

# **BUILDING EMERGENCY PLAN**

## **Burdick Hall First Floor**



UNIVERSITY OF CENTRAL ARKANSAS  
EMERGENCY ◇ MANAGEMENT ◇ PLAN

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## Plan Development and Validation

1. Each UCA campus building must have a Building Emergency Plan (BEP) that outlines procedures for use during emergency incidents. The Building Administrator or individual(s) designated by the administrator will develop the BEP and upon completion submit it to the appropriate divisional Vice President and the Emergency Management Coordinator for review, distribution, and retention.
2. Once the plan is developed, it is to be reviewed and, if necessary, revised at least annually by October 15 and following any training, drill, exercise, or incident where the after-action discussion identifies required corrective actions. Any changes to the BEP based on these reviews must be submitted by the building administrator using the BEP Change Form available online: <https://uca.edu/go/bep-change-form>.
3. If no changes warrant a BEP revision, the annual review must be documented by submitting this information using the BEP Change Form as indicated in the previous item.
4. This BEP was initially developed and reviewed by the following individuals:

| <b>Burdick Hall First Floor</b> |                          |       |                   |
|---------------------------------|--------------------------|-------|-------------------|
| Prepared by:                    | <u>Terry Brewer</u>      | Date: | <u>9/21/2012</u>  |
| Building Administrator:         | <u>Terry Brewer</u>      | Date: | <u>9/21/2012</u>  |
| President, VP, or designee:     | <u>Jonathan A. Glenn</u> | Date: | <u>05/26/2013</u> |
| Reviewed by:                    | <u>UCAPD</u>             | Date: | <u>05/26/2013</u> |
| UCAPD / ACADEMIC AFFAIRS        |                          |       |                   |

## Record of Changes

| Date       | Location and Nature of Change                | Entered by   |
|------------|--|--------------|
| 2014-03-13 | Building Emergency Team (updated, p. 2)      | J. A. Glenn  |
| 2014-03-13 | Clarification of BET responsibilities (p. 2) | J. A. Glenn  |
| 2014-09-27 | Change Form/Changes Executed                 | J. A. Glenn  |
| 2014-11-28 | Change Form/New BA alternate                 | J. A. Glenn  |
| 2014-12-03 | Change Form/New Evac Team Member             | J. A. Glenn  |
| 2015-12-01 | Email change form/No changes executed        | K. Runge     |
| 2017-08-24 | Change Form/Changes Executed                 | K. Runge     |
| 2018-04-10 | Changes submitted/Changes Executed           | K. Runge     |
| 2018-10-3  | Changes email submitted/Changes Executed     | K. Runge     |
| 2019-8-22  | Changes email submitted/Changes Executed     | T. Lachowsky |
| 8/31/20    | Change Form/No Changes Noted                 | K. Runge     |

| <b>Date</b> | <b>Location and Nature of Change</b>   | <b>Entered by</b> |
|-------------|--|-------------------|
| 8/11/2021   | Changed Terry Brewer's and Trevor Siefert's office numbers                             | C. Walton         |
| 8/9/2024    | Migrated to new template and updated dept. emergency coordinator information on page 2 | C. Walton         |
| 8/4/2025    | BEP Change Form/Updated building emergency team member information on page 2           | C. Walton         |

# Introduction

It is impossible to predict when and where a campus emergency may take place or the extent and magnitude of such an emergency. The complexity of a campus like the University of Central Arkansas requires the full support of its departments and staff to successfully implement an Emergency Management Plan. The development, distribution, and familiarization of BEP are an integral part of the overall program.

**Buildings are expected to develop their own BEP for practical reasons.** Building Administrators and Emergency Teams best understand the nature of their work, potential workplace hazards, the layout of their facility, and special needs specific to their department (i.e., people with disabilities, research, animals, etc.).

The BEP is a way for your building occupants to plan for potential emergencies—bomb threat, earthquake, fire, flood, gas leak, hazardous material emergency, immediate danger, medical emergency, power outage, suspicious object, suspicious person, or tornado. Advanced planning and a BEP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the BEP.

## Building Administrator Information

| Burdick Hall First Floor         |                         |                                 |
|----------------------------------|-------------------------|---------------------------------|
| Building Administrator (BA):     | <u>Terry Brewer</u>     | Email: <u>tbrewer@uca.edu</u>   |
| BA Campus Address:               | <u>Burdick Hall 111</u> |                                 |
| BA Telephone #:                  | <u>501-450-5366</u>     |                                 |
| Alternate BA (1):                | <u>Paul Dielmann</u>    | Email: <u>pdielmann@uca.edu</u> |
| Alternate BA (1) Campus Address: | <u>Burdick Hall 107</u> |                                 |
| Alternate BA (1) Telephone #:    | <u>501-450-3285</u>     |                                 |
| Alternate BA (2):                | <u>Vacant</u>           | Email: _____                    |
| Alternate BA (2) Campus Address: | _____                   |                                 |
| Alternate BA (2) Telephone #:    | _____                   |                                 |

## Department Emergency Coordinators and Building Emergency Team

Each department with employees in Burdick Hall First Floor must appoint a Department Emergency Coordinator who shall designate members of the *Building Emergency Team*. Department Emergency Coordinator and Building Emergency 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.

| <b>Name</b>    | <b>Dept Emergency Coordinator OR Building Emergency Team Member</b> | <b>Phone</b> | <b>Emergency Responsibility / First Aid Certification / Emergency Specialization</b> | <b>Room</b> |
|----------------|---|--------------|--|-------------|
| Terry Brewer   | Information Technology / BA & BET member                            | 450-5366     | Building Evacuation  | 111/112     |
| Josh Gorham    | Aramark-Bear Express / Dept Emergency Coordinator                   | 450-5980     |  |             |
| Jason Cole     | Information Technology / BET member                                 | 852-2619     | Building Evacuation  | 102         |
| Paul Dielmann  | Information Technology / BET member                                 | 450-3300     | Building Evacuation  | 106         |
| Trevor Seifert | Information Technology / BET member                                 | 852-2750     | Building Evacuation  | 222         |
| Kenneth Hoyt   | Information Technology / BET member                                 | 450-5364     | Building Evacuation  |             |

## **National Incident Management System**

The University of Central Arkansas has declared that the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used as the primary method to manage major events, emergencies, and disasters. The Burdick Hall First Floor Emergency Plan is considered part of the UCA Comprehensive Emergency Operations Plan. Therefore, the contents contained herein are subject to NIMS guidelines and the principles of the ICS. All applicable individuals within Burdick Hall First Floor will establish a working knowledge of the information presented in the BEP, which includes how they pertain to the overall emergency response activities of the University of Central Arkansas.

## **Building Description**

Burdick Hall is a brick building with three floors that was built in the mid-1970's. The exterior is composed of brick, mortar and stucco. Burdick Hall is a square-shaped building with stairwells on each corner of the building. An elevator is located in the center of the building on the northeast side. Total gross square footage is 59,494. The total assigned square footage is 36,368.

The first floor of Burdick Hall consists of Staff offices around the perimeter, Datacenter in the middle, and Custodial storage along with Aramark. The first floor has access points in each corner of the floor. The Datacenter is a critical area which must continue to be cooled and have

power present if possible. In the event that Power or Cooling has to be disabled, Shunts are located in the Southwest and Northeast corner of the datacenter. There are also Shunts located on the South exterior of the building that will disable the Generator, HVAC, and Utility Power to the datacenter. The Fire Department has a water connection with FDC location on the northeast corner of Burdick Hall. The connection consists of two 2 ½" connections. Room 117 contains the water sprinkler system shutoff valve. The datacenter, room 112 contains Novec 1230 (sapphire) fire suppression system. Both tanks of sapphire are housed in the datacenter.

## Critical Operations

This section includes information about critical operations that require special care during an emergency. Departments are aware that employees may need to notify emergency responders about the critical operations listed here.

| Operation         | Room | Department             | Responsible Person | Phone    |
|-------------------|------|------------------------|--------------------|----------|
| Campus Datacenter | 112  | Information Technology | Terry Brewer       | 450-5366 |

## Hazard Analysis and Mitigation Strategies

The BEP for Burdick Hall First Floor recognizes the following hazards, which could present the most significant impact to building occupants, as well as corresponding mitigation strategies:

| List categories of hazards present in the building. | Identify general location of the hazard in the building. | List mitigation strategies. |
|---|--|-----------------------------|
| N/A   |  |                             |

## Building Hours of Operation

8:00 AM – 12:30 AM Monday through Thursday

8:00 AM – 4:30 PM Friday

12:00 PM – 4:00 PM Saturday (helpdesk only), Fall and Spring Terms only.

12:00 PM – 12:30 AM Sunday (helpdesk only)



## Emergency Assembly Area (EAA)

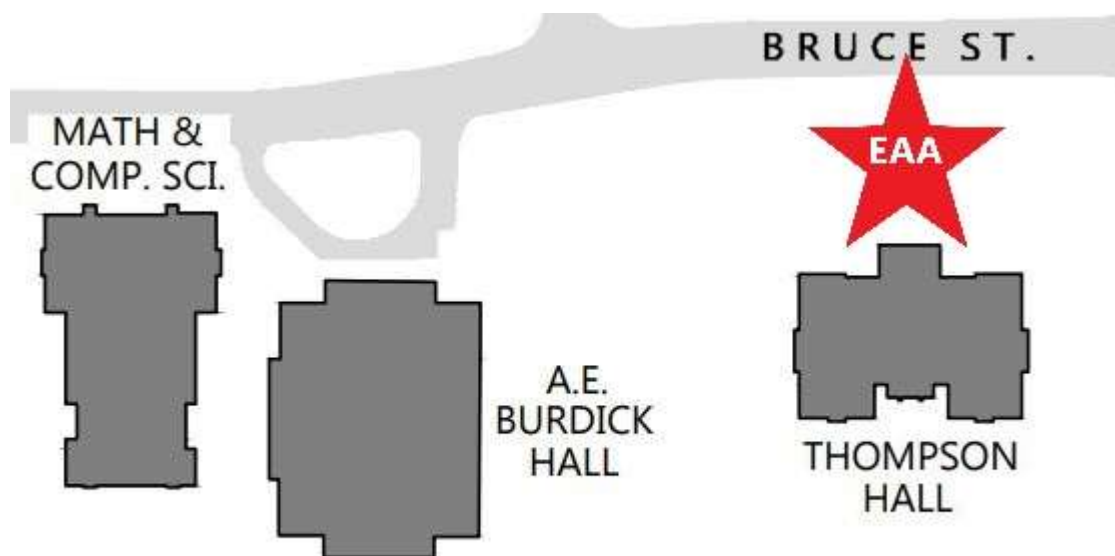


Figure 1: Burdick Hall First Floor EAA Map

The Burdick Hall First Floor Emergency Assembly Area (EAA) is located directly north of Thompson Hall. Individuals evacuating the facility are requested to congregate in this area to receive any additional information regarding the evacuation.

## Building Safety Information

### Building Alarm(s)

The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors, or the activation of the sprinkler system. All alarms are immediately sent to the UCA Police Department. If the manual pull station is used to evacuate the building for reasons other than a fire, call **911** from a safe location to provide additional information. Never block or obstruct alarm pull stations with furniture or equipment.

### Automatic Sprinkler System

This system will begin the extinguishment of the fire and immediately send an alarm to the UCA Police Department. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Physical Plant.

Sprinkler heads are located in room 106 only. Staff offices do not contain Sprinkler Heads.

## Emergency Call Boxes

Emergency call boxes are located in each stairwell at each floor landing and in building elevators, if applicable. Push the call box button for immediate access to the UCA Police Department.

## Emergency Lighting

This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

## Auxiliary Power Supplies

Burdick Hall First Floor has a Kohler natural gas generator for information technology back up power.

## Fire Doors

Fire doors must be kept open at all times to provide a safe means of egress in corridors and stairways, if applicable, unless releasing devices close doors upon alarm activation.

## Fire Extinguishers

Always notify the UCA Police Department from a safe location after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

See *Emergency Evacuation Map* (p. 16) for locations.

## First Aid Kit

The first aid kit is to be used for minor injuries not requiring medical attention. First aid kits are located in Burdick Hall First Floor in the following places: Inside Vault in Datacenter.

## Emergency Assistance

**In a life-threatening emergency, call 911 from a campus telephone, emergency call box, or personal cell phone. IMPORTANT: Because cell phone 911 calls are directed to a 911 center through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Burdick Hall First Floor on the UCA campus.**

## Emergency Alert and Notification Systems

In the event an emergency or dangerous situation on campus has been confirmed by UCAPD staff, and it is determined that the situation poses an immediate threat to the health or safety of students or employees, the Chief of Police or designee will, without undue delay and taking into account the safety of the community, evaluate the situation to determine the content of the notification and the segment or segments of the campus community to receive the notification, unless issuing a notification will, in the professional judgment of responsible authorities,

compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Faculty shall ensure that emergency notification messages can be received in the classroom either by students on their cell phones or by the faculty member. The UCAAlert system is an integral part of our campus' ability to respond to an emergency and minimize risk to life. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications from their registered personal cell phone that is turned on and immediately available or designate this responsibility to another person in the classroom.

The University of Central Arkansas may use any or all of the following communications systems to deliver emergency notifications, information, or safety instructions to the general campus population of students, faculty, and staff during major campus emergencies. The systems, under the umbrella of the Safe@UCA communications program, include an outdoor warning system, UCAAlert Mass Notification System, Safe@UCA mobile app, email broadcasts to faculty, staff, and students, web postings on the UCA, UCAPD, and other websites, and public broadcasting media outlets (on and off campus). **Important: Upon receipt of an emergency notification do not call 911 to verify information or make other inquiries. This floods incoming telephone lines and restricts the police department's ability to receive life safety emergency calls.**

Emergency notifications may be received through the following systems:

- ◆ UCAAlert Mass Notification System

The UCAAlert System enables the UCA Police Department to communicate emergency messages with students, staff, and faculty in minutes via text messaging, Safe@UCA mobile app, and email.

- ◆ Outdoor Warning System

A tone alert followed by a voice message via outdoor high-powered speakers will communicate emergency messages to individuals who are outdoors on the campus. The outdoor warning system is not intended to alert individuals who are indoors.

- ◆ Social Media Sites

Emergency messages may be posted to the UCA or the UCA Police Department social media sites.

- ◆ UCA and UCA Police Department websites

Emergency messages may be posted on the UCA and UCA Police Department websites.

## **Burdick Hall First Floor Evacuation Procedures**

Upon activation of the building fire alarm system, UCAAlert, or verbal command by emergency personnel to evacuate a building:

### **Those who can evacuate:**

- ◆ All occupants shall evacuate the building immediately.
- ◆ Occupants shall evacuate by means of the nearest available marked exit. Burdick Hall First Floor is a public access building and complies with the Arkansas State Fire Code for location, number, and marking for “means of exit.” Other exit signs will have arrows directing personnel to exits which may not be visible from the individual’s current location.
- ◆ When evacuation is necessary, occupants of Burdick Hall First Floor should evacuate via the closest exit. In some cases, this is in the room that you are occupying. See *Emergency Evacuation Map* (Appendix A, p 16).
- ◆ People visiting the university should be assisted in evacuation.

### **Those who cannot evacuate without assistance:**

- ◆ Take refuge in a safe area and await assistance. If applicable, the stair landings, with doors closed, are safe areas.
- ◆ In case of fire, go to any room and close the door to block smoke and ensure that someone is notified of your location.

### **Responsibilities of faculty and staff as they evacuate:**

- ◆ During evacuation of Burdick Hall First Floor, it is the duty and responsibility of all faculty and staff to look for any person who may need assistance and to notify emergency personnel outside the building. Employees should advise any individual whom they observe is not evacuating to exit the building immediately. Once outside employees should notify emergency personnel about any individual whom they know to have remained inside the building.
- ◆ If it is safe to do so, occupants should look throughout their office areas, especially back offices, to ensure that everyone has left or is in the process of leaving. Any problems noted should be brought immediately to the attention of responding personnel or called in to the UCA Police via **911**.
- ◆ Faculty or staff members in the building should be assigned to assist individuals that need assistance in evacuating the building to a safe location. If applicable, the stair landings, with doors closed, are safe areas.
- ◆ Once outside, it is the responsibility of Burdick Hall First Floor faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) located directly north of

Thompson Hall and to ensure that no persons remain near the exit. This is to ensure that other people are not blocked from exiting the building and to allow first responders to confront the emergency more effectively.

- ◆ Faculty should make every attempt to take roll and ask faculty, staff, and students if any peers are missing from class or if anyone has informed others that she/he was leaving.
- ◆ No one should enter Burdick Hall First Floor until emergency personnel have given the clearance to re-enter the building. Many times, the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.

## **Campus Evacuation Procedures**

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases, when the decision has been made to evacuate, the campus response will likely be to evacuate in stages, beginning with areas in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees will be directed away from the vicinity of the threat.

## **Burdick Hall First Floor Severe Weather Safety and Shelter Areas**

Occupants should be directed to move to a structurally sound location in the building. UCA students, faculty, and staff will receive information through the UCAAlert System and from the outdoor warning sirens when tornado warning announcements that affect the UCA campus are made by the National Weather Service. A tornado warning means that a tornado has been spotted or indicated by weather radar in the area.

If classes are in session and a tornado warning is in effect, faculty, staff, and students in Burdick Hall First Floor should follow these guidelines:

- ◆ Seek shelter immediately. If possible, move to a tornado shelter area identified for Burdick Hall First Floor and indicated on the attached floor plans and posted in common areas on each floor of the building.
- ◆ Move to the lowest level of the building (basements are safest).
- ◆ Move to the interior area of the building (inner hallways, inner rooms).
- ◆ Stay away from windows, skylights, and other glass areas.

## Sheltering in Place in Burdick Hall First Floor

“Shelter-in-Place” orders may be issued for any situation where it is best for people to stay inside. The reason for the shelter-in-place order may not be immediately communicated to everyone, but if a shelter-in-place order is issued, occupants should be alert for instructions and updates as they become available from the emergency personnel and university administrators through the UCAAlert System or other means of communications.

When an alert or other notification is received to shelter-in-place the following steps should be taken immediately:

- ◆ Stop classes or work; cease all business operations.
- ◆ Stay in your classroom/work area with all doors locked.
- ◆ Continue sheltering in place until advised otherwise by the UCA Police Department, Campus Administrators, or members of the UCA Emergency Response Team.
- ◆ Once police arrive, obey all commands.
- ◆ Leave the campus ONLY if it is safe to do so.
- ◆ After the shelter in place order has been lifted, crisis coordinators, faculty, or staff may be used to restore normalcy, comfort and assist all occupants, determine occupants' needs, and report these needs to university officials.
- ◆ For more detailed information on sheltering in place during a confronting immediate danger situation, see Appendix B (p. 17) or the Safe@UCA mobile app.

## Campus Assessment, Response, and Evaluation (CARE) Team

While interacting with students across the university, community members may be confronted with situations in which a student needs assistance or intervention or students who are disruptive and/or display behaviors that may be intimidating or threatening to others. Faculty, staff, students or others who are concerned about a student's behavior are encouraged to report using the Student of Concern Reporting Form. These reports are received by the Office of the Dean of Students who will assess each report and make a response plan with members of the CARE Team.

The CARE Team seeks to formalize the university's process for greater communication, collaboration, and coordination of concerns regarding students. The CARE Team consists of campus representatives in Financial Aid, Veterans Resource Center, Center for Global Learning and Engagement, Office of Accessibility Resources and Services, Office of Student Success, Honors College, Housing and Residence Life, and the Dean of Students Office. All UCA faculty, staff and students have this resource for helping students who may be facing challenges in their academic or personal lives.

Overall, the CARE Team seeks to formalize the university's processes for greater communication, collaboration and coordination of concerns regarding student behavior.

The [Student of Concern Form](#) is available on the UCAPD website and is open to anyone who wishes to report. If possible, several witnesses should complete the report immediately after the incident. Encourage students to fill them out as well. Multiple perspectives provide greater insight.

## **BEP Responsibilities and Requirements**

- ◆ Provost, Vice President, Dean, or Designated Representative
  - Appoint the Burdick Hall First Floor Building Administrator and Alternate Building Administrator.  
  
Building Administrator or designated representative will develop, coordinate, and distribute the BEP to building faculty and staff.
  - Review the plan prior to submission to the UCA Police Department.
- ◆ Building Administrator and BEP Developer (an individual designated to assist in development of the BEP)

Building Administrators are UCA employees who work for various departments and who represent each campus building. The Burdick Hall First Floor Building Administrator plays an important role in the implementation of the UCA Emergency Management Plan. Each Building Administrator is responsible for developing a BEP. Building Administrators are responsible for ensuring that a Building Emergency 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 Burdick Hall First Floor in the event that emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within Burdick Hall First Floor such as locking doors or making emergency equipment available.

Each department in Burdick Hall First Floor should appoint a Department Emergency Coordinator 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 Department Emergency Coordinators should meet at least annually with all building occupants to review the procedures that will be followed during an emergency.

Additional duties of the Building Administrator (with the assistance of Department Emergency Coordinators) include the following:

- Prepare, coordinate, and distribute the BEP to building occupants.
  - Ensure the BEP is readily available and used during emergency incidents.
  - Review the **BEP annually** to ensure information and procedures are current.
  - List all **Critical Operations** in the BEP for first responder reference and use.
  - Participate in exercises/drills annually as required by local, state, and federal rules and regulations.
  - Attend annual Building Administrator training.
  - Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
  - Assist in building evacuation.
  - Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
  - Collect and provide essential information to emergency response 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 individual that requests additional assistance, 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.
- ◆ Burdick Hall First Floor Faculty and Staff

Every member of the Burdick Hall First Floor faculty and staff should read and understand the Burdick Hall First Floor BEP and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should follow BEP procedures to report fire or other emergencies that require immediate attention, and evacuate the building to pre-designated area, directly north of Thompson Hall, in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to the assembly area in the event of an emergency.

Faculty members who are teaching a class and staff members in offices during the time of an emergency involving Burdick Hall First Floor will provide instructions to their students about specific emergency procedures, including how to evacuate Burdick Hall First Floor and where to assemble after building evacuations.

Specifically:



- Know the evacuation routes and EAA location directly north of Thompson Hall directly north of Thompson Hall.
- Participate in exercises/drills annually as required by local, state, and federal rules and regulations.
- Attend department training sessions.
- Questions about the BEP and emergency procedures should be directed to the Building Administrator or Department Emergency Coordinators. Keep the following tips in mind as you become familiar with the document and procedures:
  - ✓ The UCA Emergency Warning Notification System—UCAAlert.
  - ✓ Evacuation routes, exit points, and location to report for roll call or further information after evacuating Burdick Hall First Floor.
  - ✓ When and how to evacuate Burdick Hall First Floor.
  - ✓ When and where to shelter in place within Burdick Hall First Floor.
  - ✓ Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
  - ✓ Proper procedures for notifying emergency responders about an emergency in the building or work area (call 911 for emergency notification).
  - ✓ Additional Burdick Hall First Floor specific procedures and requirements.
- ◆ Students

Every student should familiarize her/himself with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to the emergency assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

## Training and Exercise

Training is an integral part of the safety and preparedness program for Burdick Hall First Floor. It is the responsibility of each department head and supervisor in Burdick Hall First Floor to ensure all building occupants are trained or made aware of the BEP. Annually an email needs to be sent to the building occupants making them aware of the plan.

Building Administrators and Department Emergency Coordinators are requested to exercise the Burdick Hall First Floor BEP annually to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. If any lessons learned require changes to the

Burdick Hall First Floor BEP, these changes must be forwarded to the UCA Police Department using the BEP Change Form: <https://uca.edu/go/bep-change-form>. The UCA Police Department will assist in exercise assessment as needed.

## General Information

N/A

## Term Definitions

**Building Administrator:** Building Administrators are responsible for developing a BEP for their respective buildings and coordinating Building Emergency Teams in the preparation for and response to building emergencies.

**Building Assessment:** A building assessment is a physical review for the purpose of evaluating all the risks and vulnerabilities in a building. The assessment is usually required prior to finalizing a BEP.

**Building Emergency Plan (BEP):** The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

**Building Emergency Team:** Individuals appointed by the Building Administrator and Department Emergency Coordinators within the building for the purpose of assisting in preparing for and responding to building emergencies. These individuals are also responsible for assisting with the orderly evacuation of all personnel within their area of responsibility and physically accounting for those individuals once convened at the Emergency Assembly Area.

**Critical Operations:** A critical operation is any potentially hazardous operation located in a building that requires preplanning for evacuation and/or shelter-in-place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

**Department Emergency Coordinator:** Department Emergency Coordinators are appointed by their respective department chair (or director) to back up and support the Building Administrator in preparing for and responding the building emergencies. Each department residing in a building should appoint a Department Emergency Coordinator, who should then appoint members of their Building Emergency Team.

**Emergency Operations Plan (EOP):** The written plan for the University of Central Arkansas describing the organization, mission, and functions of the university and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.

**Emergency Assembly Area (EAA):** A designated area where building occupants will gather outside of a building following an evacuation to await further instructions and to provide information to emergency responders.

**Evacuation:** Actions taken to leave an area for personal safety.

**National Incident Management System (NIMS):** The comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations to work together during domestic incidents. [See Homeland Security Presidential Directive-5]

**Shelter-in-Place:** The process of remaining at your current location and taking shelter in lieu of attempting to evacuate.

## Appendices

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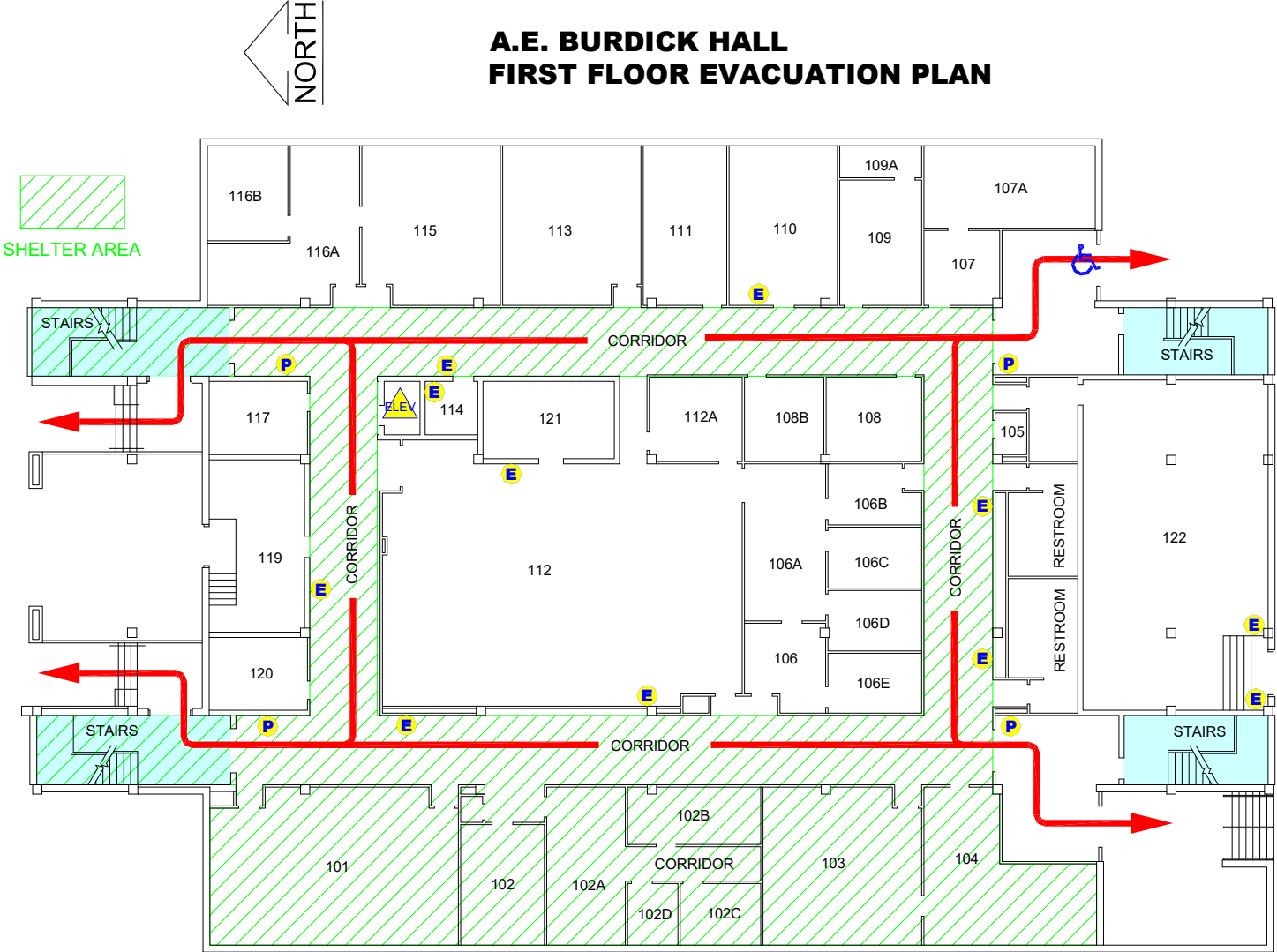
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Use this legend to understand the symbology in the maps on the following page(s).

### **SYMBOL LEGEND**

|   |                                  |
|---|----------------------------------|
|    | FIRE EXTINGUISHER                |
|    | FIRE ALARM PULL STATION          |
|    | RESCUE PHONE                     |
|    | FIRE PANEL                       |
|    | ADA DOOR OPENER                  |
|    | EYE WASH                         |
|   | SHOWER                           |
|  | ELEVATOR                         |
|  | STAIRWELLS                       |
|  | AUTOMATED EXTERNAL DEFIBRILLATOR |
|  | EMERGENCY EXIT ROUTE             |

Appendix A: Floor Plans/Evacuation Maps



## Appendix B: Emergency Response Guidelines and Procedures

**In a life-threatening emergency, call 911 from a campus telephone, emergency call box, or personal cell phone. IMPORTANT: Because cell phone 911 calls are directed to a 911 center through cell towers without exact location displayed, be sure to inform the 911 dispatcher that you are in Burdick Hall First Floor on the UCA campus.**

These procedures are also located on the Safe@UCA mobile app.

### Bomb Threat

- ◆ Remain calm. Look around, but don't touch.
- ◆ Gather as much information as possible in cases of telephone or email threats.
- ◆ Call **911**.
- ◆ Follow instructions from the emergency dispatch personnel.

### Confronting Immediate Danger

An individual must use his/her own discretion during an active shooter event or other act of violence as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving such a confrontation are listed below:

- ◆ DEVELOP A SURVIVAL MINDSET

Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself "What if?" questions, and develop a plan.

Trusting your instincts, make a decision to take action to protect yourself to survive the situation. You generally will have three options:

- Run: Can you safely escape?
- Hide: Is there a good place to hide?
- Fight: Will you take out the assailant?

- ◆ RUN

- If you can and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
- Move or crawl away from gunfire, trying to use any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.

- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- When you can do so safely, call **911**.

◆ HIDE

- Formulate a plan with others in the room about what you will do if the assailant enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, call **911** and report the location of the assailant.
- Put cell phones on silent/vibrate, and if additional communication is needed, use text messaging.
- Remember – your cell phone gives off light when used if you are in the dark.
- If you are in an area where doors open outward, attempt to proceed to an area/room that can be secured or use whatever is available to restrict entry to the room, such as:
  - Barricading the area with furniture/equipment or
  - Using a belt or other available items to secure the door handle to a stable fixture.
- Close blinds or cover windows with other available materials.
- Turn off lights.
- Remain silent.
- Move away from the door, do not huddle, and spread out.
- Remain in place and await further instructions through Safe@UCA.

◆ FIGHT

- An individual must use his/her own discretion about when he or she must engage an assailant for survival.
- Formulate a plan.
- Make a total commitment to action and act as a team with others if possible.
- Throw books, chairs, book bags, etc. at the shooter.

- Overpower and disarm the assailant.
- When you can do so safely, call **911**.

Once police arrive, obey all commands and keep hands up in the air where police can see them.

### **Earthquake**

- ◆ DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- ◆ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ◆ Stay inside, even after the shaking stops, unless there is damage to the building or surrounding area that makes it unsafe to do so. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- ◆ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- ◆ Do not use the elevators, if applicable.

### **Fire**

- ◆ Pull the fire alarm station lever if needed.

### **Those who can evacuate:**

- ◆ All occupants shall evacuate the building immediately.
- ◆ Occupants shall evacuate by means of the nearest available marked exit. Burdick Hall First Floor is a public access building and complies with the Arkansas State Fire Code for location, number, and marking for "means of exit." Other exit signs will have arrows directing personnel to exits which may not be visible from the individual's current location.
- ◆ When evacuation is necessary, occupants of Burdick Hall First Floor should evacuate via the closest exit. In some cases, this is in the room that you are occupying. See *Emergency Evacuation Map* (Appendix A, p.16).
- ◆ People visiting the university should be assisted in evacuation.

### **Those who cannot evacuate without assistance:**

- ◆ Take refuge in a safe area and await assistance. If applicable, the stair landings, with doors closed, are safe areas.



- ◆ In case of fire, go to any room and close the door to block smoke and ensure that someone is notified of your location.

### **Responsibilities of faculty and staff as they evacuate:**

- ◆ During evacuation of Burdick Hall First Floor, it is the duty and responsibility of all faculty and staff to look for any person who may need assistance and to notify emergency personnel outside the building. Employees should advise any individual whom they observe is not evacuating to exit the building immediately. Once outside employees should notify emergency personnel about any individual whom they know to have remained inside the building.
- ◆ If it is safe to do so, occupants should look throughout their office areas, especially back offices, to ensure that everyone has left or is in the process of leaving. Any problems noted should be brought immediately to the attention of responding personnel or called in to the UCA Police via **911**.
- ◆ Faculty or staff members in the building should be assigned to assist individuals that need assistance in evacuating the building to a safe location. If applicable, the stair landings, with doors closed, are safe areas.
- ◆ Once outside, it is the responsibility of Burdick Hall First Floor faculty and staff to assist in moving people to the Emergency Assembly Area (EAA) located directly north of Thompson Hall and to ensure that no persons remain near the exit. This is to ensure that other people are not blocked from exiting the building and to allow first responders to confront the emergency more effectively.
- ◆ Faculty should make every attempt to take roll and ask faculty, staff, and students if any peers are missing from class or if anyone has informed others that she/he was leaving.
- ◆ No one should enter Burdick Hall First Floor until emergency personnel have given the clearance to re-enter the building. Many times, the audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.

### **Flood**

- ◆ Secure equipment, records, and hazardous materials.
- ◆ Turn off non-essential electric equipment.
- ◆ Move to a safe area.
- ◆ Report the flooding to Physical Plant at 450-3196
- ◆ Do not re-enter the building until emergency personnel say it is safe to do so.

### **Gas Leak, Fumes, Vapors**

- ◆ Do not activate the fire alarm pull station.

- ◆ Do not touch any light switches or electrical equipment.
- ◆ Move to a safe location.
- ◆ Call **911**.

#### **Hazardous Material Emergency**

- ◆ In an emergency or if anyone is in danger, call **911**.
- ◆ Provide name, material and quantity, time of spill, location, and possible exposure.
- ◆ Move to a safe location.
- ◆ Follow the instructions of emergency personnel.
- ◆ Tell others to stay clear of the area.

#### **Medical Emergency**

- ◆ Call **911**.
- ◆ Have someone go to the door and meet the emergency responders.
- ◆ Aid if you have been trained.

#### **Power Outage**

- ◆ Flashlights should be stored and accessible in Burdick Hall First Floor departmental offices.
- ◆ Provide assistance to others if necessary.
- ◆ Move cautiously to a lighted area (near emergency exit lighting).
- ◆ Turn off and unplug voltage-sensitive equipment.

#### **Suspicious Object**

- ◆ Remain calm. Look around, but don't touch.
- ◆ Gather as much information as possible in cases of telephone or email threats.
- ◆ Call **911**.
- ◆ Follow instructions from the emergency dispatch personnel.

#### **Suspicious Person**

- ◆ It is OK to inquire if you can provide assistance, but do not physically confront the person.
- ◆ Do not let anyone into a locked building/office.
- ◆ Do not block the person's access to an exit or attempt to restrain him or her.

- ◆ Call **911**. Provide as much information as possible about the person and direction of travel. If you see a vehicle, note the license number, make, model, color, and/or any other distinguishing characteristics of the vehicle.

#### **Tornado**

- ◆ Go to the most interior room of the lowest floor of the building. Put as many walls as possible between you and the outside.
- ◆ Tornado shelter areas are posted in the commons areas of the building.
- ◆ Interior stairwells, if applicable, are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- ◆ Stay off the elevators, if applicable, as you could be trapped in them if power is lost.
- ◆ Do not panic.
- ◆ Watch for others.
- ◆ Move as quickly as possible.