

UNIVERSITY OF CENTRAL ARKANSAS
BUILDING EMERGENCY PLAN DEVELOPMENT GUIDELINES

Building Emergency Plan Development (BEP)

Each UCA campus building must have a Building Emergency Plan (BEP) that outlines procedures for use during emergency incidents. The Building Administrator or an individual(s) designated by the administrator will develop the BEP and upon completion submit it to the appropriate divisional Vice President and the UCAPD Director of Community Services for review, distribution, and retention.

To create a document that can become an integrated tool for the building's occupants the document must be easily interpreted, functional, and practical. The Building Emergency Plan Template and the Building Emergency Plan Development Guidelines are tools that enable Building Administrators to create a plan tailored specifically for their environment.

Building Assessment (Pre-Plan Development)

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 assess all aspects of the building.

Items to note during the Building Assessment:

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

Building Administrator, Emergency Team Coordinators, Emergency Teams

Building Administrators are UCA employees who work for various departments and who represent each campus building. The Building Administrator plays an important role in the implementation of the UCA Emergency Management Plan. Each Building Administrator is responsible for developing a Building Emergency Plan. Building Administrators are responsible for ensuring that a Building Emergency Response Team is designated.

In the event of emergencies, the Building Administrator will implement appropriate emergency procedures for which he/she has been trained. The Building Administrator will serve as an essential contact for the building in the event that emergency information must be distributed quickly. Building Administrators may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available.

Each department residing in the building should appoint Emergency Team Coordinators to back-up and support the Building Administrator in preparing for and responding to building emergencies. Each Team

Coordinator should appoint an appropriate number of Emergency Team members to assist during an emergency.

The Building Administrator and Emergency Team Coordinators should meet at least annually with all building occupants to review the procedures that would be followed during an emergency.

Record of Changes

The Record of Changes table is used to record updates or changes to the BEP without editing the entire document. The BEP should be reviewed every year from date of inception or at any time when significant changes occur in building emergency procedures or in building processes, functions, or personnel. All changes and any annual reviews that require no changes will be submitted by July 15 each year and recorded in this section. Entries include the change number, subject or page number, who recorded the change, and when it was recorded. All such changes (and documentation of annual review when no changes are required) are submitted to the UCAPD Director of Community Services using the BEP Change Form available in the Building Emergency Plan channel in myUCA.

Building Administrator Information

Contact information for the Building Administrator and Alternate Building Administrator should be listed here. In buildings with a variety of committees or representatives, this list can be expanded so that all those with relevance to this document can be listed.

NIMS Compliance

The National Incident Management System (NIMS) compliance statement is included in the BEP Template.

Building Description

It is important for the Building Emergency Plan to include a detailed description of your building. Include number of floors, access points, major uses of the building, critical areas, specialized use areas, location of hazardous materials, etc. This description will become invaluable to rescue personnel that are not familiar with the building. Details may also be provided in an attached appendix to the plan.

Critical Operations

A list or table of departments and critical operations that are represented in your 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.

Hazardous Analysis and Mitigation Strategies

Indicate the hazards which are present in your building and any mitigation strategies which could be used to reduce any adverse effects in an emergency situation. Categories of hazards may include chemical, biological, radiological, nuclear, and explosive materials. Examples of mitigation strategies may include using appropriate containment vessels, other security measures and alternative evacuation routes.

Hours of Operation

Include your building's hours of operation in this section. Standard opening and closing times should be noted as well as weekend hours of operation.

Emergency Assembly Area (EAA)

The EAA Location refers to the *emergency assembly area*. This is the section where your building's 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 and in Appendix B: Emergency Response Guidelines and Procedures. Ensure that the brief description from the EAA section is also included in these additional parts of the BEP.

Building Resident Departments

List all academic and administrative departments that reside in the building. Include the name of each department and their respective department emergency coordinator.

Building Emergency Team

Each department with employees in your building must appoint a Department Emergency Coordinator who shall designate members of the *Building Emergency Team*. Team members should be listed in this section. The Department Emergency Coordinators should assign personnel specific duties to be performed during and immediately following an emergency. Personnel with special expertise or training who could offer assistance when necessary should also be identified – e.g., Search & Rescue, First Aid, CPR, HAM Radio Operators, etc.

Building Safety Information

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

- building alarm(s) and manual alarm pull stations
- automatic sprinkler systems
- emergency lighting
- auxiliary power supplies
- fire doors,
- fire extinguishers
- first aid kits
- other

Emergency Assistance

A statement describing how to summon emergency assistance can be found in the BEP Template. Additional information specific to your building may be added.

Emergency Alert and Notification Systems

A statement describing emergency alert and notification systems are included in the BEP Template.

Building Evacuation Procedures

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 evacuation procedures should detail the most direct routes to the exits. The procedures should include general guidelines, as well as, the guidelines to which the building emergency teams are expected to adhere. The roles and responsibilities of faculty and staff in your 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. It is important to have a plan for evacuating a building regardless of an individual's physical condition.

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.

Campus Evacuation Procedures

A statement regarding campus evacuations is included in the BEP Template.

Sheltering in Place

Instructions for sheltering in place are included in the BEP Template. Additional information specific to your building may be added.

Tornado Safety and Shelter Areas

Instructions for tornado safety and shelter areas are included in the BEP Template. Tornado shelter areas for your building should be identified in this section. Additional information specific to your building may be added.

Confronting Immediate Danger

Guidelines for confronting immediate danger are included in the BEP Template. Additional information specific to your building may be added.

Disruptive or Violent Students

Guidelines for dealing with disruptive or violent students are included in the BEP Template. Additional information specific to your building may be added.

Behavioral Intervention Plan

The University's Behavioral Intervention Plan is described in the BEP Template. Additional information specific to your building may be added.

Building Emergency Plan Responsibilities and Requirements

Building Emergency Plan Responsibilities and Requirements are included in the BEP Template. Additional information specific to your building may be added.

Training

Training Requirements are included in the BEP Template. Additional information specific to your building may be added. 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.

General Information

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

Term Definitions

Term definitions are included in the BEP Template. Additional information specific to your building may be added.

Appendices

All BEPs will include Appendix A: Floor Plans/Evacuation Maps. Adding floor plans or building maps to the document is essential. 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 use to navigate the building effectively. These plans/maps, prepared by Physical Plant personnel, are inserted into the document by the central BEP document managers.

Appendix B is included in the Building Emergency Plan template and details Emergency Response Guidelines and Procedures for the following hazards:

- Fire
- Tornado
- Hazardous Materials Emergency
- Gas Leak, Fumes, Vapor
- Power Outage
- Flood
- Active Shooter Incident or other Act of Violence
- Suspicious Person
- Suspicious Object
- Bomb Threat
- Medical Emergency
- Earthquake

When the main portion of the plan is complete and the appendices noted above have been added, 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 as additional 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 appendices for easy access. A bomb threat checklist would be an example of an addition that may be included as an appendix.