

[Insert your building name here]

**Building Emergency Action Plan (BEAP)**

DATE:

[Insert BEAP completion or most recent revision date here]

**Version: 2020**

**SLU Building Emergency Action Plan**

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NOTE: This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Procedure Guide (EPG) and the Saint Louis University (SLU) Emergency Preparedness website, which provides recommendations for response actions to specific emergency events: <https://www.slu.edu/about/safety/emergency-preparedness/index.php>

**PLAN DEVELOPMENT VALIDATION**

Each occupied university building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The Building Emergency Coordinator (BEC) should coordinate the completion of the checklist and development of the BEAP with representatives from the Building Safety Team (BST). The BST is comprised of representatives from each department located in the building. The BST should utilize the BEAP checklist in developing their initial emergency plan.

Although developing an emergency plan for your building may appear to be a daunting task initially, action steps from the BEAP Checklist should prevent planning efforts from becoming overwhelming. Assistance from the Department of Public Safety and Emergency Preparedness (DPSEP) will also make the planning effort less stressful. Once the initial plan is completed, the BEAP should be submitted to DPSEP for review. The Emergency Preparedness Coordinator will review the BEAP and provide feedback as warranted, suggesting any plan modifications if needed. When the plan has been completed, the BST should disseminate it to all departments in the building. The BST representatives should then educate their personnel on the BEAP, focusing on specific building evacuation routes, sheltering areas inside the building, access and functional needs provisions, and outside evacuation assembly areas.

All BEAPs should be reviewed and revised, if needed, on an annual basis. If there are no significant changes that warrant a revision, document this in your annual review. Send a copy of the annual review page to the Emergency Preparedness Coordinator via email. If the BEAP is revised, send version in Word to the Emergency Preparedness Coordinator highlighting the revisions and make sure to distribute the revised plan to all BST members. If you have any questions about the BEAP, contact Michael Parkinson, Emergency Preparedness Coordinator, at (314) 977-7129 or via email at michael.parkinson@slu.edu.

**REVISION DOCUMENT**

**This BEAP has been developed, revised, or reviewed by the following individuals:**

|  |
| --- |
| Prepared or revised by: Building Emergency Coordinator (BEC) |
| Name:  | Date: |
| Reviewed by: Building Safety Committee Chair (BST) |
| Name:  | Date: |
| Reviewed by: Emergency Preparedness Coordinator |
| Name:  | Date: |

An annual complete review of the BEAP has been performed by the following reviewers on the following dates:

|  |
| --- |
| 1st Year Annual Review Date:  |
| Reviewers: |
| 2nd Year Annual Review Date: |
| Reviewers: |
| 3rd Year Annual Review Date: |
| Reviewers: |

The BEAP may require important updates or additions prior to the scheduled annual review. In order to maintain a record of specific changes made, enter the changes in the boxes below.

|  |  |  |  |
| --- | --- | --- | --- |
| Change Number | Subjector page number | Entered By | DateEntered |
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**TRAINING AND DOCUMENTATION**

Training is an integral part of the Emergency Management program for your building. It is the responsibility of each BEC to ensure all building employees are trained on the Building Emergency Action Plan that will be used to protect the building they work in. All building occupants are responsible for becoming familiar with the BEAP and to be ready to follow directions that will be provided by the BST members during an emergency.

An orientation training program has been developed for all new primary and backup BECs. The training session will provide an overview of the BEC program, basic emergency plan development tips, and an explanation of downloadable documents utilized in building emergency action plan development. Please call the Emergency Preparedness Coordinator at (314) 977-7129 to schedule an orientation program.

**DRILLS AND EXERCISE**

Building evacuation and sheltering drills are encouraged, but not mandatory at the SLU campus. If your building would like to have a drill, the BEC may facilitate the drill with assistance from the Emergency Preparedness Coordinator. All building occupants are encouraged to participate in these drills. The Emergency Preparedness Coordinator can help in planning, implementation, and evaluation of any drills that buildings would like to do. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills) require advanced planning and technical assistance. These types of drills should only be developed with assistance from and consultation with the DPSEP office.

**BEC & BST RESPONSIBILITIES**

SLU has developed a network of volunteer personnel within each building called the Building Safety Team (BST). Each team consists of a Building Emergency Coordinator (BEC) who is responsible for customizing the BEAP plan to meet the needs of the respective building as well as train all building occupants on the plan. In addition, the BEC will be expected to interface with Emergency First Responders and coordinate and identify the BST members. Together, they will assist in quickly evacuating the building or directing people to shelter depending on the type of emergency.

Participants will never be expected to place themselves in any danger; rather they will be an essential link in the safety chain. **The BEAP program relies on its members being familiar with their immediate area, being familiar with evacuation and shelter-in-place procedures, maintaining a calm demeanor in an emergency, and assisting Emergency First Responders with identifying individuals requiring special assistance.**

**COMMONLY USED ACRONYMS**

**BEAP –** Building Emergency Action Plan: The emergency action plan that each building is required to complete utilizing the BEAP template, checklist, and associated forms.

**BEAP Checklist** – Building Emergency Action Checklist: A checklist provided to guide the BEC’s and BSC in development of a building safety, security, and emergency planning program for their building. Suggested time periods are provided to guide development of the plan.

**BEC** – Building Emergency Coordinator: A representative to serve as the building coordinator for emergency planning, safety and security activities. Each occupied SLU building should have one primary BEC and can have multiple backup BEC representatives. Backup BEC’s are often drawn from each department that occupies the building and usually are a part of the BSC.

**BST** – Building Safety Team: Consists of representatives from each building that have been chosen to participate in the development of the Building Emergency Action Plan. These individuals also perform the important role of assisting the BEC’s in performing timely actions to protect the individuals in their building during natural disasters or campus security threats.

**EFC** – Emergency Floor Coordinator: Building personnel chosen to provide coordination for any type of emergency. Each floor in the building should have an EFC that will be able to quickly and safely evacuate, shelter, or guide building occupants as to appropriate emergency procedures during building emergencies. EFCs should have backups and should be able to quickly communicate/coordinate with one another during an emergency.

**DPSEP** – Department of Public Safety and Emergency Preparedness Office: Responsible for preparing the University to manage large-scale emergencies on campus. Resource information may be found online: <https://www.slu.edu/about/safety/emergency-preparedness/index.php>.

**ICS** – Incident Command System: ICS is a part of the National Incident Management System which establishes a framework for consistent incident management structure when responding to emergencies. ICS principles should be utilized during all campus emergencies.

**MSDS** – Material Safety Data Sheet: A MSDS is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance.

**NIMS** – National Incident Management System: A national emergency response framework that utilizes ICS principles to integrate first responders and other agencies into a consistent incident response template.

**PPE –** Personal Protective Equipment: Personal protective equipment refers to protective clothing such as safety glasses or goggles face shields, lab coat, mask, gloves, etc., designed to protect the wearers from hazardous chemicals.

|  |
| --- |
| **Building Emergency Action Plan Checklist** |
|  | **Completed** | **In Progress** |  | **Comments** |
|  | [ ]  | [ ]  | Designate an additional backup BEC as needed to facilitate the BEAP**. (Complete Form 1)** |  |
|  | [ ]  | [ ]  | Review the BEAP protocol to become fully aware of roles and responsibilities of BEC, BST, and EFC members. |  |
|  | [ ]  | [ ]  | Attend a BEC orientation session provided by the Emergency Preparedness Coordinator |  |
|  | [ ]  | [ ]  | Identify representatives from all departments or floors in the building to serve on the BST. **(Complete Form 2)** |  |
|  | [ ]  | [ ]  | Assemble the BST annually to review BEAP. |  |
|  | [ ]  | [ ]  | Post copies of the SLU Emergency Procedures Guide (EPG) on all floors.  |  |
|  | [ ]  | [ ]  | Establish emergency notification procedures within the building. |  |
|  | [ ]  | [ ]  | Review emergency evacuation assembly areas for their building. **(Refer to Form 3)** |  |
|  | [ ]  | [ ]  | Identify safe areas within the building that can be secured or barricaded that may provide cover from an armed intruder. Ensure that building occupants understand that personal choices must be made based on each unique situation and fleeing the building may also be an option. |  |
|  | [ ]  | [ ]  | Identify Emergency Floor Coordinators (EFC) and appropriate backup personnel for each floor in the building. **(Complete Form 4)** |  |
|  | [ ]  | [ ]  | Ensure all BEC, BST, and EFC members are registered in the SLU Emergency Notification System. |  |
|  | [ ]  | [ ]  | Identify the location of faculty, staff and students with access and functional needs within the building that might need extra assistance during an emergency. They must self-identify.**(Complete Form 5)** |  |
|  | [ ]  | [ ]  | Identify the Area of Rescue Assistance Locations for persons with mobility issues. This is the area where first responders would go to assist those with access and functional needs during a building evacuation. |  |
|  | [ ]  | [ ]  | Identify all labs and rooms with hazardous chemicals and areas of special concern within the building. **(Complete Form 6)**  |  |
|  | [ ]  | [ ]  | Identify any special tasks and assignments in the event of an emergency evacuation, i.e. securing equipment, clearing public areas, and special considerations for visitors, etc. **(Complete Form 7)** |  |
|  | [ ]  | [ ]  | Issue bomb threat checklists to receptionist personnel and others who routinely answer incoming phone calls for the department. (See bomb threat checklist in Appendix A) |  |
|  | [ ]  | [ ]  | Brief all building occupants on the building's BEAP. (Note: Faculty members should brief students about evacuation routes and sheltering locations.) |  |
|  | [ ]  | [ ]  | Have all occupants review the SLU Emergency Preparedness website, including the Response Actions to Specific Emergency Events page. <https://www.slu.edu/about/safety/emergency-preparedness/index.php>  |  |
|  | [ ]  | [ ]  | Send completed BEAP to Emergency Preparedness Coordinator |  |

**Form 1 – Building Emergency Coordinator (BEC)
Contact Information**

**Building Name:**

**I. PRIMARY BEC:**

|  |
| --- |
| Name:       |
| Position/Title:       |
| Building Name:       | Office #       | Floor #       |
| Work Phone:       | Cell Phone:       | Text capable: Y [ ]  N [ ]  |
| Work Email:       | Home Email:       |

**II. BACKUP BEC’s:**

|  |
| --- |
| 1. Name:
 |
| Position/Title:       |
| Building Name:       | Office #       | Floor #       |
| Work Phone:       | Cell Phone:       | Text capable: Y [ ]  N [ ]  |
| Work Email:       | Home Email:       |

|  |
| --- |
| 1. Name:
 |
| Position/Title:       |
| Building Name:       | Office #       | Floor #       |
| Work Phone:       | Cell Phone:       | Text capable: Y [ ]  N [ ]  |
| Work Email:       | Home Email:       |

**FORM 2 – BUILDING SAFETY TEAM (BST)
Contact Information**

## Attributes of Building Safety Team Members

* May have authority to make overall decisions for the building and/or department.
* Has thorough knowledge of the building's operational needs.
* Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
* May distribute information to building occupants.
* Should have an understanding of other team member's roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergency.

## Roles of Building Safety Team Members

* Planning and Preparedness Actions
	+ Assist with identifying Evacuation Assembly Area(s).
	+ Assist with identifying Storm Refuge Area(s).
	+ Assist with identifying Areas of Rescue Assistance.
	+ Establish Building and Departmental Internal Emergency Notification list.
	+ Identify Emergency Floor Coordinators (EFC) and provide proper training and/or guidance.
	+ Solicit the list of **Self-Identified** Persons with Functional Needs.
	+ Prepare and submit BEAP to DPSEP for approval.
	+ Review and update BEAP annually.
	+ Create and establish annual training and exercise schedules to test functionality of BEAP.
* Response Actions
	+ Initiate Building and Departmental Internal Emergency Notifications to occupants when emergency has been verified.
	+ Deploy EFC’s to evacuate or shelter-in-place as required.

|  |
| --- |
| **Building Name:**  |

**BUILDING SAFETY TEAM MEMBERS:**

|  |  |
| --- | --- |
| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

|  |  |
| --- | --- |
| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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 | Department:       |
| Email Address:       | Phone Number:       |

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| Email Address:       | Phone Number:       |

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 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

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| --- | --- |
| 1. Name:
 | Department:       |
| Email Address:       | Phone Number:       |

**Form 3 – Emergency Evacuation Assembly Areas**

**Follow instructions of the Building Emergency Coordinators, SLU Public Safety and/or the first responders in regards to evacuation assembly area.**

**Outdoor Evacuation Assembly Area:**

|  |
| --- |
|  |

**Indoor Evacuation Assembly Area:**

|  |
| --- |
|  |

***BUILDING FLOOR PLANS LOCATED IN APPENDIX B***

**Form 4 – Emergency Floor Coordinators (EFC) Contact Information**

|  |
| --- |
| Emergency Floor CoordinatorsIndividuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s). Role of Emergency Floor Coordinators* All actions should be done only if it is safe to do so.
* Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown.
* Individuals identified as EFC’s assume the role voluntarily and understand they are not considered emergency responders.
* EFC’s must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place.
* EFC’s should report observations of persons in need of rescue assistance to emergency responders or BST members.
* EFC’s should report observed damage of building systems to emergency responders or BST members.

Identify Emergency Floor Coordinators (EFC) and their appropriate backup personnel for each floor in the building. |

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| --- |
| **EMERGENCY FLOOR COORDINATOR MEMBERS:** |

|  |  |
| --- | --- |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |

|  |  |
| --- | --- |
| Floor #: |  |
| EFC Name:        | EFC Backup:       |
| EFC Email Address:       | EFC Backup Email:       |
|  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
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| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |
|  |  |
| Floor #: |  |
| EFC Name:        | EFC Backup:      |
| EFC Email Address:       | EFC Backup Email:       |

 |

**Form 5 – Access and Functional Needs**

|  |
| --- |
| The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of the BEAP, will be shared with employees within this building.**Persons with Functional Needs**The following are self-identified persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency: |

|  |
| --- |
| **Building Name:** |

The following are self-identified persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Cell | Office Phone | Location |
| Person |  |  |  |  |
| Buddy |  |  |  |  |
| Functional Need |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Cell | Office Phone | Location |
| Person |  |  |  |  |
| Buddy |  |  |  |  |
| Functional Need |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Cell | Office Phone | Location |
| Person |  |  |  |  |
| Buddy |  |  |  |  |
| Functional Need |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Cell | Office Phone | Location |
| Person |  |  |  |  |
| Buddy |  |  |  |  |
| Functional Need |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Cell | Office Phone | Location |
| Person |  |  |  |  |
| Buddy |  |  |  |  |
| Functional Need |  |

**ASSISTING PERSONS WITH DISABILITIES DURING AN EVACUATION**

Alerting Visually Impaired Persons:

* Announce the type of emergency
* Offer your arm for guidance
* Tell person where you are going, obstacles you encounter
* When you reach safety, ask if further help is needed

Alerting People with Hearing Limitations:

* Turn lights on/off to gain person's attention
* Indicate directions with gestures
* Write a note with evacuation directions

Evacuating People Using Crutches, Canes or Walkers:

* Evacuate these individuals as injured persons
* Assist and accompany to evacuation site if possible
* Use a sturdy chair (or one with wheels) to move person
* Help carry individual to safety

Evacuating Wheelchair Users:

* Non-ambulatory persons’ needs and preferences vary
* Individuals at ground floor locations may exit without help
* Check for the availability of special evacuation chairs
* Others have minimal ability to move lifting may be dangerous
* Some non-ambulatory persons have respiratory complications
* Remove them from smoke and vapors immediately
* Wheelchair users with electrical respirators get priority assistance
* Immediately advise first responders of special evacuation cases

**Form 6 – Hazard Issues**

|  |
| --- |
| List any hazards or special concerns for your building.* These should be as specific as possible. (Example: A Biosafety Research Lab (BSL 3) is located in room 205 on the south end of the building on the second floor.
* Locations of major concern for first responders should be listed on this form.

*►****NOTE: CONFIDENTIAL INFORMATION - NOT TO BE POSTED FOR PUBLIC ACCESS*** |

**Location of Hazardous Areas or Areas of Special Concern:**

|  |
| --- |
| **Building Name:** |

|  |  |  |
| --- | --- | --- |
| **Room #** | **Room Location Specifics** | **Hazardous Issues or Special Concerns** |
|  |  |  |
|  |  |  |
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**Form 7 – EMERGENCY EVACUATION SPECIAL TASKS**

List any special tasks and assignments that need to be completed prior to evacuation (e.g. turning off dangerous equipment, clearing public areas, etc.).

|  |
| --- |
| **Building Name:** |

## OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

## Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or over time. In other instances it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuate. However some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

## Staff Required for Shutdown during Evacuation

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Office Phone | Cell | Critical Actions Required |
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# Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the Saint Louis University. Every occupant of a building should prepare for emergencies and disasters through the following methods:

* Sign up for the SLU Rave Alert Emergency Notification system (instructions below)
* Review the Emergency Procedure Guide (EPG) located on the next page. If you need additional copies please call (314) 977-7129.
* "Like" SLU Public Safety on Facebook.
* Follow SLU DPS at @SLUSafety on Twitter.
* Take the time to visit the Department of Public Safety and Emergency Preparedness website at: <https://www.slu.edu/about/safety/index.php> and educate yourself on the resources available to you.
* Make plans and preparations before an incident occurs.
* Use the "buddy system" when planning for emergency response actions.
* Maintain accountability of your personal belongings.
* Keep your work area(s) clean and free of debris and other combustible materials.
* Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
* Recognize potential fire hazards and report them immediately.
* Remain aware of your surroundings and immediately call DPS at (314) 977-3000 to report suspicious persons or activities.
* Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training, CERT, ALICE and self-defense training.
* Annually review the building emergency plan and make recommendations for improvement to your Building Safety Team members.
* Create a preparedness kit to keep in or near your workspace. Visit <http://ready.gov/>.

**SLU Rave Guardian App**

Saint Louis University students, faculty and staff can now download a free safety app called Rave Guardian to travel more safely on and off campus. Rave Guardian leverages mobile technology to turn smart phones into personal safety devices. The app enhances safety in several ways. In addition to an alert inbox and a 911 call button that shares the user’s GPS location, the app includes a safety timer. If a safety timer expires, the user’s guardians will be notified. Guardians can be added as contacts, and the app allows group messaging and photo sharing. The app also promotes communication between DPS and users through anonymous tip texting. The app allows users to anonymously text suspicious activity to the department of public safety, including photos.

**Rave Guardian Features**

* Call 911 with one touch right from the app.
* Call DPS directly from the app. When a student sets up a profile in advance, DPS will see the details they’ve provided if they are unable to speak to the dispatcher when the student calls.
* Create a safety network with friends and family who can serve as “guardians,” with whom they can communicate directly or via group messaging.
* Activate a Safety Timer when heading out; estimating the time it will take to get to a destination. If the timer runs out before they arrive, a chosen guardian is notified so they can call to check on the student.
* Easily submit crime tips or report suspicious activity- anonymously if they prefer- to DPS via text message. Their tips can include photo attachments.

The Rave Guardian App can be downloaded in the Apple or Google Play stores by searching for “Rave Guardian.” Users can also [learn more here.](https://www.raveguardian.com/)

To get started, users will need to enter their slu.edu email and their phone number. Students will also have to create a PIN, which is used to activate safety timers.

**Sign Up Process for the SLU Rave Alert Emergency Notification**

In an emergency situation it is difficult to reach everyone instantly with a single message therefore we take a multi-layered approach to emergency notification. Our system is designed to reach the university community as rapidly as possible through the use of landlines, cell phones, email, text messages, digital signage, social networks, etc. Faculty and Staff may register by following the steps below. All information is held in the strictest confidence.

* Log into <https://myslu.slu.edu/> and click on “Tools”,
* Click on “Workday”
* Click on “Personal Information”
* Click on “Contact Information” and enter your cell phone number for “SLU Emergency Notification (SLU Alert)”.

The SLU Emergency Procedure Guide (EPG) has been designed to provide faculty, staff, students and visitors in your building the opportunity to review basic emergency procedures for common emergencies that may occur in your building. The EPG should be posted in common areas, classrooms, offices and workspaces within your building. Contact the Emergency Preparedness Coordinator if you need additional copies.



This Building Emergency Action Plan (BEAP) is to be used in conjunction with the EPG and the Emergency Preparedness website, which provides recommendations for response actions to specific emergency events: <https://www.slu.edu/about/safety/emergency-preparedness/index.php>

**Emergency Contact Numbers**

The SLU Department of Public Safety and Emergency Preparedness is the primary contact for all SLU campus emergencies. Calls will be routed to the appropriate campus and local responders from the SLU Dispatch Center.

**All emergencies requiring police, fire or medical 911**

SLU Department of Public Safety (314) 977-3000

Safety Escort (314) 977-7433

Dean of Students (314) 977-9378

SLU Counseling Center (314) 977-8255

SLU Student Health Services (314) 977-2323

St. Louis Metropolitan Police Department (non-emergency) ………………………. (314) 231-1212

**Winter Weather Alert System Reminder**
The latest information about University closures and other updates related to inclement weather will be available by calling 314-977-SNOW, or by following SLU social media channels.

Deciding whether to shelter-in-place or evacuate to safety (i.e., get away from a threat or hazard) is among the most important decisions that must be made during any emergency. Employees should understand and plan for both scenarios. It is important that all employees determine in advance how they will perform these tasks when an emergency occurs.

**Shelter-in-Place**

**What it means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors. Therefore, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, gather your personal belongings if it is safe to do so (purse, wallet, SLU card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest university building quickly. Follow the directions of emergency personnel on the scene.

**How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, including DPS, Housing & Residence staff members, other University employees, Saint Louis Metropolitan PD, or other authorities utilizing the University’s emergency communications tools.

**How to “Shelter–in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise please follow these steps, unless otherwise instructed by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone/cell phone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
	* An interior room
	* Above ground level
	* Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Turn on a radio, TV, check the SLU website and wait for further instructions.
7. Make yourself comfortable.

**Evacuation Procedures for Building Occupants**

1. Safely stop your work.
	* Shut down equipment that could become unstable or present a hazard.
	* If safe to do so, gather your personal belongings such as glasses, prescription medication, keys, purse, etc.
2. Leave the building through the nearest door with an EXIT sign.
	* Do NOT use elevators.
	* Go to the nearest safe stairway.
	* Help those who need special assistance.
	* Touch closed doors before opening. If the surface is hot, do not open. Use another exit route.
	* Close, but do not lock, all doors as you leave.

|  |
| --- |
|  |

1. Report to your designated assembly area location at:
	* Stay in your designated outdoor assembly area for a head count.
	* Report any missing individuals and last known locations to emergency responders.
	* Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.
	* If the evacuation site does not appear to be safe, get to a safe place as soon as possible.
2. Wait for instructions from emergency responders.
	* Remain outside at your designated assembly area
	* Do not re-enter the building until authorized to do so by an appropriate authority (DPS, police, fire, etc.)

Learn about your emergency exit routes now, before the emergency occurs.

* + Check the emergency evacuation plan posted in your building.
	+ Find the outside assembly for your building.
	+ Review this plan and ask your Building Emergency Coordinator for help if you still have questions or need clarification.

**BUILDING EMERGENCY ACTION PLAN**

**Final Instructions**

Instructions:

1. Check the BEAP to ensure that all appropriate sections that require boxes or spaces to be filled in has been completed. Utilize the BEAP Checklist in the front of this plan as a guide to the areas that need to be completed.
2. The BEC or a designated BST member(s) should save a copy of the completed BEAP on a server to a file where it can be retrieved by more than one person for continuity purposes. It is recommended that the BEAP be saved in the following format:

BEAP

[enter your building name here]

For example, if your building name is the Biomedical Research Building, then your BEAP file name would be “BEAP Biomedical Research Building”.

1. Send a completed copy of the BEAP to the Emergency Preparedness Coordinator at michael.parkinson@slu.edu.
2. Print a copy for each BST member to take back to their departments. Make sure that any department that is not represented on the BST receives a copy of the completed BEAP.
3. Schedule a yearly BEAP review date (or as necessary) to update and revise the BEAP. If you make changes to the BEAP, please send an updated copy to Emergency Preparedness Coordinator and disseminate revised copies of the BEAP to the departments in the building.
4. If you don’t make any changes to the BEAP, please advise the Emergency Preparedness Coordinator via email.

APPENDIX A

**BOMB THREAT PROCEDURES**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist provided below.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

* Call DPS at (314) 977-3000
* Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

* Call DPS at (314) 977-3000
* Do not delete the message.

**Signs of a suspicious package:**

* No return address
* Excessive postage
* Stains
* Strange odor
* Strange sounds
* Unexpected delivery
* Poorly handwritten
* Misspelled words
* Incorrect titles
* Foreign postage
* Restrictive notes

***\* Refer to your BEAP plan for evacuation criteria***

**DO NOT:**

* Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
* Touch or move a suspicious package.

**BOMB THREAT CHECKLIST**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Caller Hung Up:\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_

**ASK CALLER**

|  |  |
| --- | --- |
| Where is the bomb located? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| When will it go off? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What does it look like? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What kind of bomb is it? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What will make it explode? |  |
| Did you place the bomb? | YES NO |
| Why? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What is your name? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Where do you live? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Exact Words of Threat:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about Caller:**

Where is the caller located?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is voice familiar? If so, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Caller’s Voice** | **Background Sounds** | **Threat Language** |
|  **Female**  |  Animal noises  |  Incoherent  |
|  **Male**  |  House noises  |  Message read  |
|  Accent  |  Kitchen noises  |  Taped message  |
|  Angry  |  Street noises  |  Irrational  |
|  Calm  |  Booth  |  Profane  |
|  Clearing throat  |  PA system  |  Well-spoken  |
|  Coughing  |  Conversation  |  |
|  Cracking voice  |  Music  |  |
|  Crying  |  Motor  |  |
|  Deep  |  Clear  |  |
|  Deep breathing  |  Static  |  |
|  Disguised  |  Office machinery  |  |
|  Distinct  |  Factory machinery  |  |
|  Excited  |  Local  |  |
|  Laughter  |  Long Distance  |  |
|  Lisp  |  |  |
|  Loud  | **Other Information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Your name/Phone Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Nasal  |
|  Normal  |
|  Ragged  |
|  Rapid  |
|  Raspy  |
|  Slow  |
|  Slurred  |
|  Soft |
|  Stutter |

*APPENDIX B*