

# **Building Emergency Plan Project**

Summer 2012



UNIVERSITY OF MINNESOTA

**Driven to Discover**<sup>SM</sup>

# 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](mailto:dem@umn.edu) or [www.dem.umn.edu](http://www.dem.umn.edu)

