Instructions for Completing the
Building Emergency Plan Template

The Building Emergency Plan (BEP) Template was created by Environmental Health and Public Safety (EH&PS). This is intended to be a tool to identify the specific characteristics of your building.   Instructions to you are highlighted by a ☛- - - and written in **bold text**. To customize the template, replace the blank lines with your building's specific information. A few word processing tips for working with the template are included below.

Some of the information requested may not be available or necessary for your building. By the same token, you may know of additional information in your building that would be or assistance to your occupants or in an emergency situation. Feel free to adapt this document in the way that best serves YOU! After you have completed your Building Emergency Plan (BEP), and it has been reviewed by all of the departments located in your building, please send a copy to EH&PS at LMSB for our files. (You may also send it as an e-mail attachment to cshelby@purdue.edu.)

The next step is to put the program into action. Send a copy of the BEP to one person in each department that has employees in your building for distribution.

If you need assistance in preparing this template, please contact Carol Shelby at EH&PS (4-7504 or cshelby@purdue.edu.

Please note: You need to review the BEP at least annually and revise it when there are changes. Send an updated copy to a member of each department in your building.

Word Processing Tips

There are very few page breaks pre-inserted in the text. You should wait and add page breaks AFTER you have filled in the required information and removed the instructions.

You can add page numbers to Table of Contents after you have completed the plan and paginated it.

Purdue University

(Building Name)

Building Emergency Plan

Date Adopted _____

Date Revised _____

Prepared By:

_____

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YOUR BUILDING EMERGENCY PLAN

As a member of the Purdue Community, you should be familiar with the Purdue Emergency Procedures Handbook. (http://www.adpc.purdue.edu/PhysFac/pdf/safety_handbook.pdf) This manual describes the procedures to follow in a variety of emergency situations.

As a building occupant, you need to be familiar with your specific building emergency plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Safety Committee representative.   Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911)
- Additional responsibilities, specific to your building

I. BUILDING INFORMATION

Building Name:

Building Deputy:

Building Deputy Campus Address:

Building Deputy Telephone No.:   Fax No: E-Mail:

Alternate Building Deputy:

Alternate Building Deputy Campus Address:

Alternate Building Deputy Telephone No.:   Fax No: E-Mail:

- - -**describe the building (e.g., number of floors, major uses of building)**
Description of Building:

- - -**describe Emergency Assembly Area* location**
EAA* Location:

*see definitions in Appendix A

DEPARTMENTS

 - - - **List all departments with employees in your building.**

Department	Dept. Safety Coordinator, Phone. No., Bldg., and Room No.

- •   •
- •   •

☞ - - - **Add more spaces as necessary.**

BUILDING SAFETY COMMITTEE

☞ - - - **List Committee members. All departments with employees in your building should be represented in your committee.**

Position and Name   Department, Phone No., Bldg., and Room No.

Chair: •

Vice-Chair: •

Other Officer(s):   •

Members: •

☞ - - - **Add more spaces as necessary.**

CRITICAL OPERATIONS FOUND IN THIS BUILDING

☞ - - - **In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section.**

Employees may need to notify Purdue Fire about the following critical operations:

Operation	Location (Room, Department)	Responsible Person/ telephone number
•	•	•
•	•	•
•	•	•

☞ - - - **If there are no critical operations, delete the above section.**

II.   EMERGENCY PROCEDURES

☞ - - - **If you are at an off-campus facility, please list any other relevant telephone numbers, including the closest medical facility.**

IMMEDIATE EMERGENCY NOTIFICATION

LIFE-THREATENING EMERGENCY NUMBERS :   911 from a public or campus telephone

INFORMATION NUMBERS:

Department	Phone Number
Purdue Fire	494-6919

Purdue Police   494-8221

Radiological and Environmental Management   494-6371
Physical Facilities Services   494-9999

☛ - - - **Insert your zone number here.**
Physical Facilities Services, Zone <u>X</u>   4-9999

BUILDING ALARM(S)

☛ - - - **Complete this section to indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building, such as elevator alarms, evacuation alarms, biosafety hood or fume hood alarms. If these or any other alarms are in your building, this section should describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm.**

This building has   alarm sounds.

   • The evacuation alarm is a **(example: horn, whistle, bell, bull horn).**

   When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).

   • The elevator alarm is a   and is not as loud.

   When you hear the elevator alarm, call Physical Facilities at 4-9999, during work hours, or Purdue Police at 4-8221, after hours.

   ☛   - - - **Add other steps, actions or precautions specific to your building or work area.**

☛

Evacuation plan: This plan can be developed with input from The Purdue Fire department, taking into specific building and occupant needs. They can be reached at 4-6919.
   ☛   - - - **Add other steps, actions or precautions specific to your building or work area.**

FIRE PROCEDURES

A building occupant is required <u>by law</u> to evacuate the building when the fire alarm sounds. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

☛ - - - **Add other steps, action or precautions specific to your building or work area.**

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Custodial services are provided to this building by

☞- - - **(indicate here who provides custodial services to your building, along with contact information.)**

A schedule of custodial services in this building may be obtained by contacting Physical Facilities Buildings and Grounds.

TRAINING AND DOCUMENTATION

Training is an integral part of the safety and preparedness program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department.

The department can request fire extinguisher training from **Fire Equipment Services at: 4-6877**.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Deputy may coordinate the drill and document it. The Purdue Fire Department can help you in your planning :4-6919

APPENDICES

APPENDIX A: ACRONYMS AND TERMS

Acronym	Meaning
BD	Building Deputy
EAA	Emergency/Evacuation Assembly Area
PUFD	Purdue University Fire Department
PUPD	Purdue University Police Department
REM	Radiological and Environmental Management

Term	Definition
Building Deputy	A University employee who has a defined role in each campus building. In an emergency situation, the Building Deputy should report to PUFD Truck 14, the Incident Command location, to provide building information to emergency responders. The "all clear" information will typically be communicated to the Building Deputy, when it is safe to return to the building, so that the occupants can be notified.
Building Emergency Plan	A document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Safety Committee	A group composed of members of each department in the building, generally chaired by the Building Deputy or other employee, charged with overseeing building safety concerns.
Emergency Operations Center	The headquarters for emergency responders and designated Emergency Operations Center (EOC) representatives where resources are allocated during a disaster. The EOC is located in TERY (PUPD Headquarters); the alternate site is the Telephone Office Building (TEL).
Department Safety Coordinator	A University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the Department Safety Committee meets regularly, conducting periodic workplace inspections, and becomes or remains a participant in the Integrated Safety Program.
Department Safety Committee	A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

• Serve as a forum for department employees to report and discuss safety or environmental improvements needed
• Identify employee needs for safety training and request training sessions accordingly.

• Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
• Disseminating information about requirements concerning workplace health, safety, and environmental protection.

EAA (Emergency Assembly Area)	A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.
Emergency Responder(s)	Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University Police, Purdue Fire department, REM, Physical Facilities, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Roll Taker	A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

APPENDIX B: RESOURCE LIST

Radiological and Environmental Management   494-6371
   Information on various safety topics, including hazard evaluations and employee training
   http://www.purdue.edu/REM

Physical Facilities   494-9999
   Installation and repair of facility safety equipment; maintenance services
   http://www.adpc.purdue.edu/PhysFac/serv.htm

Purdue University Police   494-8221
   Information on personal safety in the workplace
   http://www.adpc.purdue.edu/PhysFac/police/pages/programs/programs.htm

Purdue University Fire   494-6919
   Information on training and services
   http://www.adpc.purdue.edu/PhysFac/fire/Welcome.html