

Building Emergency Coordinator plan

Building Emergency Coordinators (BECs) are university employees who work for various departments who represent each campus building. BECs have also been chosen to plan an important role in the implementation of the University's Emergency Operations Plan.

In the event of an emergency, BECs:

- Will implement appropriate emergency procedures for which they have been trained
- Serve as essential contacts for each building or area in the event emergency information must be distributed quickly.
- May be called upon to take emergency actions within their buildings, such as locking doors or making emergency equipment available.

A BEC will be appointed for each building by the Vice President for Administration and Treasurer in consultation with the Director of Safety and Emergency Planning. For large buildings containing more than one department or school, BECs may be designated for individual departments.

BECs will play a lead role in emergency preparedness and response for individual buildings. BECs and backup coordinators should meet at least annually with all building occupants to review the procedures to be followed during an emergency.

- The Emergency Operations Plan administrator should meet at least annually with all of the BECs to review the progress made in preparing buildings and their occupants for emergencies.
- For residence halls, the director and assistant director of Residential Living will also serve as BECs.

Evacuation routes have been identified for all University buildings. BECs should confirm maps showing evacuation routes have been distributed or displayed.

The University's Emergency Operations Plan cannot be effective if faculty, staff and students are not familiar with the procedures to be followed during an emergency. It is the responsibility of the Plan administrator to develop and maintain awareness of the Emergency Operations Plan and to schedule periodic (at least annual) drills, including the evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Plan administrator.

Appendix D.1.2

A list of BECs and their office phone numbers will be kept at each EOC site and at the safety and emergency planning office. BECs may also staff as a calling tree in the event the dissemination of emergency information is required.

Role of faculty in assisting building emergency coordinators

Faculty members who are teaching a class during the time of an emergency will provide instructions to students regarding specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations.

At the emergency assembly areas, the faculty will take a roll call of their class and through inquiries of assembled students attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

During an emergency, faculty are to:

- Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
- Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
- Report missing students to the Emergency Operations Center via the BEC or runners. The EOC will collect roll call information.
- Remain with assigned students until relieved.
- Provide and/or delegate assistance to students with disabilities in the event of an emergency.
- If absent from a classroom at the time of an emergency, faculty should report at once to the designated assembly area for the building in which their office is located.
- Contact the EOC to determine if help is needed on emergency response teams. Faculty members should keep the EOC informed of their whereabouts during any emergency.

Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the BEC for each building or department. BECs will provide status reports and updates from their assembly areas to the EOC.

Residence halls and BECs

- Separate assembly areas have been established for each residence hall.
- Residence Assistants should play lead roles in determining if all students who were known to be in the buildings have been accounted for.
- Resident lists for each residence hall BEC should be updated on a quarterly basis and stored with the BEC kit along with information on residents with mobility impairments.
- Missing and accounted for students should be reported to the EOC or to University Police.

Building evacuations

In the event of building evacuations, BECs will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, BECs will report to the EOC through the communications center at University Police. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by runner, portable radio or other available means. Each BEC will be equipped with a kit containing relevant forms, signs and special procedures needed to complete their responsibility.

Purposes of the occupant accountability actions:

- It is important some methodical effort be made to identify those who may be missing and require rescue or first aid in a crisis.
- Identification of those who have survived the initial moments of a crisis provide a useful means of reassuring university constituency their loved ones have survived the initial crisis and may be able to communicate at an appropriate time. Those who are missing or require medical attention will require emergency contact notification at some point during the operation as determined by the communications team.

Emergency lockdowns

In the event of a serious security threat to the community, it may be necessary to quickly lock campus buildings to protect occupants and minimize the overall exposure to danger. In the event such an emergency occurs, a lock down will be declared by University Police.

Appendix D.1.4

BEC training

BECs shall meet at least annually with the Emergency Operations Plan administrator to review procedures and make updates. BECs will receive training on procedures for specific emergencies (fire, tornado, etc.) as well as the use of the coordinator kits and equipment.

BEC kits

- BEC vest (a bright colored safety vest)
- Evacuation roster
- Emergency radios
- Megaphone
- Forms and signs
- Pens and markers
- Legal pads
- Lock down keys
- Barricade tape
- First aid kit
- Flashlight
- Ear plugs

