctors, safety/emergency personnel, or other individuals who may need the information necessary to fulfill their responsibilities under our BEAP.

Please be aware that **self-identification is voluntary** and employees are not required to provide this information.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suite/Office # \_\_\_\_\_\_\_\_\_\_\_

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) Receive and review that information; and (3) have the information corrected at no charge. Contact: [hradminfb@tamu.edu](mailto:hradminfb@tamu.edu) or (979) 845-4141.

# **Attachment B - Emergency Evacuation Drill Report**



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| **Building Name:** | |  | | | | | | | | | | | | | | **Building Number:** | | | | | | | | | |  | |
| **Time Evacuation Started:** | | | | |  | | | | | | **Ended:** | | |  | | | | | **Total Time:** | | | | | |  | | |
| **Type of Drill:** | | | **Obstructed** | | | | | | | **Unobstructed** | | | | | | | | | | | | | | | | | |
| **Approximate number of participants:** | | | | | | | |  | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | **Yes** | | | No | | **Not Observed** | | | |
| * Did occupants immediately begin to evacuate? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Did building staff check restrooms and confined areas? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Was building staff aware of persons needing special assistance? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Were doors closed to contain smoke/fire? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Did everyone evacuate the building? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Did everyone remain outside the building and wait for further instructions? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Are the building staff knowledgeable in their assigned duties? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| * Was the drill conducted in an orderly manner? | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Drill Rating:** | | **Excellent** | | | |  | | | **Good** | | |  | | | **Poor** | | | | |  | |  | | | | | | | | |
| **Comments:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Observed/Rated By:** | | | |  | | | | | | | | | | | | | |  | | | | | | | | | |
| **Building Proctor/Person in Charge:** | | | | | | |  | | | | | | | | | | | | | | | |  | | | | |
| **Date of Drill:** |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |
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# **Attachment C - Critical Operation Procedures and Shutdown**

Persons involved in the critical operations shutdown or critical operations that must continue until the determination has been made that an actual situation exist shall be notified by management of this responsibility in advance, identified in this BEAP, and will be appropriately trained in these procedures.

Personnel assigned to critical operations responsibilities are listed in the table below.

Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

**Personnel Assigned to Critical Operations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Critical Operation | Required Shutdown(s) or  Procedure(s) | Name of Responsible  Person | Job Position | Work Area |
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# **Attachment D - Area Evacuation Plan**

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| --- |
| Department Area: |
| Date: |
| Completed By: |

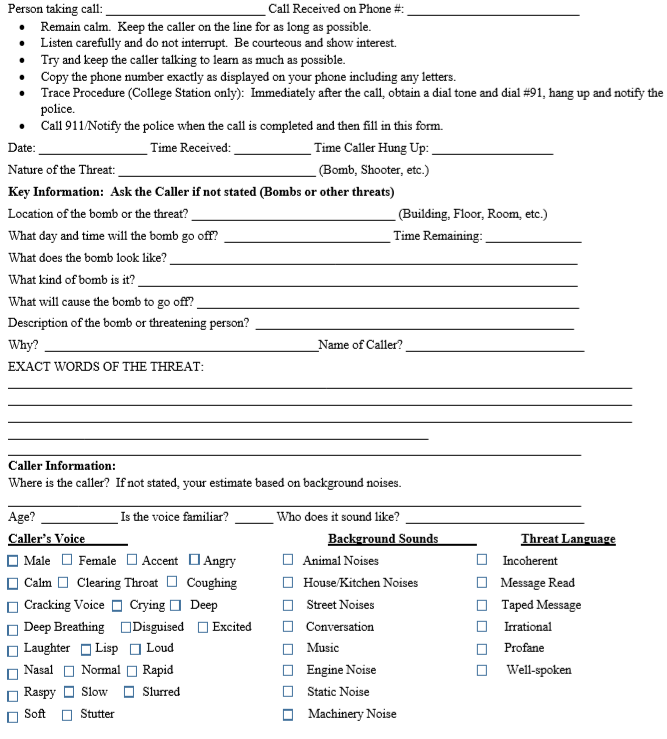
* Each work area should establish, in advance, a primary (and secondary evacuation route should the primary route be blocked) in the event of fire, flood, power outage, etc.
  + Do not use elevators to evacuate
  + Do not block open stairwell doors
* Establish an outdoor meeting place where evacuees, out of harm’s way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice
  + Example – a tree closest to a nearby building, the median of the parking lot, etc.

Designated Meeting Site(s):

# **Attachment E - Floor Plan(s)**

*Insert Floor Plans here as appropriate. Adjust page numbers to fit the number of floor plans for your building. [Delete highlighted text after adding floor plans]*

# **Attachment F -Telephone Bomb Threat Checklist**



# **Record of Changes**

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| **Date** | **Entered By** | **Document Change** |
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