Building Emergency Plan
Project
Summer 2012

University of Minnesota
Driven to Discover℠
Building Emergency Plan Project

We will be going over:

• Introductions
• What a Building Emergency Plan (BEP) is
• The project and goals
• Why this project matters and need your help
• Staff roles
• The project timeline
• Any questions
What is a BEP?

- Gives instructions and guidance to building tenants
- Lets tenants know what to do in any emergency
- Outlines tenant roles in an emergency
- Identifies meeting points and shelters
- Lists building contact information
The project and goals

- Every building will have a plan
- Every building will have a safety committee to fill out the plan and identify roles
- Plans done in order of highest hazard and highest occupancy
Why this project matters

• Improves life safety
• Empowers employees to take responsibility for safety in their building
• Increases overall knowledge of preparedness
• Sends the message that the U values students and employees, and their safety
We need your help

• No one knows campus buildings as well as you
• Identify possible building committee members
• Identify best locations for meeting points and shelters
Project roles

- **FM Contact** – Assists with forming building committee and assists committee with shelter details
- **Safety Committee Members** – Fill out the BEP, annually revise the plan, and make recommendations of who should hold other BEP safety positions
Project Roles

• Work Area Reps
  – Maintain current employee list
  – Ensure employees leave the building or shelter in place
  – Assist or direct employees to safe rooms or down stairs
  – Check off accounted-for employees on list
  – Collect info on missing employees
Project roles

• **Floor Monitors**
  - Monitor hallways on assigned floor and ensure employees are moving to exits
  - Check restrooms
  - Make sure fire doors and exits are closed and not blocked open
  - Assist or direct employees to safe rooms or down stairs
  - Prevent re-entry into building
Project roles

- **Emergency Coordinators**
  - Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps
  - Meet emergency responders at building entrance
  - Report information on occupants needing assistance or others still in building to On-Scene Commander
Project timeline

• By the end of the summer: Every building will have identified potential members for their building safety committee

• By the end of the year: Every building safety committee will have met at least once

• By the end of the year: At least half of the buildings will have completed a BEP
Next steps

- Start assembling building committees
- Hold a meeting with committees
- Begin work on BEP template
- Start a planning cycle with annual updates and exercises
Any questions?

- Contact: dem@umn.edu or www.dem.umn.edu